

# **Validation Checklist**

## **National and Local List of**

### **Planning / Listed Building Applications and**

#### **Prior Approval (Upwards Extension)**

##### **Requirements**

**Version 25**

**Dated August 2025**



# Document Version Control

Version	Changes	Date
1	First Version	
2	Full revision	August 2017
3	<ul style="list-style-type: none"> <li>Road Safety Audit requirements</li> <li>Site Survey (Topographical Survey) requirements</li> </ul>	October 2017
4	Amendment to Heritage Statement to include all Major developments	January 2018
5	Ecology wording requirements	March 2018
6	Addition of Drawing Revisions List	August 2019
7	Amendment of Air quality and emissions guidance document to 2019 version	November 2019
8	Amended paragraph references to the National Planning Policy Framework and National Planning Policy Guidance	November 2019
9	Biodiversity/Ecology Information updated to include Net Gain	February 2020
10	The Town and Country Planning (General Permitted Development) (England) (Amendment) (No. 2) Order 2020	August 2020
11	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) And <a href="#">The National Planning Practice Guidance – Fire Safety and high rise residential buildings</a>	September 2021
12	Site Plan requirements clarification	September 2022
13	Word Version uploaded and link to <a href="https://www.hastings.gov.uk/planning/advice/submitting/guidance/">https://www.hastings.gov.uk/planning/advice/submitting/guidance/</a> provided	October 2022
14	Land Stability and Sustainability Statement section amended to clarify qualifications/membership requirements for engineers. Affordable Housing Statement required content amended. Air Quality Statement amended to reflect up to date guidance.	November 2022
15	Updated to remove revoked use classes	June 2023

16	Validation requirements – BNG, applications for Listed Building Consent. Clarification of experience and membership of professional bodies for authors of various reports. Amendments to Drainage Report requirements	December 2023
17	Commencement dates in respect of BNG for non-major applications added	February 2024
18	Amendment to details regarding membership to relevant professional organisations required in association with drainage and highway matters	April 2024
19	Amendment to details regarding membership to relevant professional organisations required in association with drainage	May 2024
20	Amendment to clarify information required in respect of Self/Custom Build planning applications	September 2024
21	Amendment to BNG section	December 2024
22	Further Amendment to BNG section (S106 details) Land Stability Declaration Form validation requirement added, amendments to Land Stability and amendments to NPPF paragraph numbers for matters pertaining to flooding. NPPF Paragraph numbers updated	April 2025
23	Drainage Report section amended – requires confirmation from Southern Water if connection to public sewer is proposed as surface water drainage strategy.	May 2025
24	Amendment to Tree Survey section to require street trees proposed to be removed to be noted in application submission. Inclusion of Statement of Compliance with Section 1(A1) of the Self-Build and Custom Housebuilding Act 2015	July 2025
25	Amendment to Land Stability section amended to include note to encourage combined land stability/ drainage and where relevant land contamination assessments	August 2025

# Introduction

The statutory requirements for a valid planning application comprise:

- The mandatory national information requirements
- The standard application form.
- Information specified by the Local Planning Authority on their local list of information requirements.
- Additionally, for applications for Listed Building Consent need to comprise the mandatory requirements specified in sections 10 and 11 of the Planning (Listed Building and Conservation Areas) Act 1990 and the additional information specified by the Local Planning Authority on their list of information requirements set out below.

This document specifies the full lists of information which Hastings Borough Council as the Local Planning Authority requires to accompany applications, and is divided into four sections:

## Contents

SECTION 1: NATIONAL LIST OF PLANNING APPLICATION REQUIREMENTS

SECTION 2: LOCAL LIST OF PLANNING APPLICATION REQUIREMENTS

SECTION 3: NATIONAL REQUIREMENTS FOR PRIOR APPROVAL

SECTION 4: APPLICATIONS FOR LISTED BUILDING CONSENT

SECTION 5: APPLICATIONS WHERE BIODIVERSITY NET GAIN IS REQUIRED

Please note for an application to be valid

**all plans** must include

- the direction of north
- a scale bar
- paper size and scale (preferably printable on A3)

**and**

**all drawings** must be suitable for scanning and display electronically.

A fuller explanation of National and Local submission requirements can be found [here](#).

