

# **Crawley Borough Council**

## **Development Management**

### **National & Local List of Validation Requirements**

**Adopted 23 March 2021**

#### **Introduction**

A local planning authority may request supporting information with a planning application and its requirements specified on a formally adopted 'local list' which has been published on its website less than two years before the date the application is submitted. The need for a local list is set out in national policy. In 2008 an amendment to the Town and Country Planning (General Development Procedure) Order 1995 introduced a mandatory standard national application form and associated information requirements for the validation of planning applications and other applications submitted under the Town and Country Planning Acts.

In March 2014 the government issued revised guidance on information requirements and validation. This stated that where local authorities wish to maintain their own distinct 'local list' (in addition to the 'national list') of information; this should be reviewed, consulted on and adopted. Regulations require that local lists are only applicable for two years following publication (or re-publication), and the National Planning Policy Framework confirms that local lists should be reviewed at least every two years.

Crawley Borough Council's list of Local Information Requirements was adopted in 2021. This document outlines both the National and Local Requirements.

#### **Validation of Applications**

The Council will not register or validate an application if it is incomplete i.e. if all information listed in the appropriate validation criteria is not provided in a complete form. The Council will, however, use its discretion to ensure a proportionate approach is made.

Under the provisions of Regulation 4 of the Town and Country Planning (Applications) Regulations 1988 (as amended) the Council also has the power, in the course of dealing with an application, to require an applicant to supply any further information, plans and drawings necessary to enable them to determine the application. Applicants should note that a validated application can be refused on the basis of inadequate information. This is more likely to happen when the information submitted is judged to be of insufficient quality.

Where the applicant considers that the information is not required in any particular case, this should be clearly set out within the application.

## Processing the Application

The application process is summarised in Figure 1 below.

Applications will be advertised and consultations undertaken to enable comments to be made on the proposed development. The opportunity to make significant changes to an application after validation is limited.

Minor developments have an 8 week target for determination from validation and major applications have a 13 week target for determination. If an application is for development falling within the Environmental Impact Regulations, then the target is 16 weeks.

Significant changes, i.e. revised plans which require re-consultation, may not be accepted, because the re-consultation may not be able to be carried out and a decision made within the statutory time periods above unless an extension of time is agreed.

Applicants however may be able to make changes to the proposals and plans to address issues raised by Officers and Consultees if time permits during the process of consideration. Modified drawings that significantly alter the nature or description of the proposal will not normally be accepted after validation. If such a change is unavoidable, a new application may be required.

Where an application has been validated but needs significant alteration to make it acceptable, or where pre-application advice to overcome problems has not been followed, the Council will consider the application as submitted and this may result in a recommendation of refusal, you will be informed of the Council's decision to refuse prior to the decision notice being issued. The applicant may, however, wish to withdraw the application and submit a new application for a revised scheme before a decision is made. There is normally no fee for the first such resubmission.

### Requirements for all Planning Applications

The Town and Country Planning (Development Management Procedure) (England) Order 2015 (DMPO) requires, as a minimum, the following information for a valid planning application:

A completed application form submitted either electronically or in writing on the correct national standard application form.

Mandatory national information requirements specified in the DMPO which comprise:

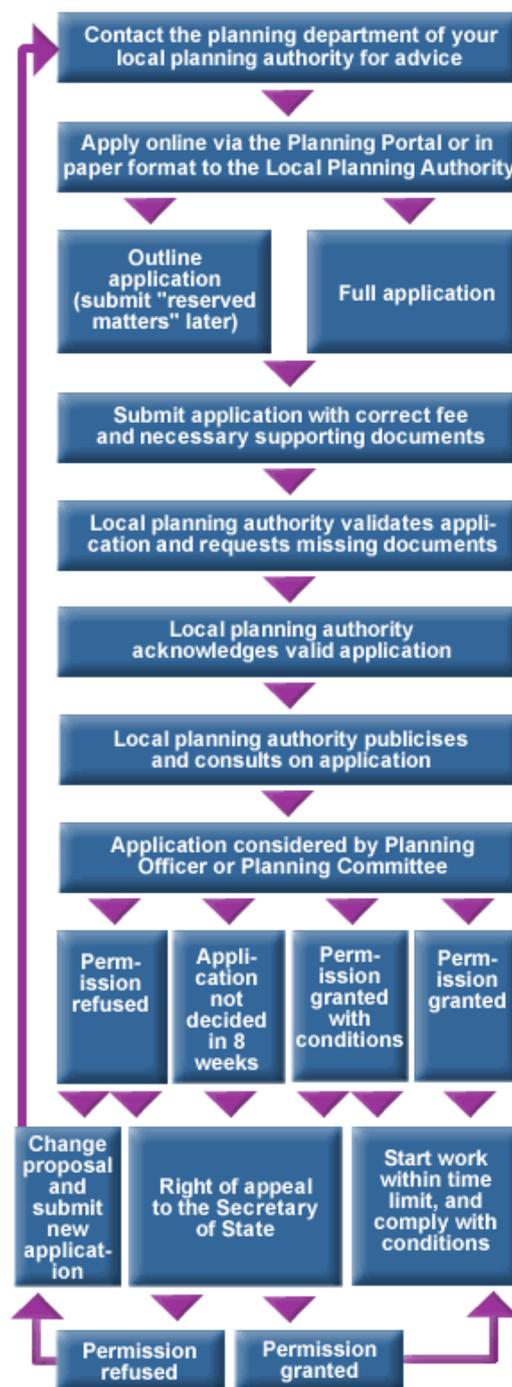


Figure 1. Flowchart summary of application process

- The correct fee
- A location and site plan
- Any other plans, drawings and information necessary to describe the development
- The ownership certificate/agricultural land declaration
- A design and access statement (where necessary)

In some cases an Environmental Impact Assessment (EIA) will be required but this usually relates to large scale development likely to have significant effects on the environment. Please check with us if you are unsure.

The Community Infrastructure Levy (CIL) is in force in Crawley, with CIL charges being payable by new development in accordance with the council’s CIL Charging Schedule and the CIL Regulations. All applications involving the creation of new dwellings or the creation of more than 99 square metres of new build floor space will need to be considered against CIL requirements, and should therefore be accompanied by a CIL Additional Information Form. For further guidance see <http://www.crawley.gov.uk/cil>.

**General Guidance**

Plans and drawings must be drawn to a recognised standard metric scale as detailed in the table below. An example of the plans that may be required are shown in Appendix A.

Include a scale bar, key dimensions the direction of North, original paper size and scale (e.g. 1:50 at A3), drawing number and description clearly marked on all drawings. The wording “do not scale” is not acceptable. Where several drawings are provided on one page at differing scales the different scales should be clearly marked on the plan.

Dimensioned drawings aid the consultation process and are preferred where extra annotation does not compromise the drawing readability.

When submitted electronically, please ensure plans are orientated correctly and the page size must match the size to which the plan is noted as being drawn to.

When submitted electronically, all documents and plans must be legible and capable of being accessed by the recipient, you should ensure that the document is of high enough quality and resolution, otherwise you will be asked to resubmit it.

**ONE** hard copy of each document and plan is required unless the application is submitted electronically. However, for major applications (10 or more dwellings; residential sites of 0.5ha or more; and other buildings with a floor space of 1000sqm or on sites of 1ha or more) **TWO** hard copies are required as well as **ONE** electronic copy.

For a large scale development, it may be appropriate to provide a copy of the documents and plans on a CD/USB. No individual file should be greater than 5MB.

## Related Documents

### Legislation

- [The Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#)

### Government Planning Policy and Guidance

- [National Planning Policy Framework \(2019\)](#)
- [National Information Requirements](#)
- [Flood Risk and Coastal Change](#)
- [Travel plans, transport assessments and statements in decision-taking](#)
- [Viability](#)

### Development Plan Policies

- [Crawley Borough Local Plan 2015-2030](#)
- [West Sussex Joint Minerals Local Plan \(2018\) and Mineral and Waste Safeguarding Guidance \(2020\)](#)
- [West Sussex Waste Local Plan \(2014\)](#)

### Supplementary Planning Guidance

- [Affordable Housing Supplementary Planning Document \(2017\)](#)
- [Breezehurst Drive Playing Fields Supplementary Planning Document \(2018\)](#)
- [Gatwick Airport Supplementary Planning Document \(2008\)](#)
- [Green Infrastructure Supplementary Planning Document \(2016\)](#)
- [Manor Royal Design Guide Supplementary Planning Document \(2013\)](#)
- [Planning & Climate Change Supplementary Planning Document \(2016\)](#)
- [Tinsley Lane Development Brief Supplementary Planning Document \(2017\)](#)
- [Town Centre Supplementary Planning Document \(2016\)](#)
- [Urban Design Supplementary Planning Document \(2016\)](#)
- [Land East of Street Hill, Worth Supplementary Planning Document \(draft\)](#)

### Additional Guidance/Sources

- [The Community Infrastructure Levy in Crawley](#)
- [West Sussex County Council guidance on Archaeological Notification Areas](#)
- [West Sussex Lead Local Flood Authority \(LLFA\) Policy for the Management of Surface Water](#)
- [Water. People. Places. A guide for master planning sustainable drainage into developments.](#)

## National Requirements

Specified by the Town and Country Planning (Development Management Procedure) (England) Order 2015.

