

# Worthing Planning Application Validation Requirements



WORTHING BOROUGH  
COUNCIL

# CONTENTS

## CHAPTER 1: PREPARING A VALID APPLICATION

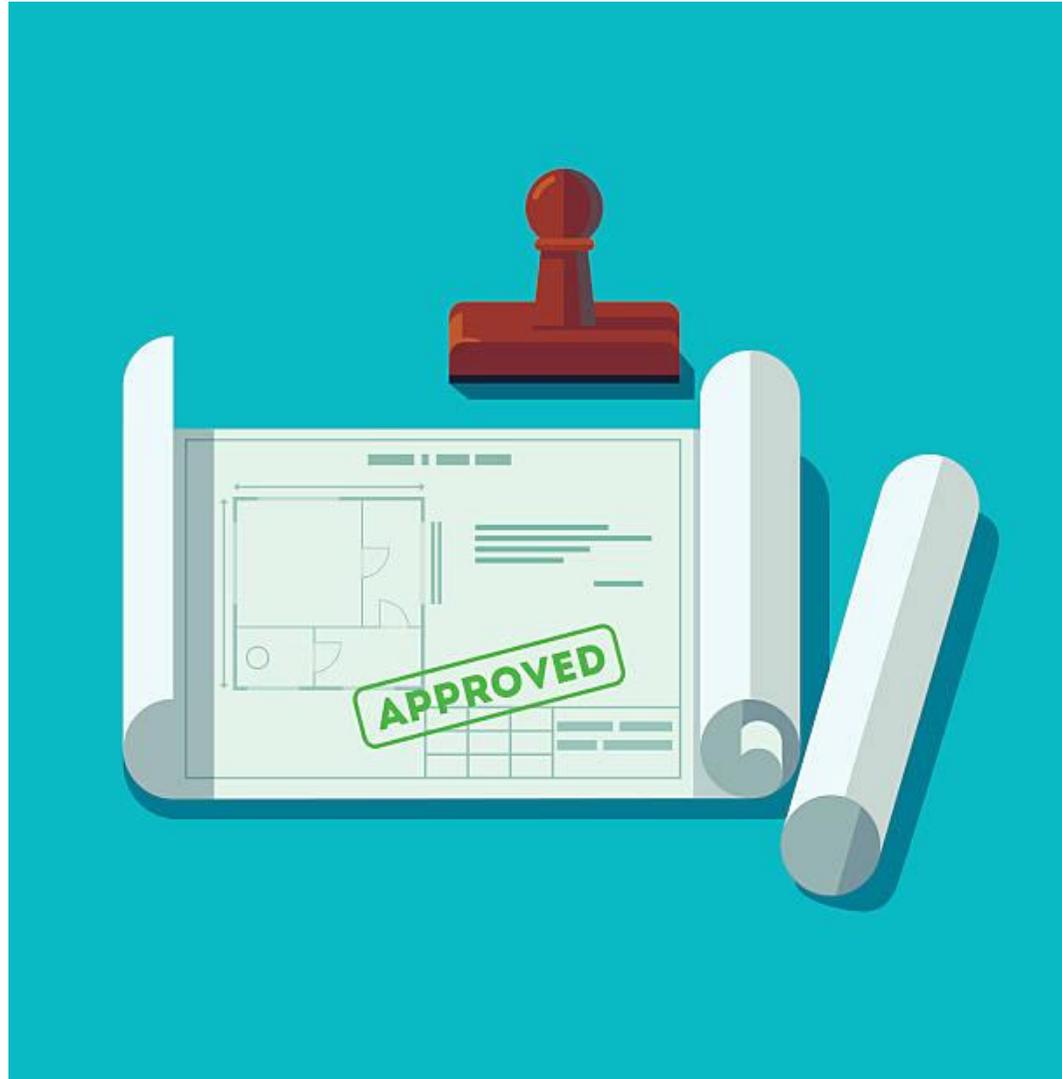
|   |    |
|---|----|
| Introduction                                    | P3 |
| Before submitting a Planning Application        | P4 |
| Preparing and submitting a Planning Application | P5 |
| Common invalidation reasons                     | P6 |
| Other application types                         | P8 |

## CHAPTER 2: THE VALIDATION LIST

|                         |     |
|-------------------------|-----|
| Validation Checklist    | P12 |
| Validation Requirements | P14 |

# CHAPTER 1:

## PREPARING A VALID APPLICATION



## INTRODUCTION

To assess a planning application, we need appropriate supporting information. Certain national requirements are mandatory (see 1-6) but we have discretion to adopt a local list of validation requirements (see 7-30 below). Local validation criteria must comply with the following statutory tests<sup>1</sup>:

For an application to be **valid**, you must provide all the required information or reasons why you are not able to provide it.

This guidance note sets out the information that must be submitted with certain types of application. It also provides useful references to policies in the Worthing Local Plan 2020-2036 (Adopted March 2023) as well as national planning policies contained within the National Planning Policy Framework (NPPF) where relevant.

A link to the Worthing Local Plan can be found here:

<https://www.adur-worthing.gov.uk/media/Media,169486,smxx.pdf>

And NPPF:

<https://www.gov.uk/guidance/national-planning-policy-framework>

The Design and Access Statement or Planning Statement may be a useful covering document. If you do incorporate requirements in this way, please make sure that you use the appropriate sub-headings so that each requirement can be readily identified e.g. Heritage Statement, Energy and Sustainability Statement etc. If you are in any doubt as to the level and type of information required, speak to our Planning Administrators before submitting the application.

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<sup>1</sup> Section 62 (4A) of the Town and Country Planning Act 1990 and Article 34(6) c of the Town and Country Planning (Development Management Procedure) (England) Order 2015, Para 44 of the NPPF.

# Before Submitting a Planning Application

## Pre-Application Advice

The Council complies with the Government's duty to offer a "positive and proactive" approach by offering a pre-application service. You are strongly encouraged to engage with the Council prior to submitting your application to obtain advice on your proposals.

Not all proposals will be acceptable. This service will help identify situations where an application has little or no prospect of success.

Pre-application advice is confidential as it can be commercially sensitive before a development proposal is publicly known. When a planning application is submitted, this is no longer the case, and you will be required to submit details of pre-application advice provided to you.

## Engagement with others

You are advised to consult with others who may be affected by your proposal. For major applications, this may mean pre-application discussions with Environmental Health and Conservation officers or statutory bodies such as the Environment Agency, Natural England, National Highways, Historic England, West Sussex County Council as the Lead Local Flood Authority and Local Highway Authority, Southern Water and other utilities etc. You will also need to provide evidence that you have engaged with local residents, amenity groups and local businesses.

For **householder applications**, it is recommended that you discuss your plans with neighbours.

For more detailed advice on who to consult please refer to p36 of the Council's **Joint Statement of Community Involvement**. The link can be found here:

[Joint Statement of Community Involvement \(SCI\) - April 2024](#)

# Preparing and Submitting a Planning Application

## Preparing Supporting Information

You should consult the **validation list** (p12-57 of this document) to inform the scope and complexity of supporting documentation required. This can be discussed with the Council via the pre-application advice service before any application is made. If an application requires a supporting document this needs to be submitted at the time of application, otherwise the application will be treated as invalid.

## Submitting Applications Online

Planning applications should be submitted electronically through the **Planning Portal**<sup>2</sup> or **directly to Adur & Worthing Councils by email or by post**<sup>3</sup>.

Documents should be in PDF or Open Document Format<sup>4</sup> and plans should clearly state the paper size, scale and be scalable. Individual documents should be no larger than **5mb**. In the case of larger documents, these should be split into sensible chapters and labelled.

Documents submitted will be published on the Council's website and you are responsible for ensuring that personal or sensitive data are not included on supporting information. Where this is unavoidable, you should provide both original and redacted versions to meet the Data Protection Laws.

## What Happens If My Application Is Invalid?

Planning applications are not “valid” and will not be processed, until all the relevant information has been received. If your application is invalid, the Council will write to you explaining the reasons, and providing a deadline for providing the outstanding information. If

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<sup>2</sup> <https://www.planningportal.co.uk/>

<sup>3</sup> There is an administrative fee for planning applications directly submitted to the Council but does not currently apply to applications submitted to the Council for works to trees

<sup>4</sup> Article 2(6) of The Town and Country Planning (Development Management Procedure) (England) Order 2015

the additional information is not received, the application will be returned to you, and you will need to submit a new application. Any **amendments to drawings** should be indicated by a **new revision Letter or Number** i.e. Revision A etc.

If the Council does not validate your application within the required timescales, there is a right of appeal, unless you have failed to provide an item or items specified on this list. If you disagree with the Council's reasons for making the application invalid, there is a dispute resolution procedure set out in Article 12 of The Town and Country Planning (Development Management Procedure) (England) Order 2015.

You can also appeal against non-determination after the statutory period for determining the application has expired. In considering such an appeal the Inspector will consider both the dispute regarding invalidity and the merits of the application itself.

## Common Invalidation Reasons

When preparing to submit your application, it's helpful to double-check to avoid one of the following common mistakes:

### 1. Site Location Plans

The land, which is the subject of the planning application including site access from the public highway, should be **outlined in red** and all adjacent land owned by the applicant should be **outlined in blue**. The plan should be to a **scale of 1:1250** with a north arrow and show at least two road names for easy identification, if this is possible. Occasionally, sites located in rural areas may not have a second adjacent road. If this is the case, applicants are encouraged to provide as much detail about the site's location as possible to facilitate easy identification including any nearby landmarks and also Public Rights of Way (PROWs) located within the application boundary or immediately adjacent to it.

## 2. Ownership Certificate

Planning application forms should include the appropriate ownership certificates. If the Applicant is not the sole landowner, formal Notice should be served on the other owners (including anyone with a lease of 7+ years) and either certificate B, C, or D should be signed. This is a common mistake for example, where another flat is located within the same red line boundary, or where works affect boundaries (for example, extensions along party walls). In these cases, Notice will need to be served on the affected landowners and the correct Ownership Certificate completed.

## 3. Accurate, Labelled Plans

All plans should be to a recognised scale, with a unique reference number, scale bar, written scale and a north arrow.