# Section 1: National Requirements

Information Item	Policy Driver	Applications that require this information	Further information	Where to look for further assistance
<b>Completed Application Form (1APP) and relevant fee (where required)</b>	Article 7 Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	All applications for planning permission and associated consents, except for applications for hazardous substance consent or prior approval applications	<p>Completed application form with all relevant certificates (included within form), signed and dated.</p> <p>This can be done electronically or 1 paper copy.</p> <p>Payments can be made via the online payment system at <a href="http://www.hastings.gov.uk">www.hastings.gov.uk</a></p>	<p><a href="#">Town and Country Planning (Development Management Procedure) (England) Order 2015</a></p> <p><a href="#">Application forms</a></p> <p><a href="#">Planning Portal Application Fee Calculator</a></p> <p>Planning Enquiries 01424 451090</p>
<b>Notice(s) Ownership Certificates</b>	Article 13, Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	<p>All applications where there are "owners" of the application site other than the applicant.</p> <p>"Owners" are freeholders or leaseholders with at least 7 years of the leasehold left unexpired.</p>	<p>Must be served in accordance with Article 13, Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended).</p> <p>Article 13 relates to certificates A, B, C &amp; D and relevant boxes can be found at the bottom of the application form</p>	<p><a href="#">Town and Country Planning (Development Management Procedure) (England) Order 2015</a></p>
<b>Design and Access Statement (DAS)</b>	Article 9, Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	<p>(a) development which is major development;</p> <p>(b) where any part of the development is in a designated area, development consisting of—</p> <p>(i) the provision of one or more</p>	<p>Statement to accompany and justify the proposal in a structured way. The level of detail required will depend on the scale and complexity of the application. The design and access statement should explain the design principles and justification/reason for particular designs that have been applied to particular aspects of the proposal and cover: It should include the</p>	<p><a href="#">Town and Country Planning (Development Management Procedure) (England) Order 2015</a></p> <p><a href="#">Planning (Listed Buildings and Conservation Areas) Regulations 1990</a></p> <p><a href="#">National Planning Practice Guidance</a></p> <p><a href="#">Hastings Local Plan The Hastings Planning Strategy</a></p>

Information Item	Policy Driver	Applications that require this information	Further information	Where to look for further assistance
<b>Design and Access Statement (DAS) cont...</b>	<p>Section 3A, Planning (Listed Buildings and Conservation Areas) Regulations 1990</p> <p>National Planning Practice Guidance (NPPG), Paras 010 (Reference ID: 26-010-20191001) and 012 (Reference ID: 26-012-20191001)</p> <p>Hastings Planning Strategy, Policies SC1, 2, 3, 4</p>	<p>dwellinghouses; or</p> <p>(ii) the provision of a building or buildings where the floor space created by the development is 100 square metres or more.</p>	<p>evolution of the design prior to submission, the rationale behind the scheme and how it meets the criteria of the Development Plan.</p> <p>The proposed use and amount of development proposed, its scale, layout, landscaping, lighting and overall appearance; and how issues relating to access to the development have been dealt with including wheelchair accessible development.</p> <p>Include information on how the design of the development contributes to achieving sustainable development, particularly in terms of climate change mitigation and adaptation measures such as green roofs and walls, sustainable drainage systems, multi-functional greenspace, protection and enhancement of biodiversity, waste reduction and recycling, water efficiency, flood risk management, and the use of recycled materials. The statement should also demonstrate how the development has complied with the energy hierarchy in terms of working towards zero carbon development, by focusing on energy efficiency first, followed by the provision of on-site renewable energy generation and other off site large scale solutions as necessary.</p>	

Information Item	Policy Driver	Applications that require this information	Further information	Where to look for further assistance
<b>Site Location Plan Scale 1:1250 or 1:2500 which is up to date and includes direction of north and a scale bar</b>	Article 7, Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	All applications except variation/discharge of condition and non material amendment.	Site Location Plans should <ul style="list-style-type: none"> <li>• edge clearly with a red line the land subject to the application, including all land necessary to carry out the proposed development (eg land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings)</li> <li>• include a blue line around any other land owned by the applicant, close to or adjoining the application site</li> <li>• identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear</li> <li>• show at least two named roads</li> <li>• show surrounding buildings, roads and footpaths adjoining the site</li> <li>• be drawn to 1:1250 or 1:2500</li> <li>• be based on up to date map detail</li> <li>• show a scale bar</li> <li>• show the direction of North</li> </ul>	<a href="#">Town and Country Planning (Development Management Procedure) (England) Order 2015</a>  <a href="#">Planning Portal Accredited suppliers</a>  <a href="https://www.gov.uk/guidance/making-an-application-Paragraph-24-Reference-ID:14-024-20140306">https://www.gov.uk/guidance/making-an-application - Paragraph 24 Reference ID: 14-024-20140306</a>

