

# **Local Validation List for Adur & Worthing Councils**





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**PLEASE SEE APPENDIX ONE FOR ADDITIONAL SPECIFIC APPLICATION SUBMISSION REQUIREMENTS**

**LAST UPDATED January 2016**

## **Statements of Information**

### **1. Affordable Housing Statement**

Local housing evidence has identified that there is an acute affordable housing need in Adur and Worthing. As such, a mix of affordable housing, including social rent and intermediate housing will be sought to meet local needs on all but the smallest sites.

In Worthing a financial contribution towards affordable housing will be sought on all sites of 6 to 14 dwellings. On all sites of 15 or more dwellings 30% affordable housing will be sought (preferably as on-site provision).

In Adur, on sites of 15 or more dwellings, 30% affordable housing will be sought (preferably on-site). The emerging Adur Local Plan will also address affordable housing policy; the policy may therefore change in due course.

The tenure mix of any affordable housing contribution will respond to local need in agreement with the Councils' Housing Strategy and Enabling Officer.

For further guidance and definitions of affordable housing please see the Councils' website, the National Planning Policy Framework and Planning Practice Guidance:

<http://www.adur-worthing.gov.uk/planning-policy/>

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

### **2. Air Quality Assessment (AQA).**

All developments should follow the process contained within the document 'Air Quality and Emissions Mitigation Guidance for Sussex' (current version is 2013 and available to view online). The aims are to avoid development causing new air pollution problems or exacerbating existing problems and to ensure appropriate mitigation is incorporated into developments at an early stage. A statement to demonstrate the guidance has been consulted should be provided with all applications.

Please also have reference to Section 25 'Transport Issues' in this document.

### **3. Biodiversity Survey and Report**

The onus is on the developer to determine whether the development will have any significant impact on biodiversity. A survey and report are required for any proposed development which may have an impact on any protected species of flora or fauna or have an adverse impact on biodiversity or geological features. This could include development which involves the removal of vegetation (e.g. trees, shrubs, hedgerows), alteration to water courses, the demolition of older buildings or any works within the roofs of buildings.

Further guidance on the criteria and indicative thresholds which are likely to trigger the requirement for biodiversity and/or geological surveys has been prepared by the Association of Local Government Ecologists and is available on the Natural England website.

<http://www.alge.org.uk/>

<https://www.gov.uk/government/organisations/natural-england>

<http://www.bats.org.uk/index.php>

<https://sussexwildlifetrust.org.uk/>

#### **4. Community Infrastructure Levy (CIL)**

The Government has decided that a tariff-based approach provides the best and most transparent framework to fund new infrastructure from development to support growth. This will be achieved through a standard charge (CIL) levied on new developments according to their size and type.

Following a number of years of preparation, two stages of consultation and a public Examination Worthing Borough Council adopted the Charging Schedule CIL in February 2015. To allow for an adequate period of transition and to allow time for processes to be set up an implementation date has been set for 1<sup>st</sup> October 2015. The levy will be charged on most new residential and retail development (all other uses will be nil charged). Details relating to the rates set and all background documentation can be found on the Councils' website. Planning Obligations will continue to be required through S106 where appropriate for other site based needs.

From the 1st October 2015 planning applications (for Worthing only) that are liable to pay the CIL will need to include an additional 'CIL Information Form' with the application.

Adur District Council has undertaken some evidence work in relation to CIL; CIL in Adur is likely to be progressed following the adoption of the Adur Local Plan. Please see website for future updates.

Details relating to the rates set, all background documentation and further guidance reference should be made to the Councils' website, the National Planning Policy Framework and Planning Practice Guidance:

<http://www.adur-worthing.gov.uk/planning-policy/infrastructure/>

#### **5. Daylight/Sunlight Assessment**

Whilst not considered an appropriate requirement at validation stage, applicants should be aware that a daylight/sunlight assessment may be required during the course of determining an application where it is considered that a development would result in an unacceptable loss of light to adjoining premises. 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, 2011).

#### **6. Economic Statement**

This is required where there are employment implications and/or benefits for developments involving the net loss of existing or allocated commercial floorspace in excess of 300 square metres or proposed new business/commercial developments in excess of 1,000 square metres.

## **7. Flood Risk Assessment (FRA) and Exceptions and Sequential Tests**

Planning applications for development proposals of 1ha or greater in Flood Zone 1 and all proposals for new development located in Flood Zones 2 and 3 should be accompanied with a FRA; further advice from the Environment Agency on how to complete a FRA can be found at:

<https://www.gov.uk/flood-risk-assessment-standing-advice>

This includes pro-formas for householder developments in Flood Zones 2 and 3, and water-compatible, less vulnerable or more vulnerable development up to 1ha in Flood Zone 2.

The Environment Agency also provide the following document 'Building a Better Environment' May 2013 for those involved in the wider development process including architects and consultants:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/289894/LIT\\_2745\\_c8ed3d.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/289894/LIT_2745_c8ed3d.pdf)

## **8. Foul Sewerage Assessment (FSA)**

A FSA is required for all 'major' developments of 10 or more dwellings (excluding conversions of existing buildings), or where the site is 0.5ha or more and in other cases where the floor area to be created is 1,000 square metres or more or the site area is 1 hectare or more. A FSA will also be required for any application where there is a change to the existing sewerage system or the creation of a new one.