## 4. Flood Risk Assessment

Make sure that you check the flood risk of the development site from all sources, particularly the sea, rivers, surface water and ground water. You can find **flood risk** and **surface water flood risk** maps online using government websites like Gov.uk or the Environment Agency found here:

[Flood Map for Planning - Flood Zones](#)

Adur and Worthing Council's website also has some useful information on flood risk here:

[Flood risk \(Adur and Worthing\)](#)

A flood risk assessment should be proportionate to the complexity of the scheme and should include mitigation measures and sustainable drainage where necessary. Natural England and the Environment Agency offer a service to provide pre-application advice on your planning proposals, which is subject to a charge. Information about the service and charges can be found on the Gov.uk website here:

<https://www.gov.uk/guidance/developers-get-environmental-advice-on-your-planning-proposals>

## 5. Fire Statement

For certain developments, such as those with high-rise residential buildings or educational accommodation, a Fire Statement may be required as part of the formal planning application. Developers are encouraged to engage with West Sussex Fire & Rescue Service early in the planning process to address fire safety concerns, but formal consultation typically occurs during the building control process after planning permission is granted.

## 6. Arboricultural Statement

Where trees on the site are within falling distance of the development or where the felling or pruning of trees with a Tree Preservation Order (TPO) and/ or trees within a Conservation Area is proposed, will need to complete the relevant section of the application form and submit an Arboricultural Statement. Further guidance on completing the application can be found here:

[Planning application guidance note - Trees](#)

## 7. Application Fees

Your planning application will not be released from the planning portal until the calculated fee is paid. If at the Technical Check stage the fee is incorrect, the additional fee request will form part of your invalidation letter.

## Other Application Types

The information listed in this Validation Checklist is the minimum required to be submitted with Full Planning Applications.

The information may also be relevant and necessary for other types of applications. However, the specific requirements are often set out in secondary legislation or national guidance.

The most common types of ‘other applications’ are:

### Lawful Development Certificates (LDC):

- You should submit a Site Plan, existing/proposed floor plans and elevation drawings (where external alterations are proposed). You should also submit a Community Infrastructure Levy (CIL) additional information form (see Section 6).
- For roof extensions, you should provide a calculation of the proposed roof space volume.
- For applications seeking to establish lawful use, legislation and guidance places the onus upon the applicant to demonstrate the use and therefore you should submit detailed evidence (such as statements, tenancy agreements, bills, and Council Tax records).

### Prior Approval applications:

- The required documents are set out in the General Permitted Development Order (as amended)<sup>5</sup>, and guidance can be found online<sup>6</sup>.
- For larger home extensions, you are encouraged to submit existing and proposed floor plan and elevation drawings.
- Demolition applications: A demolition method statement should be submitted with details of the work and why it is required, demolition methods, hours of working, measures to control environmental impacts (noise, air quality, and land contamination), construction impacts and how the site will be restored post demolition. If there is potential for harm to ecology, the relevant surveys should also be submitted.

### Listed Building consent:

- A site plan, drawings, design and access statement and heritage statement should be provided as a minimum.
- Dependent upon the heritage significance, specialist information may be requested, which can be clarified at pre-application stage.
- Some proposals will also require planning permission, in these cases you should also submit a planning application.

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<sup>5</sup> <https://www.legislation.gov.uk/uksi/2015/596/schedule/2/made>

<sup>6</sup> <https://www.planningportal.co.uk/permission/common-projects/extensions/prior-approval>

### Approval of details secured by conditions:

- We usually encourage applicants to submit more than one condition per application to ensure the most efficient processing and decision-making, particularly if the conditions cover similar matters, such as building details and the choice of materials. However, for more complex matters, such as drainage or land remediation, it may be preferable to submit these separately.
- You should submit a covering letter together with relevant documents and information setting out how the condition or conditions have been met.

### Non-material amendment<sup>7</sup> to Planning Applications:

- You should submit a covering letter setting out all the changes proposed, a copy of the approved drawings which are to be altered and a copy of the proposed drawings clearly marked up so that it is clear what the proposed alterations are.

### Removal or Variation of Conditions<sup>8</sup>:

- You are encouraged to provide a covering letter and/or Planning Statement setting out the details of the condition you wish to remove/modify and justifying the changes proposed in detail.
- For amended plans, the changes should also be readily identified on the drawings
- Depending upon the details of your proposed changes, documents from Part 2 of this Validation Checklist may also be necessary.

### Advertisement Consent Applications

- Details of each advertisement should be provided as set out in the application form including lighting levels.
- You should also submit a location plan and site plan setting out the location of the advertisement(s), with elevation drawings and sections. Section drawings should show how the advertisements are fixed to the wall or building and any internal illumination where appropriate.

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<sup>7</sup> Section 96A of the Town and Country Planning Act 1990

<sup>8</sup> Section 73 of the Town and Country Planning Act 1990

# CHAPTER 2:

## THE VALIDATION LIST



## Validation Checklist

| No. | National Requirements                               | Mandatory for all applications | Applicant checklist |
|-----|---|--------------------------------|---------------------|
| 1   | Application Form                                    | √                              |                     |
| 2   | Location Plan                                       | √                              |                     |
| 3   | Ownership Certificates and Agricultural Declaration | √                              |                     |
| 4   | Appropriate Fee                                     | √                              |                     |
| 5   | Design and Access Statement                         | √                              |                     |
| 6   | Community Infrastructure Levy (CIL)                 | √                              |                     |

| No. | Local Requirements see specific thresholds        | Can be included in D&A Statement | Applicant checklist |
|-----|---|----------------------------------|---------------------|
| 7   | Additional Plans & Drawings                       |                                  |                     |
| 8   | Affordable Housing Statement and Viability Report |                                  |                     |
| 9   | Air Quality Assessment (AQA)                      |                                  |                     |
| 10  | Air Source Heat Pumps (ASHPs)                     |                                  |                     |
| 11  | Biodiversity Net Gain (BNG)                       |                                  |                     |
| 12  | Community Facilities                              |                                  |                     |
| 13  | Daylight/Sunlight Assessment                      |                                  |                     |
| 14  | Ecological Appraisal                              |                                  |                     |
| 15  | Economic Statement                                | √                                |                     |
| 16  | Energy/Sustainability Statement                   |                                  |                     |
| 17  | Environmental Statement                           |                                  |                     |
| 18  | Fire Statement                                    |                                  |                     |
| 19  | Flood Risk Assessment (FRA)                       |                                  |                     |
| 20  | Foul Sewerage Assessment (FSA)                    |                                  |                     |
| 21  | Health Impact Assessment and Screening            | √                                |                     |
| 22  | Heritage Statement                                | √                                |                     |
| 23  | Historic Environment Record (HER)                 |                                  |                     |
| 24  | Land Contamination Assessment                     |                                  |                     |
| 25  | Landscaping and Green Infrastructure Details      | √                                |                     |

|    |  |   |  |
|----|--|---|--|
| 26 | Lighting Assessment                                      |   |  |
| 27 | Noise Impact Assessment                                  |   |  |
| 28 | Parking Provision  | √ |  |
| 29 | Planning Obligations (Section 106)                       | √ |  |
| 30 | Planning Statement                                       | √ |  |
| 31 | Refuse and Recycling Provision                           | √ |  |
| 32 | Road Safety Audit  |   |  |
| 33 | Self-build and Custom Build Statement                    |   |  |
| 34 | South Downs National Park Statement                      | √ |  |
| 35 | Space Standards  | √ |  |
| 36 | Statement of Community Involvement                       | √ |  |
| 37 | Structural Survey  |   |  |
| 38 | Sustainable Drainage Systems                             |   |  |
| 39 | Telecommunications Development                           |   |  |
| 40 | Town Centre Uses - Sequential Test and Impact Assessment | √ |  |
| 41 | Transport Assessment                                     |   |  |
| 42 | Transport Statement                                      |   |  |
| 43 | Travel Plan  |   |  |
| 44 | Tree Survey  |   |  |
| 45 | Ventilation and Air Conditioning Statement               |   |  |
| 46 | Visual Impact Assessment                                 | √ |  |

## Validation Requirements

| No. | National Requirement | Types of Application | Information  | Legislation/ Policy   |
|-----|----------------------|----------------------|--|---|
| 1   | Application Form     | All                  | <p>Planning applications can be submitted online via the government's online planning and building regulations service Planning Portal:</p> <p><a href="#">Applications - Planning Portal</a></p>  | Town and Country Planning (Development Management Procedure) Order 2015 |
| 2   | Location Plan        | All                  | <p>Based on an up-to-date map at 1:1250/ 1:2500. Must identify sufficient roads and/or buildings on adjoining land to ensure the exact site location is clear. The plan should indicate the direction of north.</p> <p>Occasionally, sites located in rural areas may not have a second adjacent road. If this is the case, applicants are encouraged to provide as much detail about the site's location as possible to facilitate easy identification including any nearby landmarks.</p> <p>The site must be edged in red and include all land necessary to carry out the development, including a link to the public highway. Any other land owned by the applicant, close to or adjoining the site must be edged blue.</p> <p>If plans are being emailed for submission, they must be in a .pdf format with a maximum file size of <b>10MB</b>. However, if files are larger than this, then you can arrange for them to be sent to the council by We-Transfer or Drop Box.</p> | Town and Country Planning (Development Management Procedure) Order 2015 |

| No. | National Requirement                                | Types of Application | Information  | Legislation/ Policy   |
|-----|---|----------------------|--|---|
| 3   | Ownership Certificates and Agricultural Declaration | All                  | <p>An Ownership certificate (A, B, C or D as applicable) must be completed stating the land ownership of the site. For this purpose, an 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than seven years.</p> <p>This is found on the application form.</p>  | Town and Country Planning (Development Management Procedure) Order 2015   |
| 4   | Appropriate Fee                                     | All                  | <p>Application fees are to be paid to the Planning Portal using the link here:</p> <p><a href="#">Submit a planning application, fees and forms - Adur &amp; Worthing Councils</a></p> <p>Planning applications submitted directly to Adur &amp; Worthing Councils by post or email: rather than via Planning Portal also require administrative charge of £62.50 (+VAT) to cover administration and scanning costs. This does not currently apply to applications submitted directly to Adur &amp; Worthing Councils for works to trees.</p> <p>However, wherever possible we encourage applications to be submitted online using the <b>Planning Portal website</b>.</p> | Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) (as amended) Regulations 2012/2920 |