Information Item	Policy Driver	Applications that require this information	Further information	Where to look for further assistance
<p><b>Block Plan Scale 1:200 or 1:500 which includes the direction of north, a scale bar and shows the proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries</b></p>	<p>Article 7, Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)</p>	<p>All applications including Change of Use.</p>	<p>Two plans are required</p> <ul style="list-style-type: none"> <li>• One existing and one proposed</li> </ul> <p>And should include the following:</p> <ul style="list-style-type: none"> <li>• All buildings, roads and footpaths on the site and on land adjoining the site;</li> <li>• written dimensions including those to the boundaries</li> <li>• Precise positions of the vehicular access points, both existing and, where appropriate, proposed, including dimensions; All public rights of way crossing or adjoining the site;</li> <li>• The position of all trees and hedgerows on the site and adjacent land;</li> <li>• The extent of any hard surfacing; The type of boundary treatment (e.g. walls, fences etc.).</li> <li>• Landscape features</li> </ul>	<p><a href="#">Town and Country Planning (Development Management Procedure) (England) Order 2015</a></p> <p><a href="#">Planning Portal Accredited suppliers</a></p>
<p><b>Elevations existing and proposed Scale 1:50 or 1:100 with written dimensions to show overall size of any new buildings or extensions and a scale bar.</b></p>	<p>Article 7, Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)</p>	<p>All applications proposing new buildings or alterations to the exterior of existing buildings.</p>	<p>Both existing and proposed elevations are required. This should set out the proposal in detail, showing: Where existing buildings or walls are to be demolished (if applicable); Details of the existing building(s) as well as those for the proposed development.</p>	<p><a href="#">Town and Country Planning (Development Management Procedure) (England) Order 2015</a></p>

Information Item	Policy Driver	Applications that require this information	Further information	Where to look for further assistance
<p><b>Floor plans, existing and proposed Scale 1:50 or 1:100 with written dimensions to show overall size of any new buildings or extensions and a scale bar.</b></p>	<p>Article 7, Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)</p>	<p>All applications proposing new or amended floorspace and/or proposals to alter existing buildings.</p>	<p>Two floor plans are required, one existing and one proposed. This should explain the proposal in detail, showing: Where existing buildings or walls are to be demolished (if applicable); Details of the existing building(s) as well as those for the proposed development.</p>	<p><a href="#">Town and Country Planning (Development Management Procedure) (England) Order 2015</a></p>
<p><b>Existing and proposed site sections and finished floor and site levels</b></p> <p><b>Scale 1:50 or 1:100 with a scale bar.</b></p>	<p>Article 7, Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)</p>	<p>Required for all applications which involve a change in ground levels or where development is proposed next to changing ground levels.</p> <p>On sloping sites it will be necessary to show how proposals relate to existing ground levels where ground levels may be modified.</p>	<p>Plan drawn to show a cross section through the proposed building(s) and/or site.</p> <p>Where a proposal involves a change in ground levels, drawings must show both existing and proposed finished ground levels. Drawings must include details of floor levels, building height and relationship to site boundaries.</p> <p>Full information should also be submitted to demonstrate: How proposed buildings relate to existing site levels and neighbouring development; Plans showing existing site levels and finished</p>	<p><a href="#">Town and Country Planning (Development Management Procedure) (England) Order 2015</a></p>

Information Item	Policy Driver	Applications that require this information	Further information	Where to look for further assistance
<b>Roof Plans Scale 1:100 or 1:200 with a scale bar.</b>		Required where a roof would be created or altered by the proposed development.	Showing the shape of the roof and details of the roofing materials and any features such as chimney positions or windows. It may be possible to combine the roof plan with the proposed block plan, where the roof plan is simple and clearly conveyed	
<b>Fire Statement (as of 1 August 2021)</b>	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	Application to build or convert 'High Rise' building(s) of 18m in height or more or 7 storeys or more containing or proposing to contain either 2 or more dwellings OR educational accommodation (such as classrooms) An application within the curtilage of a relevant 'High Rise' building.	A fire statement must— (a) be on a form published by the Secretary of State (or a form substantially to the same effect); and (b) include the particulars specified or referred to in the form. Fire Statements are not required where a material change of use of a high rise building, would mean the building was no longer a relevant building.	<a href="#">Town and Country Planning (Development Management Procedure) (England) Order 2015</a>  <a href="#">The National Planning Practice Guidance – Fire Safety and high rise residential buildings</a>  <a href="https://www.gov.uk/government/publications/planning-application-forms-templates-for-local-planning-authorities">https://www.gov.uk/government/publications/planning-application-forms-templates-for-local-planning-authorities</a>

# Section 2: Local Requirements

The information and reports referred to below are shown in alphabetical order; please refer to column 3 for the threshold criteria applicable to each application type.