Requirement	When Required	Description	Policy Driver/Further Information
Fee <sup>1</sup>	Required for most planning applications, although for some consents, e.g. listed building consent, planning permission for relevant demolition in a conservation area, tree works, disabled adaptation <sup>2</sup> etc no fee is required.	<p>The correct application fee, as specified in the national fee regulations must be submitted with your application. This can also be calculated using the Planning Portal's fee calculator. An incorrect fee will delay the processing of your application.</p> <p>The revenue from fees contributes towards the cost to the local authority of handling applications and the fee is not refundable unless the application is invalid.</p>	<p><a href="#">Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2017</a></p> <p><a href="#">and amended in 2020</a></p> <p><a href="#">Planning Portal Fee Calculator</a></p>
Application Form	All applications.	The correct standard planning application form must be completed. The forms can be filled out and submitted online via the Planning Portal, or you can download, print, and submit paper copies.	<a href="#">The Town and Country Planning (Development Management</a>

<sup>1</sup> Where the local planning authority fails to determine your application, or where you submit a valid application and then withdraw it at any time before it has been determined, the fee will not be refundable. However, if the local authority fails to determine your application, you can appeal.

When a previous application has been granted, refused or withdrawn, one further application by the same applicant for the same type of development on the same site can generally be made free of charge within 12 months. This period is measured from the submission date of withdrawn applications and from the determination date of permitted or refused applications. It is for the local authority to decide whether this concession applies.

<sup>2</sup> No fee is payable where the council is satisfied that the application relates solely to works comprising either of the following:

- householder development for the purpose of providing special assistance to a resident who is disabled;
- development for the purpose of providing a means of access for disabled persons to or within a building or premises to which members of the public are admitted.

Applications seeking to benefit from this exemption should include supporting documentation, e.g. a supporting statement from a health professional or a registered disabled number.

			<a href="#">Procedure) (England) Order 2015</a>  <a href="#">Planning Portal Paper Form Chooser</a>
Certificate of Ownership	All applications for planning permission.	<p>Applicants must complete a certificate of ownership that provides certain details about the ownership of the application site and confirms that an appropriate notice has been served on any other owners (and agricultural tenants). An application is not valid, and therefore cannot be determined by the local planning authority, unless the relevant certificate has been completed. It is an offence to knowingly or recklessly complete a false or misleading certificate. The certificate forms part of the application form.</p> <p><b>Certificate A – Sole Ownership and no agricultural tenants</b> should only be completed if the applicant is the sole owner of the land to which the application relates and there are no agricultural tenants.</p> <p><b>Certificate B – Shared Ownership (All other owners/agricultural tenants known)</b> should be completed if the applicant is not the sole owner, or if there are agricultural tenants, and the applicant knows the names and addresses of all the other owners and/or agricultural tenants (e.g. this certificate will need to be completed if the proposals encroach onto adjoining land).  <a href="#">Notice 1</a> must be completed and sent to all known owners/agricultural tenants</p> <p><b>Certificate C – Shared Ownership (Some other owners/agricultural tenants known)</b> should be completed if the applicant does not own all of the land to which the application relates and does not know the name and address of all of the owners and/or agricultural tenants.  <a href="#">Notice 1</a> must be completed and sent to all known owners/agricultural tenants. Where the owners or agricultural</p>	<a href="#">The Town and Country Planning (Development Management Procedure) (England) Order 2015</a>  <a href="#">Planning Portal Paper Form Chooser</a>

		<p>tenants are unknown, <a href="#">Notice 2</a> must be published in a local newspaper</p> <p><b>Certificate D – Shared Ownership (None of the other owners/agricultural tenants known)</b> should be completed if the applicant does not own all of the land to which the application relates and does not know the names and addresses of any of the owners and/or agricultural tenants. <a href="#">Notice 2</a> must be published in a local newspaper.</p> <p>An ‘owner’ is anyone with a freehold interest and leasehold interest the unexpired term of which is not less than 7 years.</p> <p>An ‘agricultural tenant’ is a tenant of an agricultural holding, any part of which is comprised in the land to which the application relates.</p>	
Location Plan	All applications.	<p>A site location plan which shows the site area and its surrounding context is required. A location plan should:</p> <ul style="list-style-type: none"> <li>• be at an identified metric scale (typically 1:1250 or 1:2500 for larger sites) and should show the direction of north;</li> <li>• be scaled to fit on an A4 size document;</li> <li>• show sufficient roads and/or buildings on land adjoining the application site;</li> <li>• show application site boundaries and all land necessary to carry out the proposed development i.e. land required for access to the site from the road, outlined in red;</li> <li>• show any other land owned by the applicant that is close to or adjacent to the property, outlined in blue.</li> </ul> <p>Also see the example plans in <b>Appendix A – Example Plans</b> below.</p> <p>When using Ordnance survey mapping for planning applications, the map cannot be a land registry document, cannot be used for multiple applications. It must show OS</p>	<p><a href="#">The Town and Country Planning (Development Management Procedure) (England) Order 2015</a></p> <p><a href="#">Planning Practice Guidance</a></p> <p><a href="#">Planning Portal Guidance</a></p> <p><a href="#">Planning Portal accredited suppliers of Ordnance survey maps</a></p>

		<p>crown copyright as an acknowledgment, not be a photocopy or screen grab image and must show the correct licence number if you wish to print or copy maps for applications.</p>	
Block Plan	All applications for planning permission.	<p>A block plan which shows the development in more detail is required. It should be drawn to an identified standard metric scale of 1:100, 1:200 or 1:500 and show the direction of North.</p> <p>Also see the example plans in <b>Appendix A – Example Plans</b> below.</p> <p>When using Ordnance survey mapping for planning applications, the map cannot be a land registry document, cannot be used for multiple applications. It must show OS crown copyright as an acknowledgment, must not be a photocopy or screen grab image and must show the correct licence number if you wish to print or copy maps for applications.</p>	<p><a href="#">The Town and Country Planning (Development Management Procedure) (England) Order 2015</a></p> <p><a href="#">Planning Portal Guidance</a></p> <p><a href="#">Planning Portal accredited suppliers of Ordnance survey maps</a></p>
Floor Plans (Existing and Proposed)	Required when the application would involve building operations or some change to the floor layout, or to indicate the locations of new windows/doors relative to the existing property.	<p>To be drawn at a metric scale of 1:50 or 1:100 and indicating the use of each room. For change of use applications the proposed use for each part of the building should be shown.</p> <p>Also see the example plans in <b>Appendix A – Example Plans</b> below.</p>	<p><a href="#">The Town and Country Planning (Development Management Procedure) (England) Order 2015</a></p>
Elevations (Existing and Proposed)	Required when the proposal would involve building operations or cause some change to the elevations of an existing building.	<p>To be drawn at a scale of 1:50 or 1:100 showing all new sides of the proposal. In the cases of minor changes, such as materials etc, the existing and proposed plans must highlight the materials currently present and the proposed.</p> <p>Also see the example plans in <b>Appendix A – Example Plans</b> below.</p>	<p><a href="#">The Town and Country Planning (Development Management Procedure) (England) Order 2015</a></p>
Sections (Existing and Proposed)	Required for buildings to show proposed elevations obscured by other structures/buildings	To be drawn at a metric scale of 1:50 or 1:100.	<p><a href="#">The Town and Country Planning (Development</a></p>

	that aren't apparent on plan drawings and when the application would cause changes to floor levels in an existing building, or when a new building is to be built on changing ground levels. Also required with any infill of land or laying of materials for a drive etc.		<a href="#">Management Procedure) (England) Order 2015</a>
Roof Plans (Existing and Proposed)	Required if the development is attached or changes the existing roof structure.	To be drawn at a metric scale of 1:50 or 1:100. Alternatively, for less complicated proposals you can include the roof plan on the 1:500 or 1:200 Block Plan.	<a href="#">The Town and Country Planning (Development Management Procedure) (England) Order 2015</a>
Design and Access Statement	<p>A Design and Access Statement must accompany applications for both outline and full planning permission for:</p> <ul style="list-style-type: none"> <li>• Major development (10 or more dwellings or creation in excess of 1000sqm of non-residential floor space).</li> <li>• Listed Building Consent</li> <li>• Conservation Area and World Heritage Sites only to be submitted with applications for one or more dwellings, or, a building or buildings where the floor space created by the development is 100 square metres or more.</li> </ul>	<p>A Design and Access Statement accompanying a planning application must include:</p> <ol style="list-style-type: none"> <li>a) The design principles and concepts that have been applied to the development, and;</li> <li>b) How issues relating to access to the development have been dealt with.</li> </ol> <p>And should:</p> <ol style="list-style-type: none"> <li>a) Explain the design principles and concepts that have been applied to the development</li> <li>b) Demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account</li> <li>c) Explain the approach adopted as to access and how policies relating to access are relevant</li> <li>d) State what, if any, consultation has been undertaken on issues relating to access to the development and what account has been taken of the outcome of any such consultation; and</li> </ol>	<p><a href="#">Article 9 of The Town and Country Planning (Development Management Procedure) (England) Order 2015</a></p> <p><a href="#">Regulation 3A of The Planning (Listed Buildings and Conservation Areas) (England) Regulations 1990 (as amended)</a></p> <p><a href="#">Planning Practice Guidance</a></p>