| No. | National Requirement                | Types of Application   | Information   | Legislation/ Policy   |
|-----|-------------------------------------|--|---|---|
| 5   | Design & Access Statement           | <p>Required for development proposals which entail the:</p> <ul style="list-style-type: none"> <li>• Provision of 10 or more dwellings or site area exceeds 0.5ha</li> <li>• Erection of buildings/extensions over 1000sqm</li> <li>• Where site area is 1ha or greater (excluding minerals &amp; waste development)</li> <li>• Applications for listed building consent In World Heritage Site or Conservation Area:</li> <li>• Provision of 1 or more dwellings</li> <li>• Building/extension over 100sqm</li> </ul> | <p>The Design &amp; Access Statement (DAS) should be submitted with the planning application to explain the <b>design principles</b> behind a development, justify the proposal, and demonstrate how the site and its context have influenced the design.</p> <p>The DAS should also show how the proposal is accessible and convenient for all potential users, including road, rail and bus networks.</p> <p>The statement may take a proportionate approach based on the scale and/ or/ sensitivity of the proposal.</p> | Town and Country Planning (Development Management Procedure) Order 2015   |
| 6   | Community Infrastructure Levy (CIL) | <p>The CIL Charge applies to:</p> <ul style="list-style-type: none"> <li>• Most <b>new residential</b> development</li> <li>• Some <b>retail</b> development</li> </ul> <p>All other uses are nil charged.</p>   | <p>Worthing Borough Council adopted its Charging Schedule for CIL in February 2015 and implementation of the charge commenced on 1st October 2015.</p> <p>Following a review of the CIL charging rates in 2020, a revised 'CIL Charging Schedule - August 2021' was implemented on 1st August 2021, meaning that those rates apply for developments approved on or after that date. Details relating to the rates set and all background documentation can be found here:</p>   | <p>NPPF, Chapter 3</p> <p>CIL Regulations 2010</p> <p>Planning Act 2008</p> <p>DM9 of the Worthing Local Plan</p> |

| No. | National Requirement | Types of Application | Information   | Legislation/ Policy |
|-----|----------------------|----------------------|---|---------------------|
|     |                      |                      | <p data-bbox="1088 142 1816 209"><a href="#">About the Community Infrastructure Levy (CIL) - Adur &amp; Worthing Councils</a></p> <p data-bbox="1088 260 1749 327">The following Process Guide sets out how the CIL is calculated:</p> <p data-bbox="1088 378 1727 445"><a href="#">Worthing Borough Council CIL Process Guide (V5) February 2026</a></p> <p data-bbox="1088 496 1827 603"><b>N.B. It is important that CIL Form 1 is submitted with every planning application otherwise the application may be considered invalid. The form can be found here:</b></p> <p data-bbox="1088 654 1727 721"><a href="#">Community Infrastructure Levy (CIL) - Form 1: CIL Additional Information</a></p> <p data-bbox="1088 809 1809 1035">Although CIL is now the dominant means for securing financial contributions from development in Worthing, Planning Obligations (S106), despite being 'scaled back', will continue to play a key role in relation to affordable housing and certain site-specific requirements (see section 17 Planning Obligations).</p> |                     |

| No. | Local Requirement             | Types of Application   | Information  | Legislation/ Policy  |
|-----|-------------------------------|--|--|--|
| 7   | Additional Plans and Drawings | All planning applications.   | <p>The following will be required:</p> <ul style="list-style-type: none"> <li>• Block plan (1:500 or 1:200)</li> <li>• Roof plan (1:500 or 1:200)</li> <li>• Existing and proposed elevations (1:50 or 1:100)</li> <li>• Existing and proposed floor plans (1:50 or 1:100 at A3)</li> <li>• Existing and proposed sections</li> <li>• Existing and proposed site sections, site levels and finished floor levels should be submitted to show different floor heights to ground levels and to demonstrate adequate head height in basements, lofts etc. Heights must be clearly legible.</li> </ul> <p>All drawings must include a written scale and bar scale and include the direction of north.</p> <p>If plans are being emailed for submission, they must be in a .pdf format.</p> <p>Floor plans, sections and elevations should be at a scale of 1:50 or 1:100 no larger than A3 to enable printing.</p> | Town and Country Planning (Development Management Procedure) Order 2015    |
| 8   | Affordable Housing Statement  | <p>Only applications for <b>10+ dwellings</b> will need to provide a proportion of affordable housing, broken down as follows:</p> <p><b>For flats on previously developed land</b> – 20% of affordable housing is required.</p> | <p>A statement setting out the affordable housing to be provided on site must be submitted for planning applications of 10 or more residential units (as per the thresholds in the NPPF).</p> <p>In exceptional circumstances, if for viability reasons affordable housing cannot be provided in line with the requirements contained within policy DM3 of the Worthing Local Plan, a financial viability review including itemised cost plan must be provided. This should be</p>   | NPPF Chapter 5<br><br>Policy DM1 and DM3 of the Worthing Local Plan (2023) |

| No. | Local Requirement      | Types of Application   | Information  | Legislation/ Policy   |
|-----|------------------------|--|--|---|
|     |                        | <p><b>For houses on previously developed land</b> – 30% of affordable housing is required.</p> <p><b>For all development on greenfield land</b> - 40% of affordable housing is required.</p>   | <p>provided in electronic format by a RICS registered surveyor ideally using Existing Use Value and methodology in Argus. The report will be published and reviewed by a third party at the applicant’s expense.</p>   |   |
| 9   | Air Quality Assessment | <p>Required where the proposal may potentially have a significant impact on air quality either by emitting air quality pollutants, by introducing receptors to areas where there are existing sources of air quality pollutants, or by exposing existing receptors to new or increased levels of pollutants.</p> | <p>When planning any development, the impact on air quality must be considered. The aims of an AQA are to avoid development causing new air pollution problems, exacerbating existing problems and to ensure appropriate mitigation is incorporated into developments at an early stage, preferably through good design.</p> <p>All development proposals should follow the process contained within the Council’s webpage on Air Quality and Planning Advice for Developers. Link found here:<br/> <a href="#">Air quality and planning - Adur &amp; Worthing Councils</a></p> <p>Applicants are advised to provide evidence in their application that they have identified key sources of air pollution within their schemes and taken appropriate action to minimise emissions of PM2.5 and its precursors as far as is reasonably practicable.</p> <p>In the case of development located within an Air Quality Management Area (AQMA) or in an area close to exceeding local Air Quality Objectives, applicants should contact the Council’s Environmental Health Officer.</p> | <p>NPPF Chapter 15 and Chapter 9</p> <p>Policy SP3, Policy DM15, and Policy DM22 of Worthing Local Plan</p> <p>Local Plan Air Quality Inputs (Oct 2024)</p> |

| No. | Local Requirement             | Types of Application                                    | Information  | Legislation/ Policy |
|-----|-------------------------------|---|--|---------------------|
| 10  | Air Source Heat Pumps (ASHPs) | All proposals that involve the installation of an ASHP. | <p>Heat pumps are part of the government's strategy to reach net zero carbon emissions by 2050. However, the technology generates noise when in operation and as a result it has the potential to cause significant adverse effects to people living nearby.</p> <p>For domestic installations the applicant should follow the permitted development rights guidance contained in Microgeneration Certification Scheme MCS 020 March 2025 here:</p> <p><a href="#">MCS has published an updated version of MCS 020</a></p> <p>This guidance provides a screening process for the installation of the ASHP, that if met, requires no further noise assessment.</p> <p>Planning permission is also required if your property is within a <b>Conservation Area</b> and the unit will be visible from the highway, or if it is a <b>listed building</b>.</p> | NPPF Chapter 14     |

| No. | Local Requirement           | Types of Application  | Information   | Legislation/ Policy   |
|-----|-----------------------------|---|---|---|
| 11  | Biodiversity Net Gain (BNG) | All applications for minor and major development (applications made under Section 73 of the Town and Country Planning Act 1990 (as amended), i.e. to vary the conditions of an existing planning permission where the original planning permission was not subject to the requirement for statutory Biodiversity Net Gain are not required to provide BNG). | <p>All applications subject to the mandatory BNG condition will be required to provide:</p> <ul style="list-style-type: none"> <li>● BNG metric or small sites metric;</li> <li>● BNG Strategy Statement – to include the proposed strategy for delivering BNG; information about how adverse impacts on biodiversity have been avoided and minimised; the pre and post-development value of on-site habitats; the proposed approach to enhance biodiversity on-site (NB detailed proposals of these habitat enhancements will need to be included as part of the plans, drawings and supporting information accompanying the application); habitat condition assessment; and any off-site plans (including baseline and post-intervention biodiversity values).</li> <li>● Where appropriate, a draft Biodiversity Gain Plan and a draft Habitat Management and Maintenance Plan.</li> <li>● For phased development, a draft Overall Biodiversity Gain Plan – to detail the baseline and post-development interventions.</li> <li>● If a planning obligation is proposed, a draft obligation should be included with the application (e.g. for significant on-site biodiversity net-gain or off-site biodiversity net gain).</li> </ul> <p>The council is currently producing a Technical Advice Note on Biodiversity Net Gain and a Green Infrastructure, Biodiversity Net Gain &amp; Urban Greening Supplementary Planning Document. This section will be amended once these are in place.</p> | <p>Environment Act 2021, Part 6</p> <p>The Biodiversity Gain Requirements (Exemptions) Regulations 2024</p> <p>The Biodiversity Gain Requirements (Irreplaceable Habitat) Regulations 2024</p> <p>NPPF, Chapter 15</p> <p>DM18 of Worthing Local Plan</p> <p>Biodiversity Technical Report (2025)</p> |

| No. | Local Requirement              | Types of Application                                | Information  | Legislation/ Policy   |
|-----|--------------------------------|---|--|---|
| 12  | Community Facilities Statement | Community facilities (proposed or loss of existing) | <p>For proposals resulting in the loss or reduction of community facilities or land, a statement should be provided which sets out the following:</p> <ul style="list-style-type: none"> <li>● that an accessible replacement facility of a similar nature is provided that meets the needs of its current and intended users, as well as the local community</li> <li>● it can be demonstrated that the existing premises are no longer required or viable in their current use and the premises have been appropriately marketed for an alternative community use (for a minimum period of 12 months details and evidence of marketing should be included)</li> <li>● records of contact with other community use providers who may be able to take over the facility</li> </ul> | <p>NPPF, Chapter 8, Para 98</p> <p>Policy DM8, Worthing Local Plan 2023</p> |