Information Item	Policy Driver	Applications that require this information	Further information	Where to look for further assistance
<b>Affordable Housing Statement</b>	<p>National Planning Policy Framework (NPPF), paras 61-77</p> <p>Hastings Planning Strategy, Policy H3</p> <p>Affordable Housing SPD (When Adopted)</p>	<p>Application for any new (net increase) residential development Over 10 units</p> <p>Or</p> <p>a maximum combined gross floorspace of no more than 1000sqm</p>	<p>The statement must set out: The percentage of affordable housing units proposed and/or financial contribution required, how this relates to the requirement set out in Hastings Planning Strategy Policy H3 and shall include:</p> <ul style="list-style-type: none"> <li>• The mix of units (bed numbers and unit sizes)</li> <li>• Tenure of each unit (affordable rent/intermediate/key worker) and an explanation of the proposed mix;</li> <li>• Plans for ongoing housing management of the units and details of any Registered Providers, as partners in the development;</li> <li>• A plan showing the location of affordable housing units and reasoning for this location;</li> <li>• Details of design and proposed quality standards of build</li> <li>• Proposed nominations agreement</li> <li>• Detailed explanation of any financial affordable housing contribution with 3 X independent valuation/house price values of the completed units or comparable units in comparable value areas</li> <li>• Viability Appraisal if non-compliant with policy</li> <li>• Justification for contribution in-lieu of on-site provision, where relevant</li> </ul>	<p><a href="#">National Planning Policy Framework</a></p> <p><a href="#">Hastings Local Plan The Hastings Planning Strategy</a></p> <p>Affordable Housing SPD (not yet available)</p>

Information Item	Policy Driver	Applications that require this information	Further information	Where to look for further assistance
<b>Air Quality and Emissions Statement</b>	<p>National Planning Policy Framework (NPPF), paras 110, 119</p> <p>Hastings Planning Strategy, Policy SC1</p> <p>Hastings Development Management Plan, Policy DM5</p>	<p>All Major Developments</p>	<p>For further information please see Air quality and emissions mitigation guidance for Sussex (2021). Otherwise please contact the Air Quality Officer in Environmental Health at Hastings Borough Council to discuss the requirements in line with screening checklist 2 in the Air quality and emissions mitigation guidance for Sussex (2021).</p> <p>Air Quality and Emissions Statements must be prepared by a person(s):</p> <ul style="list-style-type: none"> <li>• That is a current member of the Institute of Air Quality Management</li> <li>• That has relevant experience and qualifications in the field, as shown by a short CV</li> </ul>	<p><a href="#">National Planning Policy Framework</a></p> <p><a href="#">National Planning Policy Guidance</a></p> <p><a href="#">Hastings Local Plan The Hastings Planning Strategy</a></p> <p><a href="#">Hastings Local Plan Development Management Plan</a></p> <p><a href="#">Air quality and emissions mitigation guidance for Sussex (2019)</a></p> <p>Environmental Health General Enquiries 01424 451079</p>