		<p>e) Explain how specific issues that might affect access to the development have been addressed.</p> <p>A design and access statement accompanying an application for Listed Building Consent must include an explanation of the design principles and concepts that have been applied to the proposed works, and how they have taken account of:</p> <ul style="list-style-type: none"> <li>a) the special architectural or historic importance of the building;</li> <li>b) the particular physical features of the building that justify its designation as a listed building; and</li> <li>c) the building's setting.</li> </ul> <p>Unless the proposed works only affect the interior of the building they must also explain how issues relating to access to the building have been dealt with. They must explain the applicant's approach to access, including what alternative means of access have been considered, and how relevant Local Plan policies have been taken into account. Statements must be proportionate to the complexity of the application, but need not be long.</p> <p>A single design and access statement may be provided alongside a joint application for planning and listed building consent provided it meets both sets of requirements.</p>	
Environmental Impact Assessment (EIA)	Required for development which is likely to have significant effects on the environment according to criteria set out in the Town and Country Planning (Environmental Impact Assessment) Regulations 2017 <sup>3</sup>	All EIA applications should be accompanied by an Environmental Statement (ES) in accordance with Schedule 4 of the Environmental Impact Assessment Regulations. Where an application is submitted without an ES but is deemed to require an ES, the Council will notify the applicant within 3 weeks of receipt of the application. Thereafter the applicant has 3 weeks (unless a longer period is agreed in writing with the applicant) to confirm in writing if an ES will be	<a href="#">Town and Country Planning (Environmental Impact Assessment) Regulations 2017</a>  <a href="#">Planning Practice Guidance</a>

<sup>3</sup> You can seek a formal opinion (*a screening opinion*) from the Local Planning Authority as to whether an EIA is needed before you submit your planning application. If an EIA is needed you can also ask the Authority to advise upon what the EIA should contain (*a scoping opinion*). If you decide not to ask for

		submitted, or that a screening direction will be sought from the Secretary of State in accordance with Regulation 11. In accordance with Regulation 20, the Council must suspend consideration of the application until the ES, with the appropriate notices and certificates, is submitted. Alternatively, where an application is required to provide an ES and this is not submitted, the application will be deemed to be refused in accordance with Regulation 11.	
Advert Detail Plan	Required for all advertisement consent applications.	To be drawn at a metric scale of 1:50 or 1:100. The drawing of the proposed advertisement should show its dimensions and position on the land or building in question. For a sign, the drawing should indicate the materials to be used, fixings, colours, height above the ground and, where it would project from a building, the extent of the projection.	<a href="#">Part 3 of The Town and Country Planning (Control of Advertisements) (England) Regulations 2007</a>
Lawful Development Certificate Evidence	Certificates of Lawful Development Applications	The evidence necessary to prove your entitlement to a certificate will depend on what is being applied for. The emphasis is <b>on the applicant</b> to convince the local authority that a certificate should be issued. Therefore the evidence submitted should be clear and convincing. <sup>4</sup>	<a href="#">Sections 191-196 of the Town and Country Planning Act 1990</a>  <a href="#">The Town and Country Planning (General Permitted Development) (England) Order 2015</a>  <a href="#">Planning Portal Guidance</a>

either a screening or scoping opinion before you submit your planning application, the Local Planning Authority will carry out screening and scoping when we receive your application but please be aware that this may lead to delays if an EIA is found to be needed.

<sup>4</sup> Where some questions of fact are involved, the local authority will expect to see statements from persons who have a direct knowledge of those facts. It is normal to require such statements in the form of a sworn 'state declaration' (affidavit) and you should seek advice from a solicitor or planning agent as to how this should be set out. In some cases letters or unsworn statements may be acceptable (for instance if there is some additional documentary evidence backing the statement). Letters may be acceptable if they back a sworn statement, but statements from owners or applicants which give crucial evidence should always be sworn in the proper form. Any other further evidence that can be provided will assist the application (such as photographs, invoices, completions certificate or any other documentation indicating the length of time it has been there).

<p>Tree Sketch/ Other Information</p>	<p>Applications for works to trees covered by a Tree Preservation Order (TPO) or within a Conservation Area.</p>	<p>Where works are proposed to a tree covered by a TPO, a sketch plan clearly showing the position of trees must be provided. Stated reasons for the proposed works must be provided and evidence in support of the stated reasons. In particular, if your reasons relate to the condition of the tree(s) (e.g. it is diseased or you have fears that it might break or fall) written evidence from an appropriate expert. If you are alleging subsidence a report by an appropriate engineer or surveyor, to include a description of damage, vegetation, monitoring data, soil, roots and repair proposals and also a report from an arboriculturist to support the tree work proposals. In respect of other structural damage (e.g. drains, walls and hard surfaces) written technical evidence from an appropriate expert, including description of damage and possible solutions.</p> <p>Where works are proposed to a tree not covered by a TPO within a Conservation Area, the application must describe the work proposed and include sufficient particulars to identify the tree or trees. Where a number of trees or operations are involved, it should make clear what work is proposed to which tree. A notice must include the date it is submitted. A plan is not mandatory but can be helpful.</p>	<p><a href="#">The Town and Country Planning (Tree Preservation) (England) Regulations 2012</a></p> <p><a href="#">Planning Practice Guidance</a></p>
<p>Telecommunications Development</p>	<p>Applications for Prior Approval and Full Planning Permission</p> <p>PLEASE NOTE: Gatwick Airport Safeguarding should be consulted regarding masts/mast extensions within 3 km of the airport, even where prior approval or planning permission are not required, in accordance with Appendix A of the Code of Best Practice on Mobile</p>	<p>Applications for Telecommunication Development should provide the information as set out in Appendix F of the Code of Best Practice on Mobile Network Development in England. This includes:</p> <ul style="list-style-type: none"> <li>• Plans and drawings showing the site and proposed development,</li> <li>• Evidence the Developers Notice was served before the application was submitted for prior approval applications,</li> <li>• Evidence that the owner or agricultural tenant of the land to which the application relates, has been notified of the proposed development for applications for planning permission, and</li> </ul>	<p><a href="#">The Town and Country Planning (General Permitted Development) (England) Order 2015</a></p> <p><a href="#">Code of Best Practice on Mobile Network Development in England</a></p>

	Network Development in England.	<ul style="list-style-type: none"><li>• A signed declaration that the equipment and installation is in full compliance with International Commission on Non-Ionizing Radiation Protection (ICNIRP).</li></ul>	<a href="#">Gatwick Airport Safeguarding information</a>
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## Local Requirements

The Government's policy on local information requirements can be found in the National Planning Policy Framework.

Requirement	When Required	Description	Policy Driver/Further Information
<p>Affordable Housing Statement/ Scheme</p>	<p>Required for all Full applications for residential development which result in one or more additional units.</p> <p>In the case of Outline planning applications, the provision of affordable housing will be secured at the time of the planning permission but, depending on the level of detail in the application, the S106 may enable the specifics in relation to the Affordable Housing Scheme to be provided as part of the Reserved Matters application stage.</p> <p>For Permissions in Principle affordable housing will be secured at the Technical Details Consent stage, but requirements are likely to be highlighted at the Permission in Principle stage.</p>	<p>This should set out how the affordable housing requirements in the Crawley Borough Local Plan 2015-2030 and further detailed in the Affordable Housing Supplementary Planning Document will be met.</p> <p>The Statement/Scheme must include the following details:</p> <ul style="list-style-type: none"> <li>• Type of Affordable Housing Provision – on-site, or financial contribution in lieu of on-site provision</li> <li>• Where on-site provision is being made, details of the: <ul style="list-style-type: none"> <li>- Affordable Housing quantum, tenure split and unit mix;</li> <li>- Site plan showing tenures (rented and intermediate);</li> <li>- Floor plans showing room sizes and storage capacity;</li> <li>- Car parking plan showing allocations across all tenures;</li> <li>- Phasing plan for the delivery of affordable housing;</li> <li>- A schedule of accommodation showing number, size (GIFA), number of rooms, number of bed-spaces, type of dwelling, and tenure of units;</li> <li>- A statement detailing the intended design and sustainability standards</li> <li>- The process for appointing a suitable Affordable Housing Provider.</li> </ul> </li> </ul> <p>An example Affordable Housing Scheme proforma is provided in Appendix A of the Affordable Housing Supplementary Planning Document.</p>	<p>Policy H4 of the <a href="#">Crawley Borough Local Plan 2015-2030</a></p> <p><a href="#">Affordable Housing Supplementary Planning Document (2017)</a></p> <p><a href="#">CBC Summary Guidance Document for Small Residential Applications</a></p>

<p>Air Quality Assessment/ Statement</p> <p>Emissions/ Mitigation Statement</p>	<p>Required for:</p> <ul style="list-style-type: none"> <li>• major development;</li> <li>• development in an Air Quality Management Area which is likely to have an impact on air quality within or outside the borough boundary (thresholds detailed in <a href="#">Guidance</a>);</li> <li>• Development of plant which has potential to impact on air quality through emissions to the atmosphere (such as boiler plant including solid fuel and district heating systems).</li> </ul>	<p>An Air Quality Assessment or Statement should be a technical document which assesses whether the predicted impacts from a development on local air quality will impact on public health and/or the local environment. The assessment should include the predicted concentration of pollutants of concern at appropriate dates and sensitive locations, the predicted change in air quality and the spatial impact of the change. The assessment should be proportionate to the nature and scale of the proposed development.</p> <p>An Emissions or Mitigation Statement should be a technical document which assesses the emissions from a development and the appropriate level of mitigation required as a result.</p>	<p><a href="#">Policy ENV12 of the Crawley Borough Local Plan 2015-2030</a></p> <p><a href="#">National Planning Policy Framework</a></p> <p><a href="#">Air Quality and Emissions Mitigation Guidance for Sussex 2020</a></p> <p><a href="#">Planning Practice Guidance</a></p>
<p>Building Height Information (where not otherwise marked on elevation drawings)</p>	<p>Required with planning applications for new structures (except for householder applications).</p>	<p>Identify the height to the highest point of the building/structure in metres Above Ordnance Datum (AOD), if known, or the height in metres above ground level.</p>	<p><a href="#">The Town and Country Planning (safeguarded aerodromes, technical sites and military explosives storage areas) Direction 2002</a></p> <p><a href="#">Airport Operators Association (AOA) Advice Note 1`Safeguarding of Aerodromes'</a></p>