## **9. Heritage Statement**

The National Planning Policy Framework (NPPF) states at paragraph 128 that:

*'In determining applications, local planning authorities should require an applicant to describe the significance of any heritage assets affected, including any contribution made by their setting. The level of detail should be proportionate to the assets' importance and no more than is sufficient to understand the potential impact of the proposal on their significance'.*

Further guidance is available on the Adur & Worthing Councils' website through the following link:

<http://www.adur-worthing.gov.uk/planning/applications/submit-fees-forms/#heritage>

## **10. Historic Environment Record (HER)**

Developers must provide a report on HER if there is any indication of archaeology on an application site. A guidance document for Local Authority Planning Officers or their Archaeological Advisors is available on the Councils' website and this sets out the recommended thresholds at which a Historic Environment Record (HER) search is considered appropriate.

Locations and boundaries of the Archaeological Notification Areas (ANAs) have been provided to the West Sussex Districts and Boroughs and the South Downs National Park Authority in both GIS format and accompanying PDF report. The thresholds are linked to the ANAs which hold detailed information regarding the potential for as well as known heritage assets.

<http://www.adur-worthing.gov.uk/planning/applications/submit-fees-forms/#heritage>

## 11. Land Contamination Assessment

Applications for development on land that may be affected by contamination should, where appropriate, be accompanied by a preliminary risk assessment which has identified:

- all previous uses;
- potential contaminants associated with those uses;
- a conceptual model of the site indicating sources, pathways and receptors;
- potentially unacceptable risks arising from contamination at the site.

## 12. Landscaping Details

All full planning applications for 5 or more dwellings or business, commercial and leisure developments of more than 1,000 square metres gross (excluding conversions of existing buildings) must be accompanied by full landscaping details in the form of drawing/s and schedule/s.

## 13. Lighting Assessment

Applications which include, or are for the provision of, floodlighting in particular in relation to car parks, outdoor leisure facilities and commercial premises particularly in the vicinity of residential properties or open countryside must be accompanied by a lighting impact assessment.

## 14. Noise Impact Assessment

Applications for developments that raise issues of disturbance by noise 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 (eg. railway, major roads, industrial sites), should be supported by a Noise Impact Assessment prepared by a suitably qualified acoustician. Further guidance is provided in '*Planning Noise Advice Document: Sussex*'.

<http://www.adur-worthing.gov.uk/media/media,121802,en.pdf>

## 15. Parking Provision

All full planning applications should be accompanied by existing and proposed block plans to a scale of 1:200 showing parking provision. Provision should normally be in accordance with West Sussex County Council Highways Authority's parking standards:

<http://www2.westsussex.gov.uk/cs/mis/041103ht2b.pdf>

Where under on-site parking provision is proposed, an on-street car parking capacity survey may be required in accordance with the above guidance.

## **16. Planning Obligations (Section 106)**

Planning Obligations (section 106) agreements are used to collect affordable housing contributions (see above) and to deliver site specific impact mitigation requirements without which a development would not be granted planning permission. These requirements must be directly related to the development. Where appropriate, the Councils will expect these requirements to be identified at pre-application stage and where required a draft planning obligation or at least a draft Heads of Terms shall be submitted.

For Worthing, further information on infrastructure contributions and thresholds (and how they relate to the Community Infrastructure Levy) can be obtained from:

<http://www.adur-worthing.gov.uk/planning-policy/infrastructure/#spd>

An Interim Planning Guidance Note 'Planning Contributions for Infrastructure Provision' was approved by the Council in July 2013 to provide guidance to landowners and developers as to the contributions required towards new infrastructure provision to serve new development.

The document may be found at:

<http://www.adur-worthing.gov.uk/media/media,116034,en.pdf>

## **17. Refuse and Recycling Provision**

Adur & 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. Other types of accommodation may use shared facilities using these volume capacities for each household unit. A plan should be provided at application stage with all relevant applications which shows how the waste and recycling facilities will be stored on the property and the likely collection method to be used.

Where shared facilities are expected to be provided or where access to the property by dustcart may be difficult, developers should contact Adur & Worthing Councils Services for bespoke guidance in advance of an application by contacting [help.aws@adur-worthing.gov.uk](mailto:help.aws@adur-worthing.gov.uk)

## **18. Shoreham Harbour**

Planning applications in the Shoreham Harbour area are required to submit a Sustainability Statement. Adopted guidance for this can be found on the website (this guidance will be updated with the next version of the Shoreham Harbour Joint Area Action Plan):

<http://www.adur-worthing.gov.uk/shoreham-harbour-regeneration/planning-policy-and-guidance/#sustainability-statements>.