<p><b>Biodiversity/Ecology Information</b></p>	<p>National Planning Policy Framework (NPPF), paras 187 - 195</p> <p>National Planning Practice Guidance (NPPG), under the heading 'Natural Environment'</p> <p>Hastings Planning Strategy, Policies EN2, EN3, EN4, EN5</p> <p>Hastings Development Management Plan, Policies HN7, HN8, HN9</p>	<p>All sites have the potential to support protected species, flora and fauna.</p> <p>You are required to carry out relevant up to date surveys prior to the submission of an application and provide adequate ecological information, conforming to British Standard BS42020, Biodiversity Code of practice for planning and development, the Chartered Institute of Ecology and Environmental Guidelines for Ecological Report Writing and Natural England Standing Advice series. This must be prepared by a competent ecology professional. Demonstrating conformity to these guidance documents allows the authority to make an informed decision.</p> <p>This applies to both changes of use, new build and extension applications.</p> <p>For Major Planning Applications, supporting information should demonstrate how the development will result in a biodiversity net gain.</p>	<p>Applicants should establish what information needs to be submitted with their application to ensure the decision-maker has sufficient information to reach a sound and confident decision.</p> <p>The work involved in preparing and implementing all ecological surveys, impact assessments and measures for avoidance, mitigation, compensation and enhancement should be proportionate to the predicted degree of risk to biodiversity and to the nature and scale of the proposed development.</p> <p>Small scale developments may be informed by a Preliminary Ecology Assessment (PEA) (see BS42020 and Guidelines for Preliminary Ecological Appraisal by the Chartered Institute of Ecology and Environmental Management) that identifies if detailed species surveys are required. The PEA may be sufficient to identify that biodiversity interests would not be affected by the proposed development and that detailed surveys are not required.</p> <p>Where the applicant has established ecological surveys are required, as in the case of larger applications, an Ecological Constraints and Opportunities Plan, ECOP (see BS42020) or appropriate ecological assessment should be prepared.</p> <p>Assessment/Plan will identify where biodiversity might act as a constraint to development, inform site design and layout and opportunities to retain, mitigate, compensate or enhance biodiversity.</p> <p>Assessments/Plans carried out more than 18<sup>th</sup> Months ago will not be accepted. Surveys on</p>	<p><a href="#">National Planning Policy Framework</a></p> <p><a href="#">National Planning Practice Guidance</a></p> <p><a href="#">Hastings Local Plan The Hastings Planning Strategy</a></p> <p><a href="#">Hastings Local Plan Development Management Plan</a></p> <p><a href="#">Natural England Standing Advice</a></p> <p><a href="#">BS42020:2013 Biodiversity – Code of practice for planning and development</a></p> <p><a href="#">Defra Biodiversity Metric</a></p>
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Information Item	Policy Driver	Applications that require this information	Further information	Where to look for further assistance
<b>Biodiversity/Ecology Information cont...</b>			<p>which the report is based must be carried out at an appropriate time of year.</p> <p>Composite reports will be required to draw together the overall findings of separate surveys and separate consultants work.</p> <p>Development proposals should be able to demonstrate that they have;</p> <ul style="list-style-type: none"> <li>• Avoided adverse impacts or</li> <li>• Where adverse effects cannot be avoided, appropriate mitigation proposals are detailed</li> </ul> <p>Compensation measures will be sought to address effects that cannot be avoided or mitigated. Opportunities for enhancing biodiversity should be explored in all development applications.</p> <p>Natural England Standing Advice is a material consideration in all planning applications affecting biodiversity. The Council expect applicants to demonstrate clearly how they have considered all relevant Standing Advice.</p> <p>Reports must be undertaken by an appropriately qualified and experienced person in this field of work with current membership of CIEEM or other recognised professional body covering this profession. Evidence of this must be submitted within the application along with a short CV setting out the authors relevant experience and qualifications.</p>	