<p>Community Infrastructure Levy (CIL) Additional Information Form</p>	<p>Required for development including the creation of more than 99sqm of additional floorspace OR the creation of one or more new dwellings, including via conversion.</p>	<p><a href="#">Community Infrastructure Levy (CIL) Additional Information Form</a></p>	<p><a href="#">Crawley CIL Charging Schedule</a></p> <p><a href="#">Map of CIL Charging Zones</a></p> <p><a href="#">Developer Contributions Guidance Note</a></p> <p><a href="#">Planning Practice Guidance</a></p>
<p>Contaminated Land Assessment</p>	<p>Required for development on a site which is known or suspected to be at risk from contaminants or materials that present a hazard to health or a risk to underlying groundwater.</p> <p>Where former commercial buildings are being converted into residential the developer must either submit evidence that the building was built post 2000 or provide an intrusive pre-demolition and refurbishment Asbestos Survey.</p>	<p>Where contaminated land is suspected due to previous land use, a staged risk assessment will be required in accordance with the Land Contamination Risk Management Process (see weblink). This guidance has recently replaced the CLR11 – Model Procedures for the Management of Land Contamination guidance. The following stages are applicable at the planning application stage:</p> <ul style="list-style-type: none"> <li>• A Stage 1 Risk Assessment – (this could be a desk top study including Conceptual Model of potential pollutant linkages), carried out by a competent person;</li> <li>• (Where required) A Stage 2 Risk Assessment comprising a detailed site investigation carried out by a suitably qualified and accredited consultant/contractor in accordance with a Quality Assured sampling and analysis methodology BS 10175:2011.</li> </ul> <p>An Asbestos Survey should be carried out in accordance with HSG264 and supported by an appropriate mitigation scheme to control risks to future occupiers.</p>	<p>Policy ENV10 of the <a href="#">Crawley Borough Local Plan 2015-2030</a></p> <p><a href="#">Land Contamination Risk Management Process</a></p> <p>BS 10175:2011 (available from <a href="#">BSI shop</a>)</p> <p><a href="#">HSG264</a></p> <p><a href="#">Environmental Data Services Consultancy Directory</a></p> <p><a href="#">Specialists in Land Condition</a></p>

<p>Ecological Impact Assessment (EclA) Report and supporting survey data or, where there would be no significant biodiversity implications, a Preliminary Ecological Appraisal (PEA) Report.</p>	<p>Required for planning applications which may, directly or indirectly, affect the following sites identified in policy ENV2:</p> <ul style="list-style-type: none"> <li>• Sites of Special Scientific Interest (SSSIs);</li> <li>• Ancient Woodland;</li> <li>• Local Nature Reserves;</li> <li>• Sites of Nature Conservation Importance (SNCIs);</li> <li>• Nature Improvement Areas;</li> <li>• Habitats of Principle Importance (see Table 10 of the Green Infrastructure SPD);</li> <li>• Biodiversity Opportunity Areas;</li> <li>• Sites where protected species or species of principle importance have been recorded are likely to be present (see Table 9 of the Green Infrastructure SPD).</li> </ul> <p>Also required for development including the modification, conversion, demolition or removal of buildings and structures (especially roof voids) where</p>	<p>The information provided should:</p> <ul style="list-style-type: none"> <li>• Accurately identify and record the presence of habitats or biodiversity features and the presence of plants, invertebrates, amphibians, reptiles, birds or mammals (including bats);</li> <li>• Assess the impact of the proposed development on any species or habitats identified and demonstrate that any significant impacts (direct or indirect) can be avoided, adequately mitigated, or, as a last resort, compensated for.</li> <li>• Be informed by the results of a search for ecological data from the Sussex Biodiversity Record Centre (see link to left).</li> </ul> <p>Reports must comply with BS42020: 2013 Biodiversity. Code of practice for planning and Development and best practice guidance published by the Chartered Institute of Ecology and Environmental Management (CIEEM).</p> <p>Note: a PEA report is only acceptable if the findings of the preliminary survey and desk study are that there are no designated sites, Habitats of Principle Importance that could be affected and that there is negligible potential for protected species / species of principle importance to be present within the development's zone of influence. A PEA report may then be submitted to demonstrate this. In all other cases, a full Ecological Impact Assessment Report, with supporting survey results, is required.</p> <p>Further guidance is provided in part 5 of the Green infrastructure SPD.</p>	<p>Policy ENV2 of the <a href="#">Crawley Borough Local Plan 2015-2030</a></p> <p><a href="#">Green Infrastructure Supplementary Planning Document (2016)</a></p> <p><a href="#">Sussex Biodiversity Record Centre</a></p> <p>BS 42020:2013 Biodiversity. Code of practice for planning and Development (available from <a href="#">BSI shop</a>)</p> <p><a href="#">Chartered Institute of Ecology and Environmental Management Publications</a></p> <p><a href="#">Defra Magic Map</a></p>
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	protected species or species of principle importance are likely to be present (see Table 9 of the Green Infrastructure SPD).		
Economic Statement and Sequential Assessment	<p>An Economic Statement is required with:</p> <ul style="list-style-type: none"> <li>• all proposals involving a net loss of employment floorspace in any Main Employment Area, including the Town Centre and Manor Royal;</li> <li>• proposals in Manor Royal which are not for business use, i.e. use-class E (g) (formerly class B1), Class B2 and Class B8 development;</li> <li>• proposals for retail or leisure development outside the Primary Shopping Area (Sequential Assessment also required);</li> <li>• proposals of the following types within the Town Centre: <ul style="list-style-type: none"> <li>- proposals falling outside of the 'Main Town Centre Uses' of retail; leisure; offices; and</li> </ul> </li> </ul>	<p>Economic Statements should demonstrate that the proposed development reinforces and does not undermine the identified economic function of the affected area(s) and of the town more generally. Where an impact assessment is required in accordance with Policies EC6 and EC7 (see separate item 'Retail Impact Assessment' below) this should show that the proposal will reinforce and not undermine the economic function of the Town Centre.</p> <p>Where retail or leisure development is proposed outside the Town Centre a Sequential Assessment should be included demonstrating that proposals cannot be accommodated on more central sites.</p>	<p>Policies EC2, EC3, EC5, EC6 and EC7 of the <a href="#">Crawley Borough Local Plan 2015-2030</a></p> <p><a href="#">Town Centre Supplementary Planning Document (2016)</a></p> <p><a href="#">National Planning Policy Framework</a></p>

	<p>arts/culture/ tourism-related development;</p> <ul style="list-style-type: none"> <li>- proposals for non-Ea, Eb and Ec class uses (formerly A1/2/3) within a Primary Shopping Frontage.</li> <li>- proposals for non-Ea, Eb, Ec, bars and hot food take-aways (formerly A-class uses) within a Secondary Shopping Frontage.</li> </ul>		
<p>Flood Risk Assessment and Drainage Strategy</p> <p>PLEASE NOTE: Separate consents are required for:</p> <ul style="list-style-type: none"> <li>• works to ordinary watercourses (Land Drainage Consent) (please contact West Sussex County Council);</li> <li>• connections to foul or surface water drains (please</li> </ul>	<p>A Flood Risk Assessment is required for proposals on sites of over 1 hectare in Flood Zone 1; any proposals for development in Flood Zones 2 or 3.<sup>5</sup></p> <p>A Drainage Strategy will be required for proposals for major development.</p>	<p>A Flood Risk Assessment should:</p> <ul style="list-style-type: none"> <li>• Assess whether the development is likely to be affected by current or future flooding from any source;</li> <li>• Assess whether it will increase flood risk elsewhere;</li> <li>• Demonstrate how appropriate measures are proposed to deal with these risks over the lifetime of the development, taking into account the potential effects of climate change and the relative vulnerability of the site's users.</li> </ul> <p>A Drainage Strategy should detail the proposed surface water drainage arrangements for the site and demonstrate that these are in compliance with West Sussex County Council's sustainable drainage policies and other planning policy requirements. Planning permission may be refused where a Drainage Strategy is based solely on discharge agreed by the Water Authority or on existing outfall capacity.</p>	<p>Policy ENV8 of the <a href="#">Crawley Borough Local Plan 2015-2030</a></p> <p><a href="#">National Planning Policy Framework</a></p> <p><a href="#">West Sussex Lead Local Flood Authority (LLFA) Policy for the Management of Surface Water</a></p> <p><a href="#">Ordinary watercourse land drainage consent (WSCC)</a></p>

<sup>5</sup> A Flood Risk Assessment is also required in Flood Zone 1 where development or a change to a more vulnerable use may be subject to non-fluvial forms of flooding. See [Table 2 of the Flood Risk and Coastal Change Planning Practice Guidance](#) for further information.