| No. | Local Requirement                               | Types of Application   | Information  | Legislation/ Policy  |
|-----|---|--|--|--|
| 13  | Daylight/ Sunlight and Overshadowing Assessment | <p>Required for all major applications that would affect light to adjoining premises.</p> <p>For major developments that involve <b>new dwellings</b> an <b>assessment of internal daylight levels</b> will also be required.</p> <p>For <b>smaller developments</b> on constrained sites, a daylight and sunlight study may be requested. This should be set out within any pre-application advice.</p> | <p>Any assessment would need to be carried out in accordance BRE guidelines (Site Layout Planning for Daylight and sunlight: a Guide to Good Practice - BRE Report 209, 2022):</p> <p><a href="#">Site layout planning for daylight and sunlight: a guide to good practice (BR 209 2022 edition - Download)</a></p>  | <p>NPPF Chapter 11</p> <p>DM5 of Worthing Local Plan.</p>  |
| 14  | Ecological Appraisal                            | <p>Development within/ adjacent to or that could impact upon:</p> <ul style="list-style-type: none"> <li>● nationally designated area (SSSI);</li> <li>● locally designated area (e.g. Local Wildlife Site, (LWS), Local Geological Site/RIGS, Local Nature Reserve) or an area of Ancient Woodland i.e. Whitebeam Woods.</li> </ul> <p>Development that could affect protected or notable species</p>   | <p>If the development is <b>within or close to</b> ecologically important areas, then the applicant will need to produce a Preliminary Ecological Appraisal (PEA) report. The PEA report should include:</p> <ul style="list-style-type: none"> <li>● Up to date, comprehensive information on protected/ notable species and habitats recorded in the area, and information on any areas designated for their ecological importance on the site or on adjacent land</li> <li>● Ecological surveys as appropriate;</li> <li>● A full assessment of the likely effects of the development; Avoidance or mitigation measures if applicable;</li> </ul> | <p>NPPF Part 15</p> <p>DM18 of Worthing Local Plan</p> <p>Biodiversity Technical Report (2025)</p> |

| No. | Local Requirement  | Types of Application   | Information  | Legislation/ Policy   |
|-----|--------------------|--|--|---|
|     |                    | <p>or habitats. These could also include (but are not limited to):</p> <ul style="list-style-type: none"> <li>● proposals on brownfield sites, applications involving works to or demolition of an existing building or roofs;</li> <li>● proposals that involve the removal of trees, scrub or hedgerows;</li> <li>● proposals affecting watercourses;</li> <li>● proposals within 500m of a pond.</li> </ul> | <ul style="list-style-type: none"> <li>● Information to support any proposals for mitigation/ compensation measures;</li> <li>● Enhancement measures.</li> </ul> <p>It should be noted that some ecological surveys are <b>seasonally dependent</b>.</p> <p><b>Where protected species are identified, then a species-specific Phase 2 Survey will be required.</b></p>  |   |
| 15  | Economic Statement | <p>Required for planning applications resulting in the <b>net loss of</b>:</p> <ul style="list-style-type: none"> <li>● employment floorspace;</li> <li>● visitor attractions, facilities or accommodation.</li> </ul>   | <p>The Adur and Worthing Economic Strategy (2018-23) sets out the joint vision for sustainable economic growth. Both Councils have adopted the same requirements for applicants who need to submit an Economic Statement, which are detailed here:</p> <p><a href="https://www.adur-worthing.gov.uk/worthing-ldf/spd-and-guidance/#sustainable">https://www.adur-worthing.gov.uk/worthing-ldf/spd-and-guidance/#sustainable</a></p> <p>These requirements will still be used to assess applications.</p> | <p>NPPF Chapter 6.</p> <p>Adur and Worthing Economic Strategy (2018 - 2023)</p> <p>DM11 and DM12 of Worthing Local Plan.</p> <p>Worthing Employment Land Review Focused Update Final Report (2020):</p> |

| No. | Local Requirement                   | Types of Application   | Information   | Legislation/ Policy  |
|-----|-------------------------------------|--|---|--|
|     |                                     |  |   | <a href="https://www.adur-worthing.gov.uk/media/Media,158387,smxx.PDF">https://www.adur-worthing.gov.uk/media/Media,158387,smxx.PDF</a>                          |
| 16  | Energy and Sustainability Statement | <p>Required for all major developments:</p> <ul style="list-style-type: none"> <li>● Above 10 housing units</li> <li>● Above 1000 sqm of commercial floorspace</li> </ul> <p><b>And:</b></p> <ul style="list-style-type: none"> <li>● All new build housing</li> </ul> | <p>An energy and sustainability statement, demonstrating that the minimum standards are met and where possible exceeded, is required for all major developments. The Statement should address how:</p> <ul style="list-style-type: none"> <li>● The development has taken measures to mitigate and adapt to the effects of climate change</li> <li>● The development has considered the energy hierarchy and heating and cooling hierarchy</li> <li>● Sustainable design and construction measures have been incorporated into development design</li> <li>● Any potential flood risk will be mitigated</li> <li>● The development will protect and enhance the Borough's natural capital and biodiversity assets</li> </ul> <p>The Council has published a Climate Change Checklist for Worthing which applicants can reference here:</p> <p><a href="#">Supplementary Planning Documents and Guidance (Worthing)</a></p> <p>SAP calculations are required for all new housing development and BREEAM Very Good or Excellent should be achieved for all major non-residential development. Both types of development should incorporate renewable and low carbon energy production equipment to meet at least 10% of predicted total energy requirements (after CO2 reductions from energy efficiency measures).</p> | <p>NPPF Chapter 2, Paras 10-11</p> <p>SP2, DM16, DM17, DM21 of the Worthing Local Plan</p> <p>Worthing Planning and Climate Change Checklist - December 2023</p> |

| No. | Local Requirement       | Types of Application   | Information  | Legislation/ Policy  |
|-----|-------------------------|--|--|--|
|     |                         |  | <p><b>All new build housing</b> should seek to achieve an A rating (with a minimum expectation of B rating) Energy Performance Certificate.</p> <p><b>All non-domestic properties</b> (including those created through conversions) should achieve a 'B' rating Energy Performance Certificate.</p>  |  |
| 17  | Environmental Statement | <p>An environmental statement is required for developments likely to have a <b>significant effect on the environment</b>, based on their nature, size, or location. This is mandatory for projects listed in <a href="#">Schedule 1</a> of the Environmental Impact Assessment Regulations 2017 and for projects in <a href="#">Schedule 2</a> if they meet specific thresholds and are likely to cause significant effects.</p> | <p>Developers of Schedule 1 or Schedule 2 sites are encouraged to request a <b>'screening opinion'</b> (to determine whether an ES is required) before submitting a planning application. Where an ES is required, a Scoping opinion will be issued clarifying the scope and level of detail needed for the Environmental Statement. See link below for further advice:</p> <p><a href="#">Environmental Impact Assessment - GOV.UK</a></p>  | <p>The Town and Country Planning (Environmental Impact Assessment) Regulations 2017</p>                    |
| 18  | Fire Statement          | <p>For new buildings which:</p> <ul style="list-style-type: none"> <li>● contain two or more dwellings or educational accommodation</li> <li>● meet the height condition of being 18m or more in height, or 7 or more storeys</li> </ul>   | <p>For certain developments, such as those with high-rise residential buildings or educational accommodation, a Fire Statement may be required as part of the formal planning application.</p> <p>Developers of this type of development are encouraged to engage with West Sussex Fire &amp; Rescue Service early in the planning process to address fire safety concerns, but formal consultation typically occurs during the building control process after planning permission is granted.</p> | <p>Article 9A of The Town and Country Planning (Development Management Procedure) (England) Order 2015</p> |

| No. | Local Requirement | Types of Application | Information  | Legislation/ Policy |
|-----|-------------------|----------------------|--|---------------------|
|     |                   |                      | <p>Fire statements must be submitted on a form published by the Secretary of State (or a form to similar effect) contain the particulars specified or referred to in the form, which includes information about (not exhaustive list):</p> <ul style="list-style-type: none"> <li>● the principles, concepts and approach relating to fire safety that have been applied to each building in the development</li> <li>● the site layout</li> <li>● emergency vehicle access and water supplies for firefighting purposes</li> <li>● what, if any, consultation has been undertaken on issues relating to the fire safety of the development; and what account has been taken of this</li> <li>● how any policies relating to fire safety in relevant local development documents have been taken into account</li> </ul> <p>Applicants are encouraged to familiarise themselves with the following guidance when they are preparing their Fire Statements:</p> <p>Fire safety and high-rise residential buildings (from 1 August 2021) - GOV.UK</p> <p><a href="https://assets.publishing.service.gov.uk/media/60db274bd3bf7f7c2ed84b6b/Fire_statement_form_-_guidance.pdf">https://assets.publishing.service.gov.uk/media/60db274bd3bf7f7c2ed84b6b/Fire_statement_form_-_guidance.pdf</a></p> |                     |

| No. | Local Requirement     | Types of Application   | Information  | Legislation/ Policy   |
|-----|-----------------------|--|--|---|
| 19  | Flood Risk Assessment | <p>A site-specific Flood Risk Assessment <u>must</u> be submitted with planning applications for:</p> <ul style="list-style-type: none"> <li>• sites of 1 hectare or greater in Flood Zone 1;</li> <li>• all new development (including minor development and change of use) in Flood Zones 2 and 3;</li> <li>• development that would introduce a more vulnerable class on land at increased flood risk in future or subject to other sources of flooding identified by the Strategic Flood Risk Assessment.</li> </ul> | <p>Site-specific flood risk assessments (FRA) should always be proportionate and appropriate to the scale, nature and location of the development. Any proposals will also need to demonstrate that flood risk is not increased elsewhere. The FRA should include the nature of flood risk and access and safety of occupiers/ users of the site during a flood event. FRAs should follow the approach recommended in national planning guidance and that provided West Sussex County Council. This can be found here:</p> <p><a href="#">Flood risk and coastal change - GOV.UK</a></p> <p>More information on climate change allowances can be found here:</p> <p><a href="#">Flood risk assessments: climate change allowances - GOV.UK</a></p> <p>Guidance on how to use modelling for FRA's can be found here:</p> <p><a href="#">Using modelling for flood risk assessments - GOV.UK</a></p> <p>More information and useful reference documents can be found on the Council's website here:</p> <p><a href="#">Flood risk (Adur and Worthing)</a></p> <p>The flood risk sequential test will also need to be undertaken for sites in areas known to be at risk now or in the future from any form of flooding unless development meets the exceptions set out in the NPPF.</p> | <p>NPPF Chapter 14</p> <p>Policy DM20 of the Worthing Local Plan (2023)</p> |