## **19. Space Standards**

All applications for new dwellings will be expected to comply with either the national or the local space standards. Adur District Council and Worthing Borough Council both have their individual requirements which are available to view on the Councils' website (please see links below). Applications should demonstrate compliance with the Government's emerging Housing Standards Review once implemented in the planning system:

<http://www.adur-worthing.gov.uk/worthing-ldf/spd-and-guidance/#space>

<http://www.adur-worthing.gov.uk/adur-ldf/spd-and-guidance>

<https://www.gov.uk/government/publications/technical-housing-standards-nationally-described-space-standard>

## **20. Statement of Community Involvement**

For all major applications and planning applications for telecommunications equipment, please refer to Worthing and Adur Joint Statement of Community Involvement (Dec 2012):

<http://www.adur-worthing.gov.uk/adur-ldf/statement-of-community-involvement/>

## **21. Structural Surveys**

A full structural survey is required for applications which involve the demolition of a listed building or a building that positively contributes to the character of a Conservation Area where the condition of the building forms part of the justification for its replacement or where extensive conversion works to such a building are proposed to be carried out. Any survey undertaken should be carried out by a qualified surveyor. A structural survey may also be required to support an application involving the loss of employment floorspace if the loss is justified on the grounds that it is economically unviable to retain the building for employment use.

## **22. Sustainable Urban Drainage Systems (SUDS)**

Following a ministerial statement on 18th December 2014, from 6th April 2015 the use of Sustainable Urban Drainage Systems (SuDS) will become a material consideration for planning decisions on major applications (10 dwellings or more, or the equivalent). Following the statement and a subsequent consultation, response and changes to schedule 4 of the Development Management Procedure Order, WSCC (as Local Lead Flood Authority- LLFA) will also become a statutory consultee for surface water drainage on major applications from 15th April 2015. This will mean that a statutory duty will be placed on WSCC as LLFA to provide advice to local planning authorities on surface water drainage. This applies to Major development planning applications with surface water drainage only and a response is required within 21 days. The Local Authority will need:

- Information demonstrating how surface water will be managed; especially how the system will meet the Defra Non-statutory Technical Standard for Sustainable Drainage Systems,
- Details of changes to site topography.
- If connecting to existing drainage system; details of connection;

- If new surface water systems are proposed; details of the type and nature of the system, its design, specification and location; and
- Information and consent for any change or modification to any existing watercourse within the boundary of the development.

For any further information please email: [FRM@westsussex.gov.uk](mailto:FRM@westsussex.gov.uk)

### **23. Telecommunications Development**

A supporting statement is required in connection with all telecommunications development setting out the operational need/requirements, including an analysis of alternative sites which could be considered, ICNIRP compliance and public consultation undertaken.

### **24. Town Centre Uses - Sequential Test and Impact Assessment**

Where an application is submitted for main town centre uses outside of a town centre and not in accordance with an up-to-date Local Plan, it should be accompanied by a sequential test. Where an application for retail, leisure and office development exceeds 2,500 square metres gross of floorspace it must also be accompanied by an impact assessment.

### **25. Transport Issues**

A Transport Statement (accompanied by a Travel Plan Statement) or a Transport Assessment (accompanied by a Full Travel Plan) will be required where the size of development exceeds the thresholds defined for each type of development in the West Sussex County Council (WSCC) Transport Assessment Methodology, and must comply fully with this guidance . When dealing with public transport issues in the Transport Statement or Transport Assessment, the Local Authority would expect consideration of the availability of public transport over a 24 hour period.

<http://www2.westsussex.gov.uk/roadsandtransport/WSCC%20Transport%20Assessments%20-%20Guidance%20on%20Methodology%20for%20Developers.pdf>

A Road Safety Audit: Stage 1 and Designers Response will be required for any major planning applications (defined as being 10 residential units or more, or 1000sqm or more of commercial GFA) that propose an alteration to the public highway, intensification in use of an existing access, formation of a new access or off-site highway improvements. The RSA should be undertaken in accordance with the WSCC Road Safety Audit Policy which can be found at the following link:

[https://www.westsussex.gov.uk/media/5556/roadsafety\\_auditpolicy.pdf](https://www.westsussex.gov.uk/media/5556/roadsafety_auditpolicy.pdf)

### **26. Tree Survey**

Required in all cases where trees within the application site or on land adjacent to it could be affected by the development. In addition, an arboricultural statement produced by a qualified arboriculturalist will be required to support any planning application which proposes any development within the root protection zone (as defined by BS 5837:2012) of a tree subject to a Tree Preservation Order or within a designated Conservation Area.

During the processing of the application, the authority may also require the submission of a professional arboricultural statement in relation to the impact of the development on other unprotected trees within or adjoining the development site if these have amenity and/or ecological value.

The statement should include a plan accurately plotting all relevant trees and a schedule of their species

## **27. Ventilation and Air Conditioning Statement**

Required for all applications for the use of premises for purposes within Use Classes A3 (Restaurants and Cafes), A4 (Drinking Establishments), A5 (Hot Food Takeaways) and D2 (Assembly and Leisure) including change of use and any other applications which require ventilation or extraction equipment to be installed.

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; in some cases this requirement may be able to be relaxed where an application is speculative and/or the end user unknown in which case a more generic statement may be acceptable.

Applications which include 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.