<p>contact the Water Authority – usually in Crawley this is Thames Water).</p>		<p>Within flood zones 2 and 3 a more comprehensive Drainage Statement will be required to ensure no reduction in flood plain area.</p>	<p><a href="#">Thames Water: Developer Services</a></p> <p><a href="#">Water. People. Places. A guide for master planning sustainable drainage into developments.</a></p> <p><a href="#">Planning &amp; Climate Change Supplementary Planning Document (2016)</a></p> <p><a href="#">Planning Practice Guidance</a></p> <p><a href="#">Non-statutory Technical Standards for SuDS</a></p> <p><a href="#">susdrain SuDS guidance resources</a></p>
<p>Heritage Impact Assessment (HIA) and Archaeological Desk-based Assessment</p>	<p>A HIA will be required with applications for Listed Building Consent and with all applications for development affecting heritage assets, including the following:</p> <ul style="list-style-type: none"> <li>• Listed Buildings and Structures;</li> <li>• Scheduled Ancient Monuments;</li> <li>• Conservation Areas;</li> <li>• Locally Listed Buildings;</li> </ul>	<p>A Heritage Impact Assessment should describe the significance of any heritage assets affected and the contribution made by their setting, the impact of the development, and any measures adopted to ensure the heritage asset is respected, preserved or enhanced or, for exceptionally significant development, relocated.</p> <p>In the case of development involving any of the following, the Assessment (and Archaeological Desk-based assessment where appropriate) should include and be informed by the findings of a search of the Historic Environment Record (HER):</p>	<p>Policy CH12 of the <a href="#">Crawley Borough Local Plan 2015-2030</a></p> <p><a href="#">West Sussex County Council guidance on Archaeological Notification Areas</a></p> <p><a href="#">National Planning Policy Framework</a></p>

	<ul style="list-style-type: none"> <li>• Areas of Special Local Character;</li> <li>• Historic Parks and Gardens;</li> <li>• Other assets with archaeological interest.</li> </ul> <p>Where a heritage asset with archaeological interest is affected the Heritage Impact Assessment should include or be accompanied by an Archaeological Desk-based assessment.</p> <p>The WSCC Historic Environment Record (HER) service provide an online ANA mapping facility to assist the applicant in determining potential impact.</p>	<ul style="list-style-type: none"> <li>• ground works adjacent to or in the curtilage of a Listed Building;</li> <li>• any activity within a Scheduled Ancient Monument;</li> <li>• ground works within a Red Archaeological Notification Area;</li> <li>• 5 or more residential units OR non-residential/ mixed use development of over 0.2 ha within an Amber Archaeological Notification Area;</li> <li>• development outside an Archaeological Notification Area comprising 10 or more new units OR over 0.5 ha of non-residential/ mixed use development.</li> </ul> <p>A Desk Based Assessment should include the results of the Historic Environment Record (HER). A Desk Based Assessment should examine and define the likelihood of encountering archaeological finds or features of all periods on the site during development works, and identify the need for and scope of, any further evaluation that might be necessary to refine and conclusively address this question.</p>	<p><a href="#">Historic England Guidance: the Setting of Heritage Assets</a></p> <p><a href="#">Chartered Institute for Archaeologists - Commission an Archaeologist</a></p>
Minerals Infrastructure Statement	<p>Required where non-mineral development is proposed within a Minerals Infrastructure Consultation Area (e.g. Crawley goods yard), with the following exceptions:</p> <ul style="list-style-type: none"> <li>• Development and extensions within the curtilage of existing development;</li> <li>• Minor amendments to existing permissions;</li> </ul>	<p>A minerals infrastructure statement should address the following matters:</p> <ul style="list-style-type: none"> <li>• The distance of the proposal from the safeguarded site;</li> <li>• Any existing screening from buildings or vegetation;</li> <li>• Identification of pre-existing conditions such as background noise, light, odours, vibration, dust and other emissions;</li> <li>• The potential for the site to deliver suitable mitigation including the identification of the means by which the development has introduced layout, design and other mitigation measures to mitigate potential effect on and from the safeguarded site;</li> <li>• Confirmation of pre-application consultation/ engagement with the minerals infrastructure operator (to</li> </ul>	<p>Policy M10 of the <a href="#">West Sussex Joint Minerals Local Plan</a></p> <p><a href="#">West Sussex Minerals Safeguarding Guidance (2020)</a></p> <p>For further information please contact <a href="#">West Sussex County Council</a>.</p>

	<ul style="list-style-type: none"> <li>• Reserved matters and other post-outline applications unless minerals-related issues were raised at the outline stage;</li> <li>• The following types of application: <ul style="list-style-type: none"> <li>- Listed Building Consent;</li> <li>- Advertising Consent;</li> <li>- Prior Notifications;</li> <li>- Certificates of Lawfulness (proposed and existing);</li> <li>- Works to trees.</li> </ul> </li> </ul>	<p>demonstrate a full understanding of the existing and potential future operation of the site);</p> <ul style="list-style-type: none"> <li>• Where appropriate, a full assessment of issues such as noise and light;</li> <li>• Statement of the overall compatibility of the development with the minerals infrastructure.</li> </ul>	
<p>Minerals Resource Assessment</p>	<p>Required where non-mineral development is proposed within a Minerals Consultation Area containing safeguarded minerals resources (for Crawley these are Weald Clay or Building Stone), with the following exceptions:</p> <ul style="list-style-type: none"> <li>• Urban Areas (as shown at Appendix D of <a href="#">WSCC Minerals Safeguarding Guidance</a>;</li> <li>• Development on sites of less than 3 hectares;</li> <li>• Development and extensions within the</li> </ul>	<p>A minerals resource assessment should be proportional to the size of the site and the scarcity of the mineral and may include the following:</p> <ul style="list-style-type: none"> <li>• An assessment of the geological information about the site;</li> <li>• Site investigations/borehole data;</li> <li>• Consideration of other locations that are outside the MSA;</li> <li>• Assessment of whether the proposal can be modified to avoid sterilisation;</li> <li>• Assessment of the potential for the use of the mineral in the proposed development and whether it is feasible and viable to extract the mineral resource ahead of the development;</li> <li>• An explanation of the viability of prior extraction and how it will be carried out;</li> <li>• Discussions with potential ‘users’ of the mineral;</li> </ul>	<p>Policy M9 of the <a href="#">West Sussex Joint Minerals Local Plan</a></p> <p><a href="#">West Sussex Minerals Safeguarding Guidance (2020)</a></p> <p>For further information please contact <a href="#">West Sussex County Council</a>.</p>

	<p>curtilage of existing development;</p> <ul style="list-style-type: none"> <li>• Minor amendments to existing permissions;</li> <li>• Reserved matters and other post-outline applications unless minerals-related issues were raised at the outline stage;</li> <li>• The following types of application: <ul style="list-style-type: none"> <li>- Listed Building Consent;</li> <li>- Advertising Consent;</li> <li>- Prior Notifications;</li> <li>- Certificates of Lawfulness (proposed and existing);</li> <li>- Works to trees.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• An explanation of how any voids will be ‘backfilled’ in preparation for development and/or incorporated into the design and layout of the development;</li> <li>• Building Stone - an assessment of quarries, historic buildings using the stone and alternative supplies of the stone.</li> </ul>	
Noise Impact Assessment	<p>Required to support major applications for residential development and any other applications where noise sensitive uses<sup>6</sup> are likely to be exposed to significant or unacceptable noise impacts. This will include (but not exclusively) the following:</p> <ul style="list-style-type: none"> <li>• Aviation. Any proposed dwelling</li> </ul>	<p>The Noise Impact Assessment will:</p> <ul style="list-style-type: none"> <li>• Assess the impact of the proposal as a noise receptor or generator as appropriate; and</li> <li>• Demonstrate in full how the development will be designed, located, and controlled to mitigate the impact of noise on health and quality of life, neighbouring properties, and the surrounding area.</li> </ul> <p>In preparing a Noise Impact Assessment applicants will adhere to Planning Noise Advice Document: Sussex (2015) and ProPG: Planning and Noise (2017) for further guidance.</p>	<p>Policy ENV11 of the <a href="#">Crawley Borough Local Plan 2015-2030</a></p> <p><a href="#">Planning Noise Advice Document: Sussex (2020)</a></p> <p><a href="#">ProPG: Planning and Noise (2017)</a></p>

<sup>6</sup> Any dwelling, hotel or hostel, health building, educational establishment, place of worship or entertainment, or any other facility or area of high amenity, which may be susceptible to noise.