<p><b>Biodiversity Statement, Habitat Baseline Plan, Proposed Habitat Plan 4.0 Statutory 4.0 Biodiversity Metric (or replacement version if applicable)</b></p> <p><b>Statement – BNG Not Applicable</b></p> <p><b>Please see separate statement at Section 5 for additional validation requirements</b></p>	<p>The Environment Act 2021</p> <p>National Planning Policy Framework (NPPF), paragraphs 187 - 195</p> <p>National Planning Practice Guidance (NPPG), under the heading 'Natural Environment'</p> <p>Hastings Planning Strategy, Policies EN2, EN3, EN4, EN5</p> <p>Hastings Development Management Plan, Policies HN7, HN8, HN9</p>	<p>All major applications and 'small sites' as defined above, unless exempt. Exemptions are listed below:</p> <p><u>Exemptions</u></p> <ul style="list-style-type: none"> <li>• De minimus exemption - existing habitat area is below 25m<sup>2</sup> or 5m or less of a linear habitat (hedge/stream)</li> <li>• Small Scale Self-Build and custom housebuilding of no more than 9 dwellings on sites no larger than 0.5ha OR development that consists exclusively of self-build or custom housebuilding</li> <li>• Biodiversity Gain Sites (where habitats are being enhanced for wildlife)</li> <li>• Householder development</li> <li>• Development granted planning permission by a development order under section 59 This includes permitted development rights.</li> </ul> <p>Applications which propose to implement development in phases should provide Overall Biodiversity Gain Plan and a Phase Biodiversity Gain Plan.</p>	<p>This Biodiversity statement should set out the Field Assessment and the Baseline Metric Output as existing for the entire site within the red line of the application, based on the latest Statutory Biodiversity Metric. The latest Small Sites Metric (Statutory Biodiversity Metric) should be used for 'small sites'. The metric calculates the biodiversity value on site as 'biodiversity units'. To use the metric calculation tool you need to know:</p> <ul style="list-style-type: none"> <li>• the types of habitat - on-site and off-site</li> <li>• the size of each habitat parcel in hectares - or kilometres if it is linear (rivers and streams, hedgerows and lines of trees)</li> <li>• the condition of each habitat parcel</li> <li>• whether the sites are in locations identified as local nature priorities</li> </ul> <p>Evidence, including surveys, to justify the baseline date should be submitted, including where different from the survey date. The metric spreadsheet must include full calculations that lead to the final biodiversity unit scores. Summarised information will not be accepted. Surveys should normally be carried out no more than 12 months before the application date.</p> <p>The Statement should show a 10% uplift of biodiversity credits.</p> <p>The Statement should set out:</p> <ul style="list-style-type: none"> <li>• how the mitigation hierarchy has been adhered to. This should show that through good design of the site, the biodiversity impact has been minimized as much as possible.</li> <li>• site users activities,</li> <li>• practical management options and</li> <li>• disturbance activities,</li> </ul>	<p>Schedule 7a of Town and Country Planning Act 1990</p> <p>Section 90A and Schedule 7A (Biodiversity Gain in England) of the Town and Country Planning Act 1990</p> <p>The Environment Act 2021 (Commencement No. 8 and Transitional Provisions) Regulations [2024]</p> <p>The Biodiversity Gain Requirements (Exemptions) Regulations [2024]</p> <p>The Biodiversity Gain (Town and Country Planning) (Modifications and Amendments) (England) Regulations [2024]</p> <p><a href="#">Advice-Note.pdf</a> <a href="#">(cieem.net)</a></p> <p>The Town and Country Planning (Development Management Procedure) (England) Order 2015</p>
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<p><b>Biodiversity Statement, Habitat Baseline Plan, Proposed Habitat Plan cont...</b></p>		<p>In cases where the applicant considers development is not subject to biodiversity net gain, a statement must be made within the application form setting out why this is the case.</p> <p>In cases where Biodiversity Net Gain is claimed as exempt on the basis of self/custom build, a Biodiversity Metric with baseline information must be completed and submitted with the application (see paragraph 180 in the National Planning Policy Framework (NPPF))</p> <p>This Biodiversity Metric will be used to calculate the required 10% biodiversity net gain uplift required where a self/custom build claim is later shown to be incorrect.</p> <p>Applicants that have checked the Biodiversity Net Gain exemption box on the planning application form must be aware that if after validation of the application, it becomes apparent that the proposed housing does not fall into the self/custom build, the applicant will be liable for implementing 10% Biodiversity Net Gain.</p> <p>Planning permissions will be subject to a condition which ties the permission to the occupant, requiring this be their principal residence for a minimum of three</p>	<p>and how these are taken into account in shaping the Biodiversity Net Gain proposals are and therefore what can be achieved on site.</p> <p>The Biodiversity Statement shall include a <b>Habitats Baseline Plan (HBP)</b>, using UK Habitat Classification.</p> <p>The HBP should be based on a Preliminary Ecological Assessment of the site or an EclA Report. The HBP should clearly show the areas covered by each of the existing habitat types and the area and length of each habitat type (or for each parcel where habitat types are scattered across the site). Each habitat parcel should have a reference number which can be clearly cross referenced to the biodiversity metric. HBP will include linear features such as hedgerows, river and streams.