| No. | Local Requirement              | Types of Application   | Information   | Legislation/ Policy   |
|-----|--------------------------------|--|---|---|
| 20  | Foul Sewerage Assessment (FSA) | <p>An FSA is required if your proposal:</p> <ul style="list-style-type: none"> <li>● is for a major development of 10 or more dwellings or 1000 sqm of commercial floorspace, or</li> <li>● is to create a new foul sewage system, or</li> <li>● is to change or replace an existing foul sewage system</li> </ul> | <p>The FSA should comprehensively evaluate the suitability of a site for storing, transporting, and treating sewage, particularly when connection to the public sewer is not feasible. It must demonstrate the infeasibility of connecting to the public sewer and propose satisfactory alternative means of disposal. The assessment should also include potential health hazards, environmental impacts, and the capacity of existing infrastructure.</p> <p>Applicants should bear in mind that <b>no discharge of surface water to a foul or combined sewer</b> is permitted, in line with Southern Water’s updated Surface Water Management Policy, which is available to view on their website:</p> <p><a href="#">Surface Water Management Policy DS 001</a></p> <p><b>Southern Water’s optional pre-planning enquiry form</b> helps developers understand the impact their proposal will have on the sewerage network prior to land acquisition or the submission of a planning application.</p> <p>It’s a simple check that will identify whether the required capacity for wastewater is available adjacent to or close to the proposed development. The link to this service can be found here:</p> <p><a href="https://www.southernwater.co.uk/building-and-developing/planning-your-development/pre-planning-enquiries/">https://www.southernwater.co.uk/building-and-developing/planning-your-development/pre-planning-enquiries/</a></p> | <p>NPPF Chapter 14</p> <p>Policy DM20 of Worthing Local Plan (2023)</p> |

| No. | Local Requirement                      | Types of Application  | Information  | Legislation/ Policy  |
|-----|--|---|--|--|
| 21  | Health Impact Assessment and Screening | <p>Required for major developments:</p> <ul style="list-style-type: none"> <li>● Above 10 housing units</li> <li>● Above 1000 sqm of commercial floorspace</li> </ul> | <p>A statement will be required setting out how the development addresses relevant requirements of Policy SP3 of the Worthing Local Plan.</p> <p>Applicants will be required to submit a screening for a Health Impact Assessment (HIA). If necessary, a full HIA proportionate to the development proposed, will need to be prepared.</p> <p>A full Health Impact Assessment is required on large developments which should demonstrate the health credentials of the development, how it would contribute towards healthy neighbourhoods, the health impacts of development and the needs of existing and future users, including those with dementia and other sensory or mobility impairments.</p> <p>It should also identify the potential health consequences of the proposed development on a specific population and/or community; and maximise the positive health benefits and minimise potential adverse effects on health and inequalities.</p> <p>A Health Impact Assessment Checklist is currently being prepared by WSCC. This section will be amended with a link to the Checklist once it is finalised.</p> | <p>NPPF Chapter 8</p> <p>Policy SP3 of Worthing Local Plan 2023</p>              |
| 22  | Heritage Statement                     | <p>Required for:</p> <ul style="list-style-type: none"> <li>● All applications for Listed Building Consent.</li> </ul>  | <p>A Heritage Statement is required for all development proposals that may impact on the historic environment. Advice on the Heritage Statement can be found here: <a href="#">Conservation and Heritage - Adur &amp; Worthing Councils</a></p>  | <p>NPPF Chapter 16</p> <p>Policy DM23 and DM24 of Worthing Local Plan (2023)</p> |

| No. | Local Requirement | Types of Application   | Information   | Legislation/ Policy                                  |
|-----|-------------------|--|---|--|
|     |                   | <ul style="list-style-type: none"> <li>● All development within or adjoining a Conservation Area (except changes of use)</li> <li>● Applications in or immediately adjacent a scheduled Ancient Monument or a site on the Register of Parks and Gardens</li> <li>● All applications affecting any known or suspected archaeological sites.</li> <li>● Applications whose scale or nature could impact on heritage assets (designated and non-designated i.e statutory listed buildings or those which are on the Council's Local List</li> </ul> | <p>The Heritage Statement should:</p> <ul style="list-style-type: none"> <li>● Describe the proposed works or development, including scale, height, construction methods, materials, and design.</li> <li>● Analyse the potential impact of the proposed works on the asset's significance, including any potential loss or damage to key features or its setting.</li> <li>● Provide a justification for the proposed works, explaining why they are necessary or desirable.</li> <li>● Explain the measures that will be taken to minimise or prevent any harm to the heritage asset.</li> <li>● Describe how the proposed works will preserve, enhance, or increase awareness of the heritage asset.</li> <li>● Explain the rationale for any loss or change to the asset's features or fabric, if necessary.</li> </ul> <p>Applicants may also find it helpful to read the advice contained in <b>Historic England's Advice Note 12 Statements of Heritage Significance: Analysing Significance in Heritage Assets.</b></p> <p>The advice note covers the NPPF requirement for applicants for heritage and other consents to describe heritage significance to help local planning authorities to make decisions on the impact of proposals for change to heritage assets:</p> <p><a href="https://historicengland.org.uk/images-books/publications/statements-heritage-significance-">https://historicengland.org.uk/images-books/publications/statements-heritage-significance-</a></p> | <p>Worthing Conservation and Heritage Guide 2023</p> |

| No. | Local Requirement                 | Types of Application   | Information  | Legislation/ Policy   |
|-----|-----------------------------------|--|--|---|
|     |                                   |  | <p><a href="#">advice-note-12/heag279-statements-heritage-significance/</a></p> <p>Applicants whose schemes are within a designated Conservation Area, should take account of the Conservation Area Appraisals when preparing their Heritage Statement.</p> <p>These can be found here:</p> <p><a href="#">Worthing conservation areas</a></p>   |   |
| 23  | Historic Environment Record (HER) | <p><b>All developments</b> where there is a historic indication of heritage assets of <b>archaeological interest</b> on the site should submit an appropriate desk-based assessment and, where necessary, a field evaluation. Threshold Criteria are detailed in the West Sussex Threshold Guidance.</p> | <p>There are numerous sites within Worthing that have archaeological interest and although they are not scheduled sites they are worthy of protection and preservation. Many have been designated as ‘Archaeologically sensitive areas’ by WSCC. A digital map of the Archaeological Notification Areas can be found on the West Sussex County Council HER web page:</p> <p><a href="#">Historic Environment Record - West Sussex County Council</a></p> <p>WSCC’s Historic Environment Record (HER) contains a summary of currently known archaeological sites. The record is linked to digitised mapping and can be searched by period, location and site type, and viewed with additional layers of information, such as Scheduled Ancient Monuments, Listed Buildings and historic parkscapes. Applicants can request a HER search using the link below:</p> | <p>NPPF Chapter 16</p> <p>Policy DM23 and DM24 of Worthing Local Plan (2023)</p> <p>Worthing Conservation and Heritage Guide 2023</p> |

| No. | Local Requirement             | Types of Application  | Information  | Legislation/ Policy  |
|-----|-------------------------------|---|--|--|
|     |                               |   | <p><a href="https://www.westsussex.gov.uk/land-waste-and-housing/landscape-and-environment/historic-environment-record/#request-a-her-search">https://www.westsussex.gov.uk/land-waste-and-housing/landscape-and-environment/historic-environment-record/#request-a-her-search</a></p> <p>When a development site includes, or has the potential to include, heritage assets with archaeological interest, applicants are required to submit an appropriate desk-based assessment and, where necessary, a field evaluation.</p> <p>For further advice applicants should contact Worthing Borough Council's Conservation/ Archaeological advisers to provide more specific site-based information and advice, where appropriate.</p>  |  |
| 24  | Land Contamination Assessment | <p>Required for:</p> <ul style="list-style-type: none"> <li>● All development on brownfield land where contamination could be an issue due to the previous use of the site (or adjacent land)</li> <li>● New development within 250 metres of current or former landfill sites</li> <li>● Where the end use would be particularly sensitive (for example residential</li> </ul> | <p>Worthing Borough Council's contaminated land strategies can be viewed here:</p> <p><a href="https://www.adur-worthing.gov.uk/media/Media,171198,smxx.pdf">https://www.adur-worthing.gov.uk/media/Media,171198,smxx.pdf</a></p> <p>If you are progressing a planning application and have concerns that the property or site may be on, or near, potentially contaminated land you can arrange for an environmental search to be conducted. The Public Health &amp; Regulation Team conduct environmental searches by request only. Searches cover any potentially contaminated land within 100m of the property or site. Here is a link to the fees and charging schedule:</p> <p><a href="https://www.adur-worthing.gov.uk/media/Media,172771,smxx.pdf">https://www.adur-worthing.gov.uk/media/Media,172771,smxx.pdf</a></p> | <p>NPPF Chapter 11</p> <p>DM22 of Worthing Local Plan 2023</p> |

| No. | Local Requirement                          | Types of Application   | Information   | Legislation/ Policy  |
|-----|--|--|---|--|
|     |  | <p>development, schools, day nurseries, care homes or hospitals)</p>                         | <p>Applications for development on land that may be affected by contamination should, where appropriate, be accompanied by a preliminary risk assessment which has identified:</p> <ul style="list-style-type: none"> <li>● all previous uses of the site and surrounding sites</li> <li>● potential contaminants associated with those uses</li> <li>● a conceptual model of the site indicating sources, pathways and receptors</li> <li>● potential risks arising from contamination at the site</li> </ul> <p>The purpose of the assessment is to establish the potential risk posed to human health by the development of the site.</p>  |  |
| 25  | Landscape and Green Infrastructure details | <p>Required for:</p> <ul style="list-style-type: none"> <li>● All Strategic Sites</li> </ul> | <p>Landscaping details are required for proposals that meet the thresholds indicated. Applicants should submit a Landscape Plan together with a short statement outlining soft and hard landscaping to be undertaken as part of the development including: details of ground/soil preparation, arrangements for management and maintenance and funding arrangements.</p> <p>The choice of landscape materials will need to be in keeping with the character of the area.</p> <p>Where development proposals involve the loss or removal of existing trees, a proposed landscape scheme should be provided demonstrating replacement tree planting on the site ideally on a greater than 1:1 basis or as a minimum demonstrating no net loss of trees.</p> | <p>NPPF Chapter 15</p> <p>Policy SS1 Spatial Strategy d) iii) of Worthing Local Plan (2023)</p> <p>Worthing Landscape and Ecology Study (2017)</p> |