	<p>within the most recent published 57dB noise contour for a single runway at Gatwick AND a 2<sup>nd</sup> wide spaced runway scenario.</p> <ul style="list-style-type: none"> <li>• Railway: Any proposed dwelling within 200m of the London-Brighton main line or within 50m of the Three-Bridges-Horsham branch line.</li> <li>• Roads: Any proposed dwelling near to the M23, A-class and B-class roads, or any heavily used side road (especially when residential facades are within 5m of the roadside).</li> <li>• Industrial or Commercial: Any proposed dwelling neighbouring any Industrial, commercial or business use class.</li> </ul>		
Open Space Assessment	Required where proposals remove or affect the use of existing open space, sport, and recreational spaces without suitable replacement.	This must demonstrate that the site is surplus to requirements, with reference to the standards detailed in the council's Open Space, Sport and Recreation Study and Playing Pitch Study.	<p>Policy ENV4 of the <a href="#">Crawley Borough Local Plan 2015-2030</a></p> <p><a href="#">Green Infrastructure Supplementary</a></p>

			<a href="#">Planning Document (2016)</a>
Parking Details	Required for developments which include car, bicycle and motorcycle parking provision.	<p>Drawing showing the layout of parking provision and identifying any special type of provision (e.g. disabled and electrical vehicle charging points), where this is not shown on the site/block plan. It should be drawn to an identified standard metric scale of 1:100, 1:200 or 1:500 and show the direction of North.</p> <p>Where the parking provision does not meet the standards set out in the council's Parking Standards Annex a supporting statement should be provided justifying the proposed level of provision.</p>	<a href="#">Policies CH3 and IN4 of the Crawley Borough Local Plan 2015-2030</a>  <a href="#">Urban Design Supplementary Planning Document (2016) (containing Parking Standards Annex)</a>
Planning Obligations Instruction Form	<p>Required for proposals where it is necessary for the developer to enter into a legal obligation to provide certain contributions or facilities, e.g.:</p> <ul style="list-style-type: none"> <li>• affordable housing;</li> <li>• commuted sums towards offsite provision of affordable housing, open space or replacement/additional trees;</li> <li>• public realm improvements;</li> <li>• works or contribution to mitigate highways impacts.</li> </ul>	Completed form (see <b>Appendix B – draft Planning Obligation Instruction Form</b> ) in accordance with the requirements of the Crawley Borough Local Plan; Affordable Housing and Green Infrastructure Supplementary Planning Documents; and Developer Contributions Guidance Note.	<a href="#">Crawley Borough Local Plan 2015-2030</a>  <a href="#">Affordable Housing Supplementary Planning Document (2017)</a>  <a href="#">Green Infrastructure Supplementary Planning Document (2016)</a>  <a href="#">Regulation 123 List</a>  <a href="#">Developer Contributions Guidance Note</a>
Planning Statement	Required for all major residential and commercial applications	Identifies the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national and local planning policies.	<a href="#">National Planning Policy Framework</a>

			<a href="#">Crawley Borough Local Plan 2015-2030</a>  <a href="#">West Sussex Joint Minerals Local Plan</a>  <a href="#">West Sussex Waste Local Plan (2014)</a>
Retail Impact Assessment (where not included within an Economic Statement)	Required for proposals for Main Town Centre Uses outside the Primary Shopping Area which will result in a total retail sales area of 2,500 sqm of floorspace or greater.	<p>The Assessment should identify the quantitative and qualitative impact of the proposed development on the economic performance of the town centre, neighbourhood centres, and other centres within the retail catchment. This includes consideration of:</p> <ul style="list-style-type: none"> <li>• The forecast level of expenditure and trade draw;</li> <li>• Store format and trade densities and variation of these between standalone stores, extensions and mezzanine floors;</li> <li>• Proposed product range;</li> <li>• Cumulative impact alongside recent developments.</li> </ul>	<a href="#">Policies EC6 and EC7 of the Crawley Borough Local Plan 2015-2030</a>  <a href="#">Town Centre Supplementary Planning Document (2016)</a>  <a href="#">National Planning Policy Framework</a>  <a href="#">Planning Practice Guidance</a>
Safety Audit	<p>For all major planning applications that include any of the following:</p> <ul style="list-style-type: none"> <li>• alteration to the existing highway;</li> <li>• intensification of use of an existing access;</li> <li>• formation of a new access;</li> <li>• off-site highway improvements;</li> </ul> <p>all other applications where the following apply:</p>	<p>A Stage 1 Road Safety Audit, carried out by an accredited auditor (see <a href="#">WSSC Safety Audit Policy</a>);</p> <ul style="list-style-type: none"> <li>• A signed Designer's Response detailing how the recommendations of the audit have been addressed;</li> <li>• An Exception Report if identified problems would not be addressed through amendments to the scheme.</li> </ul>	<a href="#">Policy IN3 of the Crawley Borough Local Plan 2015-2030</a>  <a href="#">WSSC Safety Audit Policy</a>  <a href="#">WSSC Highways Information for Developers</a>  <a href="#">Manual for Streets</a> and <a href="#">Manual for Streets 2</a> .

	<ul style="list-style-type: none"> <li>proposals do not meet recognised standards (Manual for Streets or Design Manual for Roads and Bridges) particularly relating to visibility, geometry and junction location;</li> <li>the need for a Safety Audit has been highlighted at the pre-application stage.</li> </ul>		<a href="#">Design Manual for Roads and Bridges: Road Geometry.</a>
Statement of Community Involvement	Required where the developer has undertaken public consultation regarding the proposals (this is mandatory for wind turbine development including more than 2 turbines or where the hub height of any turbine exceeds 15 metres).	<p>Details of consultation activity including:</p> <ul style="list-style-type: none"> <li>Nature, location and timing of consultation activity;</li> <li>Examples of consultation material;</li> <li>Summary of consultation responses/feedback and how the proposal has been influenced as a result.</li> </ul>	<a href="#">Planning Practice Guidance</a>  <a href="#">Sections 61W and 61X of the Town and Country Planning Act 1990</a>  <a href="#">Article 4 of the Town and Country Planning (Development Management Procedure) (England) (Order) 2015</a>
Sustainability/ Energy Efficiency Statement	<p>Required for applications for development including any of the following:</p> <ul style="list-style-type: none"> <li>The creation, change of use or refurbishment of more than 100sqm of internal floorspace;</li> <li>The creation of one or more new dwellings.</li> </ul>	<p>The Statement should set out how the following objectives have been and are to be addressed by the development:</p> <ul style="list-style-type: none"> <li>Take an active approach to reducing its need to consume energy;</li> <li>Utilise renewable and low carbon energy technologies where appropriate;</li> <li>Look at ways to improve the existing building when adding improvements or extensions;</li> </ul>	<a href="#">Policy ENV6 of the Crawley Borough Local Plan 2015-2030</a>  <a href="#">Planning &amp; Climate Change Supplementary Planning Document (2016)</a>

		<ul style="list-style-type: none"> <li>• Minimise the amount of carbon emitted throughout the implementation and construction process and ensure any existing embedded carbon onsite is retained;</li> <li>• Consider the establishment of district energy networks within heat priority areas or near potential sources of waste energy and consider connection or futureproofing developments for connection;</li> <li>• Tackle the serious water stress in the borough;</li> <li>• Cope with future temperature extremes, and ensure that the development does not unduly increase the impact of heatwave events.</li> </ul>	<a href="#">Extensions and Alterations Guidance Note</a>
<p>Transport Assessment (including Travel Plan)</p>	<p>Required for development with significant transport implications. Specifically:</p> <ul style="list-style-type: none"> <li>• Hotels (C1) including 100 bedrooms or more;</li> <li>• New residential institutions (C2) including 150 or more students or 50 or more hospital beds;</li> <li>• Residential development (C3) including 80 dwellings or more;</li> <li>• Business development (E(g)) including 2500 sqm or more;</li> <li>• General industrial development (B2) including 4000 sqm or more;</li> <li>• Storage and distribution development (B8</li> </ul>	<p>A Transport Assessment is a thorough assessment of the transport implications of development, and an account of mitigation measures necessary to avoid unacceptable or 'severe' impacts. This should include information about:</p> <ul style="list-style-type: none"> <li>• the proposed development (particularly proposed transport access and layout across all modes of transport);</li> <li>• neighbouring uses, amenity and character, existing functional classification of the nearby road network;</li> <li>• existing public transport provision, including provision/frequency of services and proposed public transport changes;</li> <li>• travel characteristics of the proposed development, including movements across all modes of transport that would result from the development and in the vicinity of the site;</li> <li>• cumulative transport impacts of committed development in the area;</li> <li>• current traffic flows on links and at junctions within the study area;</li> <li>• injury accident records</li> <li>• likely associated environmental impacts of transport related to the development, particularly in relation to proximity to environmentally sensitive areas;</li> </ul>	<p>Policy IN3 of the <a href="#">Crawley Borough Local Plan 2015-2030</a></p> <p><a href="#">National Planning Policy Framework</a></p> <p><a href="#">Planning Practice Guidance: Travel plans, transport assessments and statements in decision-taking</a></p> <p>West Sussex County Council guidance on <a href="#">Transport Assessment Methodology</a></p> <p><a href="#">West Sussex County Council Travel Plan Resources</a></p> <p><a href="#">Map of Strategic Road Network</a></p>

	<p>including 5000 sqm or more;</p> <ul style="list-style-type: none"> <li>• Food retail development (E(a)) including 800 sqm or more;</li> <li>• Non-food retail development (E(a)) including 1500 sqm or more.</li> </ul> <p>For other uses please contact the council.</p> <p>Irrespective of the above thresholds, developers should consult Highways England regarding developments that impact the Strategic Road Network.</p>	<ul style="list-style-type: none"> <li>• measures to improve the accessibility of the location where these are necessary to make the development acceptable in planning terms;</li> <li>• parking facilities in the area and the parking strategy of the development;</li> <li>• ways of encouraging environmental sustainability by reducing the need to travel; and</li> <li>• measures to mitigate the residual impacts of development.</li> </ul> <p>A Travel Plan should set out the long-term management strategy for integrating proposals for sustainable travel into the proposed development. It should:</p> <ul style="list-style-type: none"> <li>• identify the specific required outcomes, targets and measures;</li> <li>• set out clear future monitoring and management arrangements;</li> <li>• consider what additional measures may be required to offset unacceptable impacts if the targets should not be met.</li> </ul>	
Transport Statement	<p>A Transport Statement will be required development with relatively small transport implications. Specifically:</p> <ul style="list-style-type: none"> <li>• Hotels (C1) including 75 bedrooms or more;</li> <li>• New residential institutions (C2) including 50 or more students or 30 or more hospital beds;</li> <li>• Residential development (C3)</li> </ul>	<p>A Transport Statement should include:</p> <ul style="list-style-type: none"> <li>• Details of past, present and proposed vehicle movement numbers and types;</li> <li>• Details of the means of access, hours of operation, and parking;</li> <li>• Potential areas of concern – e.g. accessing site etc;</li> <li>• Mitigation measures proposed;</li> <li>• Residential sensitive/ areas.</li> </ul>	<p>Policy IN3 of the <a href="#">Crawley Borough Local Plan 2015-2030</a></p> <p><a href="#">Planning Policy Guidance: Travel plans, transport assessments and statements in decision-taking.</a></p> <p><a href="#">National Planning Policy Framework</a></p> <p><a href="#">Map of Strategic Road Network</a></p>

	<p>including 50 dwellings or more;</p> <ul style="list-style-type: none"> <li>• Business development (E(g)) including 1500 sqm or more;</li> <li>• General industrial development (B2) including 2500 sqm or more;</li> <li>• Storage and distribution development (B8) including 3000 sqm or more;</li> <li>• Food retail development (E(a)) including 250 sqm or more;</li> <li>• Non-food retail development (E(a)) including 800 sqm or more.</li> </ul> <p>For other uses please contact the council.</p> <p>Irrespective of the above thresholds, developers should consult Highways England regarding developments that impact the Strategic Road Network.</p>		
<p>Tree Information, including:</p> <ul style="list-style-type: none"> <li>• Arboricultural Impact Assessment (including tree</li> </ul>	<p>Required where the following are present on the site or affected by the proposal:</p>	<p>An Arboricultural Impact Assessment should provide an evaluation of the impacts of the development on nearby trees, and of trees on the development, drawing on all of the baseline tree information and the proposed site layout. It should include copies of the Tree Survey and Tree</p>	<p>Policies CH3 and CH6 of the <a href="#">Crawley Borough Local Plan 2015-2030</a></p> <p><a href="#">Green Infrastructure Supplementary</a></p>

<p>survey and tree retention/removal plan)</p> <ul style="list-style-type: none"> <li>• Arboricultural Method Statement</li> <li>• Tree Protection Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Trees subject to a Tree Preservation Order (TPO);</li> <li>• Trees within a Conservation Area;</li> <li>• Areas of Ancient Woodland or Structural Landscaping;</li> <li>• Trees within an Area of Special Local Character (ASLC);</li> <li>• Other trees which make a contribution to amenity or landscaping.</li> </ul>	<p>Retention/Removal Plan and provide details of any required facilitation pruning.</p> <ul style="list-style-type: none"> <li>• The survey should record all relevant information for trees on and adjacent to the site. This may include details of habitats and protected species contained in the trees where appropriate. Existing trees should be placed within a category (A, B, C, or U) depending on their quality. The plan will also show the Root Protection Area of each tree(s) and any other relevant constraints.</li> <li>• The retention/removal plan should show: <ul style="list-style-type: none"> <li>- Trees to be retained: marked with their survey numbers and circled with a continuous line;</li> <li>- Trees to be removed: marked with their survey numbers and circled with a dashed line or similar.</li> </ul> </li> </ul> <p>The method statement should summarise how the development will actually take place around any retained trees, including:</p> <ul style="list-style-type: none"> <li>• how demolition will occur;</li> <li>• where any materials will be stored;</li> <li>• how the development will be phased.</li> </ul> <p>A Tree Protection Plan shows how the retained trees and hedges will be physically protected during site clearance and construction of the development. It should be superimposed over a final site layout drawing and clearly indicate the precise location of all protective barriers and proposed hard surfacing.</p>	<p><a href="#">Planning Document (2016)</a></p> <p>BS 5837:2012 (available from <a href="#">BSI shop</a>)</p>
<p>Utilities Infrastructure Statement</p>	<p>Required for major development or development on a site without mains drainage.</p>	<p>A Utilities Infrastructure Statement should provide details confirming:</p> <ul style="list-style-type: none"> <li>• the position and alignment of existing and proposed utility services, including gas, electricity, telecommunications (including fibre-optics), water supply, foul/surface water drainage;</li> </ul>	<p>Policies IN1 and IN2 of the <a href="#">Crawley Borough Local Plan 2015-2030</a></p>

		<ul style="list-style-type: none"> <li>the impact of the proposed development on existing utilities infrastructure;</li> <li>that the proposed development can connect into and be served by the relevant utilities providers.</li> </ul>	<a href="#">Southern Water Developer Services</a>  <a href="#">Thames Water Pre-Planning service</a>  <a href="#">UK Power Networks</a>
Ventilation/ Extraction Statement	Required for applications within use classes E(b), E(g), B2 along with Pubs, Bars and other establishments (formerly use class A4), hot food takeaways (formerly use class A5), and any other applications where ventilation or extraction equipment is proposed to be installed.	This should provide a quantitative, technical assessment of any noise, waste products and odours generated as a result of the development with any proposed mitigation. This needs to be proportional to the proximity of residents and other nearby sensitive use classes.	Policies CH3 and ENV11 of the <a href="#">Crawley Borough Local Plan 2015-2030</a>
Viability Assessment	Required where an application is seeking on grounds of financial viability to justify non-compliance with policy requirements which are applicable subject to financial viability (e.g. H4: Affordable and Low Cost Housing).	<p>A Viability Assessment will be an ‘open book’ assessment of the viability of the proposed scheme, prepared in accordance with National Planning Practice Guidance, and detailed in proportion to the scheme. It should:</p> <ul style="list-style-type: none"> <li>Include an executive summary identifying key inputs, including gross development value, benchmark land value (based on existing use value), landowner premium, costs and developer return;</li> <li>Be publicly available (unless the council is satisfied that contents are commercially sensitive, in which case the relevant information must still feature in aggregated form in a publicly available executive summary);</li> <li>Detail development costs, including: <ul style="list-style-type: none"> <li>build costs;</li> <li>abnormal costs;</li> <li>site-specific infrastructure costs;</li> </ul> </li> </ul>	<a href="#">Crawley Borough Local Plan 2015-2030</a>  <a href="#">Planning Practice Guidance: Viability</a>  <a href="#">Affordable Housing Supplementary Planning Document (2017)</a>  <a href="#">CBC Summary Guidance Document for Small Residential Applications</a>