| No. | Local Requirement   | Types of Application   | Information   | Legislation/ Policy   |
|-----|---------------------|--|---|---|
|     |                     |  | <p>The council is currently producing a Green Infrastructure, Biodiversity Net Gain &amp; Urban Greening Supplementary Planning Document. This section will be amended once these are in place.</p> <p>Until this is in place, applicants should refer to existing information and records on green infrastructure to demonstrate how their development will protect, conserve, enhance and deliver green infrastructure across the Borough.</p>  |   |
| 26  | Lighting Assessment | <p>Required for all applications which would involve the provision of <b>significant external lighting</b> (e.g. floodlights or security lighting) that may have an adverse impact on residential amenity, the character of the open countryside, the South Downs National Park International Dark Skies Reserve or a heritage asset</p> | <p>Schemes involving lighting need to provide an assessment covering: light spillage, hours of illumination, light levels, column heights, specification and colour, treatment for lamps and luminaries, the need for full horizontal cut-off; no distraction to the highway; levels of impact on nearby dwellings; use of demountable columns; retention of screening vegetation; use of planting and bunding to contain lighting effects.</p> <p>The Lighting Assessment should assess the proposals impact on:</p> <ul style="list-style-type: none"> <li>● Visual amenity,</li> <li>● Local character and distinctiveness*</li> <li>● Neighbouring amenity,</li> <li>● Heritage assets if present, and</li> <li>● Nature conservation.</li> </ul> <p>And how those effects will be mitigated.</p> <p>*Reference may be made to Table 2: Environmental Zones E0 - E4, in Institution of Lighting Professionals</p> | <p>NPPF (December 2024) Chapter 15</p> <p>Planning Practice Guidance: Light Pollution (Nov 2019)</p> <p>Guidance Note 01/21 for The Reduction of Obtrusive Light (2021)</p> <p>DM22 of the Worthing Local Plan (2023)</p> |

| No. | Local Requirement       | Types of Application   | Information  | Legislation/ Policy   |
|-----|-------------------------|--|--|---|
|     |                         |  | <p>'The Reduction of Obtrusive Light'</p> <p><a href="#">THE REDUCTION OF OBTRUSIVE LIGHT</a></p>  |   |
| 27  | Noise Impact Assessment | <p>Required for all applications that raise issues of potential <b>noise disturbance</b> to the occupants of nearby existing buildings, and for developments that are considered to be noise sensitive and which are close to existing sources of noise (e.g. railway, major roads, industrial sites).</p> | <p>Assessment should be undertaken by a suitably qualified acoustician in accordance with relevant guidance and include details of noise impact and mitigation measures proposed.</p> <p>Noise assessments should cover:</p> <ul style="list-style-type: none"> <li>• The existing (baseline) noise environment;</li> <li>• Noise-sensitive receptors;</li> <li>• Likely noise impacts;</li> <li>• Proposed mitigation measures;</li> <li>• Residual noise impacts post-mitigation.</li> </ul> <p>The noise survey and assessment methodologies should be clearly set out. Further guidance on noise assessments can be found here:</p> <p><a href="#">Noise and Planning - Adur &amp; Worthing Councils</a></p> <p>Applicants may also wish to contact the council's Environmental Health Officer if they have further queries.</p> | <p>NPPF (December 2024) Chapter 15</p> <p>Policy DM22 of the Worthing Local Plan (2023)</p> <p>Planning Practice Guidance: Noise. Planning Noise Advice Document Sussex (Nov 2023)</p> <p>BS4142 – Methods for rating and assessing industrial and commercial sound</p> <p>BS7445-1 – Description and measurement of environmental noise</p> <p>BS8233 - Guidance on sound insulation and</p> |

| No. | Local Requirement                      | Types of Application  | Information  | Legislation/ Policy  |
|-----|--|---|--|--|
|     |  |   |  | noise reduction in buildings   |
| 28  | Parking Provision                      | Required for all full planning applications which should be accompanied by existing and proposed block plans to a scale of 1:200 showing parking provision.       | <p>Provision should normally be in accordance with West Sussex County Council Highways Authority's parking standards:</p> <p><a href="https://www.westsussex.gov.uk/media/1847/guidance_parking_res_dev.pdf">https://www.westsussex.gov.uk/media/1847/guidance_parking_res_dev.pdf</a></p> <p>Where under on-site parking provision is proposed, an on-street car parking capacity survey may be required in accordance with the above guidance.</p> <p>Further pre-application advice for roads and transport from West Sussex County Council, including the car parking demand calculator</p> <p><a href="https://www.westsussex.gov.uk/roads-and-travel/information-for-developers/pre-application-advice-for-roads-and-transport">https://www.westsussex.gov.uk/roads-and-travel/information-for-developers/pre-application-advice-for-roads-and-transport</a></p> | <p>NPPF Chapter 9</p> <p>DM15 of the Worthing Local Plan (2023)</p>  |
| 29  | Planning Obligations or Heads of Terms | Required for all applications where a legal agreement (s.106) is likely to be required for the delivery of things like affordable housing, works to highways etc. | <p>Planning Obligations (Section 106) agreements are used to collect affordable housing contributions and to deliver site specific impact mitigation requirements or where this is not possible, a financial contribution towards off site mitigation. These requirements must be directly related to the development and consistent with the Government regulations and legislation found here:</p> <p><a href="https://www.gov.uk/guidance/planning-obligations">https://www.gov.uk/guidance/planning-obligations</a></p>  | <p>NPPF Chapter 3, and Chapter 4</p> <p>The Community Infrastructure Levy Regulations 2010</p> <p>Policy DM9 of the Worthing Local Plan (2023)</p> |

| No. | Local Requirement  | Types of Application   | Information   | Legislation/ Policy                     |
|-----|--------------------|--|---|---|
|     |                    |  | <p>Where appropriate, a draft Heads of Terms shall be submitted.</p> <p>Further information on infrastructure contributions and thresholds (and how they relate to the Community Infrastructure Levy) can be obtained from:</p> <p><a href="#">Worthing CIL</a></p> <p>Where a S106 obligation is required the Applicant will be expected to pay the Council's legal costs in preparing/ drafting the document and undertaking the necessary legal checks.</p>  |   |
| 30  | Planning Statement | Required for all applications (proportionate and specific to the development). | <p>A Planning Statement is required to demonstrate how the Local Plan, the National Planning Policy Framework, other relevant guidance and the local context has been considered within an application. The Planning Statement should include:</p> <ul style="list-style-type: none"> <li>● A description of the site (including access) and its surroundings.</li> <li>● Details of any relevant planning history.</li> <li>● A description of the proposed development – all information necessary to describe the development.</li> <li>● Any historic, ecological, landscape or other designations.</li> <li>● Historic/existing land uses.</li> <li>● A description of the proposal including (where relevant) its physical dimensions, design/appearance, hours of operation, vegetation affected (particularly tree and hedge</li> </ul> | NPPF Chapter 5, 6, 7, 10, 15, 16 and 17 |

| No. | Local Requirement              | Types of Application           | Information  | Legislation/ Policy   |
|-----|--------------------------------|--------------------------------|--|---|
|     |                                |                                | <p>removal), proposed planting, proposed land raising/excavation, fencing, lighting, parking, changes to accesses, increased HGV movements etc.</p> <ul style="list-style-type: none"> <li>● Consideration of relevant national guidance and development plan policies and other relevant guidance.</li> <li>● Details of community engagement undertaken and how this has influenced the proposal (particularly for major proposals).</li> <li>● For S73 (minor material amendments/variation of condition applications): what amendments are proposed and why.</li> <li>● For S96A Non-Material Amendments: a list of the proposed changes and why these have been made</li> <li>● For development within site allocations: a statement setting out how the development responds to the requirements of the site allocation</li> </ul> |   |
| 31  | Refuse and Recycling Provision | Required for all developments. | <p>A plan should be provided which shows how the waste and recycling facilities will be stored on the property and the likely collection method to be used.</p> <p>Adur &amp; Worthing Councils Services provide household waste and recycling services using wheeled bins. Standard properties with a frontage that faces directly onto a street use 140L refuse and 140L/ 240L recycling bins for the collection services. A 240L bin may additionally be used for the collection of garden waste.</p>   | <p>NPPF Chapter 1 and Chapter 17</p> <p>Para 5.69 of the Worthing Local Plan</p> <p>West Sussex Waste Local Plan - Policy</p> |

| No. | Local Requirement                     | Types of Application   | Information  | Legislation/ Policy  |
|-----|---------------------------------------|--|--|--|
|     |                                       |  | <p>Other types of accommodation may use shared facilities using these volume capacities for each household unit. Where shared facilities are expected to be provided or where access to the property by dustcart may be difficult, developers should contact Adur &amp; Worthing Councils Services for bespoke guidance in advance of an application by contacting:</p> <p>Email: <a href="mailto:help.aws@adur-worthing.gov.uk">help.aws@adur-worthing.gov.uk</a></p>   | W19 Public Health and Amenity.   |
| 32  | Road Safety Audit                     | <p>Required for all major planning applications comprising:</p> <ul style="list-style-type: none"> <li>● 20 residential units or more, or</li> <li>● 2000sqm or more of commercial GFA)</li> </ul> <p>Where an alteration to the public highway, intensification in use of an existing access, formation of a new access or off-site highway improvements is proposed.</p> | <p>The Stage 1 Road Safety Audit, will need to be carried out by an accredited auditor in accordance with the WSCC Road Safety Audit Policy found here:</p> <p><a href="https://www.westsussex.gov.uk/media/uysmcby/roadsafety_auditpolicy.pdf">https://www.westsussex.gov.uk/media/uysmcby/roadsafety_auditpolicy.pdf</a></p> <p>The auditor will need to review the preliminary design plans looking for safety implications and any potential hazards. If safety concerns are raised then the auditor will ask the Design Team for a signed Designer’s Response (Appendix F of the Road Safety Audit Policy) detailing how the recommendations of the audit have been addressed or mitigated.</p> | <p>West Sussex Transport Plan (2022-2036)</p> <p>Manual for Streets and Manual for Streets 2</p> |
| 33  | Self-build and Custom Build Statement | All applications for self-build or custom build dwellings  | <p>Applicants will be required to provide a statement stating:</p> <ul style="list-style-type: none"> <li>● Whether the proposed development is self-build or custom build</li> <li>● The number of self-build or custom build plots in the proposed development</li> </ul>  | <a href="#">Self-build and Custom Housebuilding Act 2015</a>                                     |