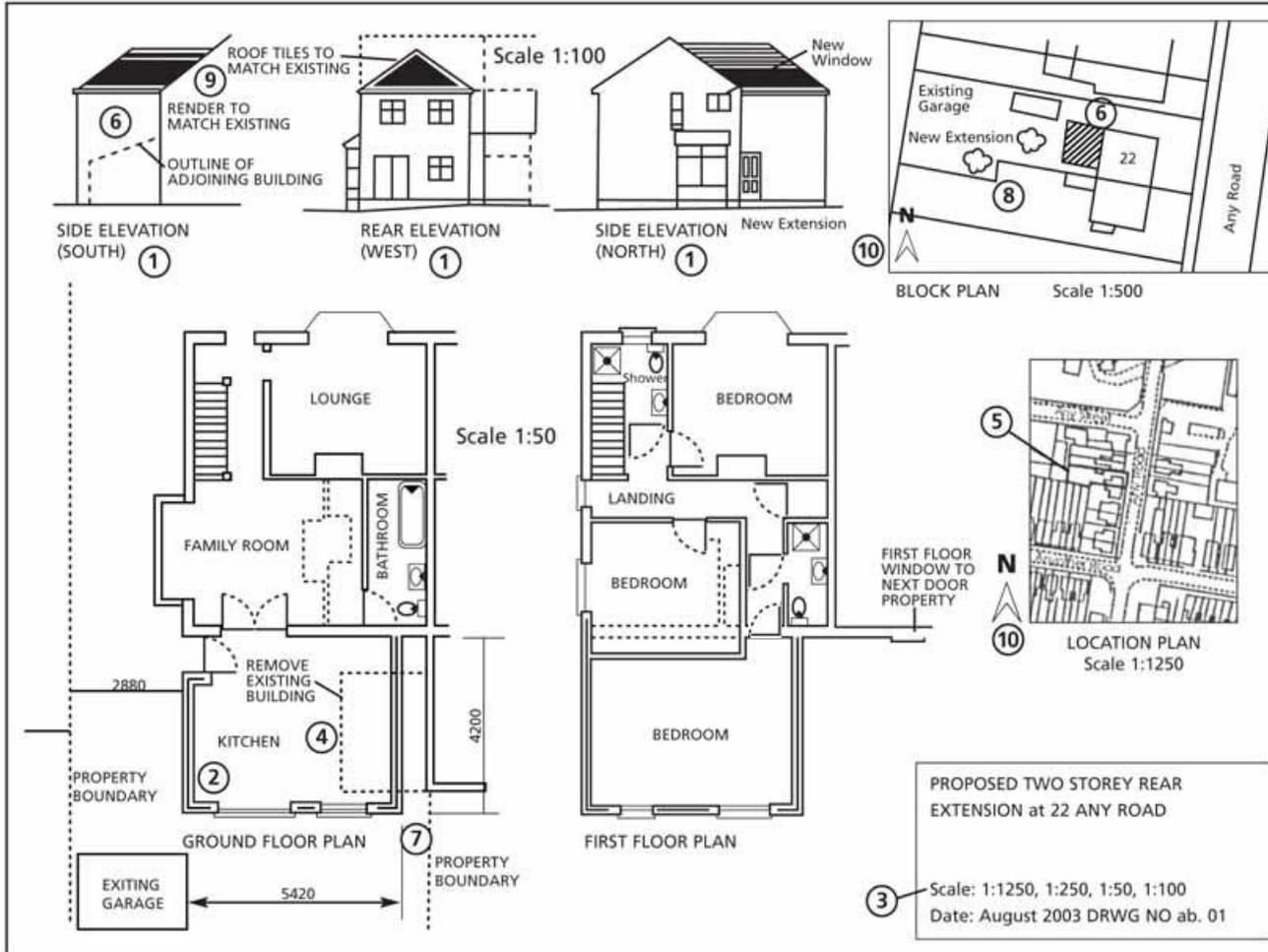
		<ul style="list-style-type: none"> <li>- total cost of relevant planning policy requirements and developer contributions;</li> <li>- finance costs;</li> <li>- professional fees and marketing costs;</li> <li>- contingency (where applicable).</li> </ul> <p>Further guidance is provided in the council's Affordable Housing Supplementary Planning Document.</p>	
Waste Management Site or Infrastructure Statement	<p>Required for development on or adjacent to waste sites or infrastructure (as identified in the West Sussex County Authority Monitoring Report), with the following exceptions;</p> <ul style="list-style-type: none"> <li>• Development and extensions within the curtilage of existing development</li> <li>• Minor amendments to existing permissions;</li> <li>• Reserved matters and other post-outline applications unless waste related issues were raised at the outline stage;</li> <li>• The following types of application: <ul style="list-style-type: none"> <li>- Listed Building Consent;</li> <li>- Advertising Consent;</li> <li>- Prior Notifications;</li> <li>- Certificates of Lawfulness</li> </ul> </li> </ul>	<p>A waste infrastructure statement should address the following matters:</p> <ul style="list-style-type: none"> <li>• The distance of the proposal from the safeguarded site;</li> <li>• Any existing screening from buildings or vegetation;</li> <li>• Identification of pre-existing conditions such as background noise, light, odours, vibration, dust and other emissions;</li> <li>• The potential for the site to deliver suitable mitigation including the identification of the means by which the development has introduced layout, design and other mitigation measures to mitigate potential effect on and from the safeguarded site;</li> <li>• Confirmation of pre-application consultation/engagement with the waste operator</li> <li>• Where appropriate, a full assessment of issues such as noise and light;</li> <li>• Statement of the overall compatibility of the development with the waste infrastructure.</li> </ul>	<p>Policy W2 of the <a href="#">West Sussex Waste Local Plan (2014)</a></p> <p><a href="#">West Sussex County Council Authority Monitoring Reports</a></p>

	(proposed and existing); - Works to trees.		
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# Appendix A – Example Plans

## Example Plans

The drawing shows the plans required for a typical two-storey rear extension. Note that the plan has been photographically reduced. The notes describe some of the important points.



1. Include all elevations and floor plans of your extension.
2. Highlight new work, using colour or hatching.
3. Each plan must be drawn to a metric scale which should be stated. Any dimensions should be included on the plans in metres.
4. Use dotted or broken lines to show the position of existing buildings to be demolished.
5. Outline your site in red on the location plan.
6. Make sure the position of adjacent properties is accurate on the block plan and show the siting of the proposed work in red or hatching (all copies must be drawn to scale).
7. Show the precise position of the boundary.
8. Trees to be retained or felled should be shown.
9. Mark up the drawings to show what building materials are proposed.
10. Show the north point on the plan.

## Appendix B – draft Planning Obligation Instruction Form

### PLANNING OBLIGATION INSTRUCTION FORM

Please complete this form and submit it to the council along with your planning application.

**It is important that you complete the form fully, correctly and accurately** as this template will form the instructions for the council's legal representative to draft the Planning Obligation and incorrect and/or incomplete information will delay this being issued. Please complete sections 1 to 8. The planning case officer will complete sections 9 and 10 once the application has been received.

#### **YOU ARE ADVISED TO SEEK INDEPENDENT LEGAL ADVICE BEFORE ENTERING A PLANNING OBLIGATION**

Please note that the Borough Council and County Council will expect its reasonable legal costs to be met (whether or not the Planning Obligation proceeds to completion) and the Borough Council will levy a fee for monitoring costs.

#### **1. Site location**

Site address and postcode. (If there is no postal address please provide a clear and accurate description.)

#### **2. Title number**

If the land is registered the council will require up to date Official Copies of the Register of Title and Title Plan. **Please provide up to date Official Copies of all applicable title registers and title plans and submit with this form.** If the land is not registered at the Land Registry, please state 'Unregistered'.

#### **3. Description of Proposal**

Please provide an accurate, detailed description of the proposed development (including numbers of bedrooms per residential unit).

#### 4. Land ownership details

The council will require all parties with an interest in the land comprised within the application site to be party to the Planning Obligation.

Please note that if there are multiple land owners additional details are to be provided in section 6.

Name (lead owner)	
Address	
Postcode	
Tel no.	
Email	

#### 5. Developer details (if applicable)

Name	
Address	
Postcode	
Tel no.	
Email	

**6. Additional owners**

Use the field below to provide details of any additional owners not included in section 4.

## 7. Name and address of legal representative

If you have appointed or intend to appoint someone to act on your behalf in connection with the Planning Obligation please provide their details below.

Name	
Address	
Postcode	
Tel no.	
Email	

## 8. Mortgagee

If any part of the property is charged or subject to mortgage and you do not wish to satisfy all contributions upon the completion of the Planning Obligation, your mortgage provider will need to be a signatory to the Planning Obligation. Please note it is likely that the mortgage provider would also charge legal fees for approving and executing the Planning Obligation.

Is there a mortgage on any part of the land? (Please tick as appropriate)

Yes  No

If 'yes', do you wish your mortgage provider to be a signatory to the Planning Obligation or do you intend to pay all monies upon completion of the Planning Obligation? Please note that if the Planning Obligation is to include obligations other than financial contributions (e.g. the provision of affordable housing) all mortgagees will need to be a party to the Planning Obligation. Please tick as appropriate.

Mortgage provider to be a signatory to the Planning Obligation

All monies to be paid upon completion of the Planning Obligation

If you wish your mortgage provider to be a signatory to the Planning Obligation please provide the name and registered office of the mortgage provider in the box below.

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**Sections 1 to 8 completed by (insert full name):**

<b>Signed:</b>	
<b>Date:</b>	

**9. Instruction details (for internal use only – planning case officer to complete)**

Instructing officer:

Date of validation:

Date of instruction:

Target decision date:

Planning application number:

Determination (Committee/Delegated)  
(if known):

Type of Planning Application: (Full/ Outline/  
Matters)

Reserved

**Planning case officers should ensure that the council’s legal representative is provided with copies of: - all consultation responses relevant to the Planning Obligation; the application; the application form; a red line plan of the application site and, if applicable, identify either on the same or on a separate plan the location of any land which is to be specifically identified in the Planning Obligation (for example, the affordable housing land).**

## 10. Planning Obligation (Heads of Terms)

These heads of terms are subject to the completion of formally executed legal documentation and authorisation by the relevant Planning Committee or delegated powers. All planning obligations must comply with Regulations 122 and 123 of the Community Infrastructure Levy Regulations 2010.

**For internal use only – planning case officer to complete and provide details of matters to be included in the Planning Obligation. Officers should make it clear where further instructions will follow.**

### HEADS OF TERMS

Type of Obligation	Required?	Amount required or formula applied where applicable	Project(s)	Comments
Transport and Sustainable Access				
Education				
Open Space, Sport and Recreation				
Green Infrastructure				
Health Care				
Community and Library				
Emergency Services				
Flood Risk Management and Flood Defence				
Public Realm Improvements – Town Centre/ Manor Royal				
Affordable Housing				

Infrastructure supporting Gatwick Airport				
Other (please specify)				

<b>ON-SITE AFFORDABLE HOUSING DETAILS (WHERE APPLICABLE)</b>		
<b>Total % or no. of Affordable units</b>	<b>Details of Affordable Housing Scheme</b>	<b>Details of location of units (i.e. indicate if a plan is attached or will follow)</b>

<b>HIGHWAYS/ TRANSPORT OBLIGATION DETAILS (WHERE APPLICABLE)</b>

<b>PROPERTY OBLIGATION DETAILS (WHERE APPLICABLE)</b>		
<b>Obligation details</b>	<b>Details of land subject to transfer where appropriate (i.e. indicate if a plan is attached or will follow)</b>	<b>Details of any commuted maintenance sums</b>

<b>OTHER MATTERS DETAILS (WHERE APPLICABLE)</b>	
<b>Matter</b>	<b>Details</b>

<b>Case Officer (print name):</b>	
<b>Case Officer (signature):</b>	
<b>Date:</b>	
<b>Counter signature of authorised officer:</b>	
<b>Date:</b>	

**Development Management**

**Economy and Planning**

**Crawley Borough Council**

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