| No. | Local Requirement                   | Types of Application                                   | Information   | Legislation/ Policy   |
|-----|-------------------------------------|--|---|---|
|     |                                     |  | <ul style="list-style-type: none"> <li>How the proposed development meets the definition of self-build or custom build</li> </ul> <p>The description of the proposed development on the application form must state that it is for self-build or custom build.</p> <p>The council is producing guidance on self-build and custom housebuilding. This section will be updated when this is in place.</p>   |   |
| 34  | South Downs National Park Statement | All applications adjacent to the National Park         | Development adjacent to the National Park will be required to submit a statement setting out how the National Park and its statutory purposes* have been considered as part of the development and the impact the development has on its setting and the South Downs National Park International Dark Skies Reserve.  | <p>NPPF Chapter 15</p> <p>Policy SS4 (f) of the Worthing Local Plan (2023)</p> <p>*National Parks and Access to the Countryside Act 1949, Section 5</p> |
| 35  | Space Standards matrix              | Required for <b>all applications for new dwellings</b> | <p>All new dwellings, including those created through subdivision or conversion, and across all tenures will be expected to meet as a minimum, the nationally described space standards (or any subsequent Government update) for internal floor areas, head height and storage space.</p> <p>These can be found here:</p> <p><a href="https://www.gov.uk/government/publications/technical-housing-standards-nationally-described-space-standard">https://www.gov.uk/government/publications/technical-housing-standards-nationally-described-space-standard</a></p> | <p>NPPF Chapter 12</p> <p>Policy DM2 and DM3 of Worthing Local Plan 2023</p>  |

| No. | Local Requirement                  | Types of Application   | Information   | Legislation/ Policy  |
|-----|------------------------------------|--|---|--|
|     |                                    |  | <p>All units will be expected to meet the higher Building Regulations Standard M4(2) for Accessible and Adaptable dwellings. A minimum of 3% of affordable homes (for which the Council is responsible for allocating or nominating a person(s) to live in that dwelling) should be built to Building Regulation Standard M4(3) Category 3: Wheelchair Accessible Standards, taking account of the suitability and viability of the site. The information should be clearly set out in a matrix.</p>  |  |
| 36  | Statement of Community Involvement | Required for all major applications as well as planning applications for telecommunications equipment. | <p>A statement will be required which sets out the following:</p> <ul style="list-style-type: none"> <li>● the steps and processes used to secure community involvement, including the relevant dates;</li> <li>● the extent of the area of consultation, including a list of properties and businesses contacted;</li> <li>● a list of interest groups or other bodies and organisations contacted;</li> <li>● a summary of all the comments received and issues raised;</li> <li>● a clear description of amendments to the scheme as a result of the comments received and the reasons why the other comments have not resulted in changes.</li> </ul> <p>For further advice on community engagement at the pre-application stage please refer to paras 4.9-4.15 of the Worthing and Adur Joint Statement of Community Involvement (April 2024):</p> <p><a href="#">Statement of Community Involvement (Adur) - Adur &amp; Worthing Councils</a></p> | <p>Section 18 of the Planning and Compulsory Purchase Act 2004</p> <p>NPPF Chapter 3</p> |

| No. | Local Requirement                   | Types of Application   | Information  | Legislation/ Policy  |
|-----|-------------------------------------|--|--|--|
| 37  | Structural Survey                   | <p>Required for:</p> <ul style="list-style-type: none"> <li>● Proposals involving the refurbishment or re-use of buildings such as <b>listed buildings and other historic buildings</b></li> <li>● Proposals involving the refurbishment of <b>Non-Designated Heritage Assets in Conservation Areas</b></li> <li>● Proposals involving substantial or total <b>demolition of heritage assets</b> where justification is sought on physical condition.</li> </ul> | <p>All Structural Surveys must be carried out by a suitable qualified Surveyor.</p> <p>The report must demonstrate that the building is structurally sound, fit for purpose and capable of conversion without extensive re-building. The report should include scaled drawings highlighting areas that require replacement, repair or renewal and identify the extent to which works, or repairs are necessary, and the amount of new structural work needed to facilitate the conversion. The plans should make clear the retained and new parts of the building, along with a construction methodology setting out how the existing structure will be protected.</p> <p>Where demolition of a heritage asset is proposed the survey should demonstrate why the building cannot be retained, and provide a detailed justification for its loss.</p> <p>In the case of loss of employment floorspace, the survey must demonstrate why it is unviable to retain the building in employment use.</p> | <p>NPPF, Chapter 16</p> <p>Policy DM24 of Worthing Local Plan</p> <p>Worthing Conservation and Heritage Guide (May 2023)</p> |
| 38  | Sustainable Drainage Systems (SuDS) | <p>A SuDS is required for sites over 1 ha or as part of a Flood Risk Assessment, where one is required.</p>  | <p>The SuDS should incorporate a detailed site plan, proposed SuDS measures with their design and calculations and a management plan for future maintenance. It should follow the SuDS hierarchy and deliver multi-functional benefits.</p> <p>SuDS design must be in accordance with National Standards for sustainable drainage systems (SuDS) found here:</p>   | <p>NPPF Chapter 14</p> <p>DM20, DM19 and DM16 of the Worthing Local Plan (2023)</p>  |

| No. | Local Requirement              | Types of Application                                   | Information   | Legislation/ Policy  |
|-----|--------------------------------|--|---|--|
|     |                                |  | <p><a href="#">National standards for sustainable drainage systems (SuDS) - GOV.UK</a></p> <p>As well as any additional guidance or policy produced by West Sussex County Council:</p> <p><a href="https://www.gov.uk/government/publications/national-standards-for-sustainable-drainage-systems/">https://www.gov.uk/government/publications/national-standards-for-sustainable-drainage-systems/</a></p> <p>It must also follow current best design practice contained within CIRIA C753 Manual 2015:</p> <p><a href="#">The SuDS Manual (C753F)</a></p> <p>Useful information and reference documents pertaining to SuDS design can also be found on WSCC's website here:</p> <p><a href="#">Sustainable drainage systems - West Sussex County Council</a></p> <p>For sites in a Groundwater Source-Protection-Zone (SPZ1) a hydrogeological risk assessment should also be submitted, particularly where infiltration is proposed, to inform the design of SuDS and ensure it does not pose an unacceptable risk to the public water supply.</p> |  |
| 39  | Telecommunications Development | Required for <b>all telecommunications development</b> | Planning applications and prior notifications for mast and antenna development will require a supporting statement setting out the operational need/ requirements, area of search, details of the proposed structure and technical justification, including an analysis of alternative sites and  | NPPF Chapter 10<br>Policy DM14 of the Worthing Local Plan 2023 |

| No. | Local Requirement  | Types of Application  | Information  | Legislation/ Policy   |
|-----|--|---|--|---|
|     |  |   | <p>a summary of public consultation that has been undertaken.</p> <p>Applications should also be accompanied by a signed declaration that the equipment and installation has been designed with the requirements or the radio frequency public exposure guidelines of the International Commission on Non-Ionising Radiation Protection (ICNIRP).</p> <p>Further advice is available in the Code of Best Practice on Mobile Phone Network Development:</p> <p><a href="https://www.gov.uk/government/publications/code-of-best-practice-on-mobile-phone-network-development">https://www.gov.uk/government/publications/code-of-best-practice-on-mobile-phone-network-development</a></p>                            |   |
| 40  | Town Centre Uses - Sequential Test and Impact Assessment | <p>A Sequential Test is required for all 'Main Town Centre Uses' outside of town centres.</p> <p>An Impact Assessment is required where:</p> <ul style="list-style-type: none"> <li>● an application for leisure and office development exceeds 2,500 sq m of floorspace</li> <li>● An application for retail is 500 sqm of floorspace or more</li> </ul> | <p>The Sequential Test should address the following:</p> <ul style="list-style-type: none"> <li>● Has the suitability of Town Centre sites been considered?</li> <li>● Where the site is an edge of centre or out of centre location, provide justification.</li> <li>● Is there scope for flexibility in the format and/or scale of the proposal?</li> <li>● If not in a town centre location, provide evidence that there are no suitable sequentially preferable locations.</li> </ul> <p>The Impact Assessment must assess the impact on existing, committed and planned public and private investment in a centre or centres in the catchment of the proposal and the impact of the proposal on town centre</p> | <p>NPPF, Chapter 7</p> <p>PPG, Town Centre and Retail (2014)</p> <p>Policy DM13 and SS3 of the Worthing Local Plan (2023)</p> |

| No. | Local Requirement    | Types of Application  | Information   | Legislation/ Policy   |
|-----|----------------------|---|---|---|
|     |                      |   | <p>vitality and viability, including local consumer choice and trade in the town centre and wider area, up to 5 years from application submission or 10 years for major schemes.</p> <p>For further guidance on planning for retail and other town centre uses see:</p> <p><a href="#">Town centres and retail - GOV.UK</a></p>   |   |
| 41  | Transport Assessment | <p>The thresholds contained within Appendix B of DfT Guidance on Transport Assessments are used to determine whether a Transport Assessment is required.</p> <p>However, the Local Highways Authority may request a Transport Assessment for schemes even where these thresholds aren't met depending on the site specifics or development specifics.</p> | <p>For thresholds, please refer to:</p> <p><a href="#">APPENDIX B - Indicative thresholds for transport assessments</a></p> <p>The Transport Assessment should reflect the scale of the development and the extent of the transport implication and illustrate the site's accessibility by all transport modes, and the likely modal split of journeys to and from the site.</p> <p>The Transport Assessment should also cover:</p> <ul style="list-style-type: none"> <li>● junction capacity modelling where any junction may see 30 or more additional movements in any hour;</li> <li>● swept path tracking for all vehicles;</li> <li>● visibility;</li> <li>● access proposals;</li> <li>● any off-site highway improvements</li> <li>● Design Audit where more complex junctions/changes to junctions are proposed;</li> </ul> | <p>NPPF, Chapter 9</p> <p>Policy DM15 of Worthing Local Plan (2023).</p> <p>West Sussex Waste Local Plan Policy W18: Transport.</p> |

| No. | Local Requirement | Types of Application | Information  | Legislation/ Policy |
|-----|-------------------|----------------------|--|---------------------|
|     |                   |                      | <ul style="list-style-type: none"> <li>● trip generation;</li> <li>● internal layout detail (if full application);</li> <li>● parking provision assessment; and</li> <li>● Road Safety Audit and Designers Response.</li> </ul> <p>Where development could affect the operation of the highway network or Strategic Road Network (SRN), applicants are encouraged to consult with West Sussex County Council or National Highways respectively. Both authorities can advise on the <b>scope</b> of Transport Assessments and Statements i.e. by producing a Transport Scoping Note etc. to guide the content of these documents before they are submitted as part of the planning application.</p> <p>WSSCC's pre-app service on Highways matters can be found here:</p> <p><a href="https://www.westsussex.gov.uk/roads-and-travel/information-for-developers/pre-application-advice-for-roads-and-transport/#coronavirus-traffic-volumes-and-speed-surveys">https://www.westsussex.gov.uk/roads-and-travel/information-for-developers/pre-application-advice-for-roads-and-transport/#coronavirus-traffic-volumes-and-speed-surveys</a></p> <p>The Transport Assessment should also give details of measures to improve access by public transport, walking and cycling, to address the need for parking associated with the proposal, and to mitigate transport impacts. It will also need to include a full Travel Plan. Adequate access for emergency and service vehicles, including bin collection should also be demonstrated.</p> |                     |

| No. | Local Requirement   | Types of Application  | Information  | Legislation/ Policy   |
|-----|---------------------|---|--|---|
|     |                     |   | <p>Further advice on how to assess proposals which are likely to impact on the SRN can be found in Government Guidance:</p> <p><a href="#">Strategic road network and the delivery of sustainable development - GOV.UK</a></p> <p><a href="#">Transport evidence bases in plan making and decision taking - GOV.UK</a></p>   |   |
| 42  | Transport Statement | A Transport Statement is required for <b>all smaller developments outside of those listed in Appendix B of the</b> DfT Guidance on Transport Assessments. | <p>For thresholds, please refer to:</p> <p><a href="#">APPENDIX B - Indicative thresholds for transport assessments</a></p> <p>The Transport Statement should outline the transport aspects of the application and give details of proposed measures to improve access by public transport, walking and cycling, to address the need for parking associated with the proposal, and to mitigate transport impacts.</p> <p>Further advice on Transport Statements is available in:</p> <p><a href="#">Transport evidence bases in plan making and decision taking - GOV.UK</a></p> <p><a href="#">Travel Plans, Transport Assessments and Statements - GOV.UK</a></p> <p>The requirements for the Transport Statement are also set out in the West Sussex County Council Guidance:</p> | <p>NPPF, Chapter 9</p> <p>Policy DM15 of Worthing Local Plan 2023</p> <p>West Sussex Waste Local Plan Policy W18: Transport</p> |

| No. | Local Requirement | Types of Application   | Information  | Legislation/ Policy   |
|-----|-------------------|--|--|---|
|     |                   |  | <a href="#">West Sussex County Council Transport Assessment Methodology</a>  |   |
| 43  | Travel Plans      | All developments that require either a Transport Assessment or Transport Statement | <p>Travel Plans should identify the specific required outcomes, targets and measures, and set out clear future monitoring and management arrangements all of which should be proportionate. They should also consider what additional measures may be required to offset unacceptable impacts if the targets should not be met.</p> <p>Travel Plans should set explicit outcomes rather than just identify processes to be followed (such as encouraging active travel or supporting the use of low emission vehicles). They should address all journeys resulting from a proposed development by anyone who may need to visit or stay and they should seek to fit in with wider strategies for transport in the area.</p> <p>They should evaluate and consider:</p> <ul style="list-style-type: none"> <li>● benchmark travel data including trip generation databases;</li> <li>● Information concerning the nature of the proposed development and the forecast level of trips by all modes of transport likely to be associated with the development;</li> <li>● relevant information about existing travel habits in the surrounding area;</li> <li>● proposals to reduce the need for travel to and from the site via all modes of transport; and</li> <li>● provision of improved public transport services.</li> </ul> | <p>NPPF, Chapter 9</p> <p>Policy DM15 of Worthing Local Plan 2023</p> <p>West Sussex Waste Local Plan Policy W18: Transport</p> |

| No. | Local Requirement                               | Types of Application   | Information  | Legislation/ Policy  |
|-----|---|--|--|--|
|     |   |  | <p>They may also include:</p> <ul style="list-style-type: none"> <li>● parking strategy options (if appropriate – and having regard to national policy on parking standards and the need to avoid unfairly penalising motorists); and</li> <li>● proposals to enhance the use of existing, new and improved public transport services and facilities for cycling and walking both by users of the development and by the wider community (including possible financial incentives).</li> </ul> <p>Further advice is available in:</p> <p><a href="#">Travel Plans, Transport Assessments and Statements - GOV.UK</a></p>   |  |
| 44  | Tree Survey and arboricultural method statement | <p>Required for all applications involving:</p> <ul style="list-style-type: none"> <li>● Development in proximity to trees where development is likely to affect the trees/ hedges including their root protection areas.</li> <li>● The pruning of trees with a Tree Preservation Order.</li> <li>● The felling or pruning of trees/hedges or works likely to affect</li> </ul> | <p>A tree survey and Arboricultural Statement produced by a qualified arboriculturist will be required. This should include an accurate survey of the location and size of the trees/ hedgerow, classification, identification of any root protection areas, and likely impact of development. It should also identify which trees/ hedgerows are to be retained and the means of protecting these trees during construction works.</p> <p>Any proposals which are close to trees that are in conservation areas or have a tree preservation order (TPO) may require a separate application.</p> <p>Full guidance on the survey information, protection plan and method statement to be provided with an application</p> | <p>NPPF, Chapter 12, Chapter 15</p> <p>Policy DM19 of the Worthing Local Plan (2023)</p> |

| No. | Local Requirement | Types of Application  | Information   | Legislation/ Policy |
|-----|-------------------|---|---|---------------------|
|     |                   | <p>trees or hedges either within or adjacent to the site (including their Root Protection Areas) or in a Conservation Area.</p> | <p>is set out in the current <b>BS5837: 2012 Trees in Relation to Construction</b> but will need to be purchased here:</p> <p><a href="#">BS 5837:2012   30 Apr 2012   BSI Knowledge</a></p> <p>And if works to trees are proposed, applicants will need to follow the Council's processes outlined on our website and complete an application form:</p> <p><a href="#">Tree conservation &amp; preservation - Adur &amp; Worthing Councils</a></p> <p>You may also wish to refer to <b>BS 3998: 2010 Works to Trees</b> which will need to be purchased here:</p> <p><a href="https://knowledge.bsigroup.com/products/tree-work-recommendations">https://knowledge.bsigroup.com/products/tree-work-recommendations</a></p> <p>If plans are being emailed for submission, they must be in a .pdf or .tif format. <b>Please note, Google Map images are not acceptable for tree works applications where the tree is protected by a TPO or located in a Conservation Area.</b></p> <p>Further free advice is available in Government Guidance on Tree Preservation Orders and Trees In Conservation Areas found here:</p> <p><a href="#">Tree Preservation Orders and trees in conservation areas - GOV.UK</a></p> |                     |

| No. | Local Requirement                          | Types of Application   | Information  | Legislation/ Policy  |
|-----|--|--|--|--|
| 45  | Ventilation and Air Conditioning Statement | Required for all applications for developments where substantial ventilation or extraction equipment is proposed i.e. Ventilation equipment for onsite cooking, Air Source Heat Pump (ASHP) and air conditioning units   | <p>For most planning applications for food premises, the details of the ventilation/ extraction system including extract hoods, filters, fans and ductwork must be provided, in addition to details of noise emissions from external plant, and external appearance.</p> <p>Guidance is available at:</p> <p><a href="#">Air quality and planning - Adur &amp; Worthing Councils</a></p> <p>Applications which include air or ground source heat pumps, and air conditioning plant should be accompanied by full details of appearance, siting and noise readings to enable a full assessment of the potential impact on surrounding residential properties.</p> <p>Please see further guidance here:</p> <p><a href="#">Noise and Planning - Adur &amp; Worthing Councils</a></p> | <p>NPPF, Chapter 15</p> <p>Policy DM22 of the Worthing Local Plan (2023)</p> |
| 46  | Visual Impact Assessment (VIA)             | <p>Applications considered to have a significant impact on the townscape or landscape. Where an Environmental Statement (see above) is required, they would normally be included within that.</p> <p>Photographs/ photomontages are required where the proposal involves demolition or development affecting a</p> | <p>The VIA should be undertaken in accordance with current recognised best practice guidance which was published by the Landscape Institute and the Institute of Environmental Management and Assessment in 2023 and can be found here:</p> <p><a href="#">Guidelines for Landscape and Visual Impact Assessment (GLVIA3)</a></p> <p>The assessment should include a level of detail that is proportionate to the scale and sensitivity of the proposals.</p>  | <p>NPPF, Chapter 12</p> <p>SS4 and SS5 of the Worthing Local Plan (2023)</p> |

| No. | Local Requirement | Types of Application  | Information   | Legislation/ Policy |
|-----|-------------------|---|---|---------------------|
|     |                   | <p>conservation area or listed building.</p> <p>The requirement to provide a VIA will be set out during the pre-application process</p> | <p>As a minimum, the assessment should include:</p> <ul style="list-style-type: none"> <li>i) Baseline assessment</li> <li>ii) Clear explanation of the methodology employed</li> <li>iii) Assessment of effects on landscape and/or townscape character</li> <li>iv) Assessment of effects on views</li> <li>v) Assessment of effects on the site, on the immediate and wider area</li> <li>vi) Assessment of effects on protected areas</li> </ul> <p>We strongly recommend using our Pre-Application Advice service for more detailed advice on the landscape or townscape implications of your proposals.</p> |                     |