</p> <p>The Biodiversity Statement shall include a <b>Proposed Habitats Plan</b>, using UK Habitat Classification which will allow a comparison between the proposed and the baseline situation. This plan must show what existing habitats are being retained and enhanced and what new habitat types will be created. Each Habitat type should be clearly stated on the plan. The area (ha.) or length (km.) of each habitat type should be quantified with maps provided as spatially accurate digital drawings.</p> <p>Other proposed biodiversity enhancements should also be described in this section and shown on appropriately scaled plans, e.g., bird and bat boxes, and hedgehog highways.</p> <p>The Statutory Biodiversity Metric must include any river, stream or canal that lies within the red</p>	<p>The Town and Country Planning (Section 62A Applications) (Procedure and Consequential Amendments) Order 2013</p> <p>The Biodiversity Gain Requirements (Irreplaceable Habitat) Regulations [2024]</p> <p><a href="https://www.gov.uk/government/publications/habitats-and-species-of-principal-importance-in-england">Habitats and species of principal importance in England – GOV.UK (www.gov.uk)</a></p> <p>NPPG: Paragraph: 001 Reference ID: 74-001-2023 Paragraph: 002 Reference ID: 74-002-2023 Paragraph: 004 Reference ID: 74-004-2023 Paragraph: 007 Reference ID: 74-007-2023 Paragraph: 008 Reference ID: 74-008-2023</p>
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<p><b>Biodiversity Statement, Habitat Baseline Plan, Proposed Habitat Plan cont...</b></p>		<p>years from the date the house in question is initially occupied</p> <p><u>NB</u> General commencement [of BNG regulations] for applications does not apply to:</p> <ul style="list-style-type: none"> <li>retrospective planning permissions made under section 73A; and</li> <li>section 73 permissions where the original permission which the section 73 relates to was either granted before 12<sup>th</sup> February 2024 or the application for the original permission was made before 12<sup>th</sup> February 2024</li> </ul> <p>Biodiversity net gain has not been commenced yet for planning permissions which have granted through other routes to permissions. These include:</p> <ul style="list-style-type: none"> <li>local development orders</li> <li>neighbourhood development orders</li> <li>successful enforcement appeals</li> <li>deemed planning permission</li> </ul> <p>The grant of permission in principle is not within the scope of biodiversity net gain (as it is not a grant of planning permission), but the subsequent technical details consent (as a grant of planning</p>	<p>line boundary, or where the river, stream or canal is located within 10m of the red line boundary (i.e. the red line boundary intersects the riparian zone) must be included, with 10% BNG delivered. For ditches, the Watercourse Unit Module is applied where the channel is located within 5m of the red line boundary. The Watercourse Unit Module should only be applied to culverts that lie within the red line boundary.</p> <p>The Statutory Biodiversity Metric will not be validated where it includes a red box unless the following circumstances apply:</p> <ol style="list-style-type: none"> <li>That the application is outline;</li> <li>That Rule 5 applies;</li> <li>That the application proposes purchase of credits;</li> </ol> <p>Reports and the latest version of the Statutory Biodiversity Metric must be undertaken by an appropriately qualified and experienced person in this field of work with current membership of CIEEM or other recognised professional body covering this profession. To undertake a River Condition Assessment, assessors must be trained and accredited in a River Conditions Assessment methodology. Evidence of this must be submitted within the application along with a short CV setting out the authors relevant experience and qualifications.</p> <p>Please note that where planning permission is granted it will be subject to a S106 agreement to secure Net Gain on site. The S106 agreement will need to include details of:</p> <ul style="list-style-type: none"> <li>Responsible parties</li> <li>Ecological competence</li> <li>Permits, Consents and Licenses</li> <li>Mechanism for reporting</li> </ul>	<p>Paragraph: 009 Reference ID: 74-009-2023</p>
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Information Item	Policy Driver	Applications that require this information	Further information	Where to look for further assistance
<b>Biodiversity Statement, Habitat Baseline Plan, Proposed Habitat Plan cont...</b>		<p>permission) would be subject to the general biodiversity gain condition.</p> <p>The approval of reserved matters for outline planning permissions are not within the scope of biodiversity net gain (as they are not a grant of planning permission)</p>	<ul style="list-style-type: none"> <li>• Ability to audit and spot check.</li> <li>• Submission of monitoring reports over a 30 year period.</li> </ul> <p>Funding should be in place for the full 30-year term for the establishment of those habitats and their long-term management.</p>	

Information Item	Policy Driver	Applications that require this information	Further information	Where to look for further assistance
<p><b>Biodiversity Gain Plan</b>  <b>Biodiversity Net Gain Management and Monitoring Plan</b></p> <p><b>Please see separate statement at Section 5 for additional validation requirements</b></p>	<p>The Environment Act 2021</p> <p>National Planning Policy Framework (NPPF), paragraphs 187 to 195</p> <p>National Planning Practice Guidance (NPPG), under the heading 'Natural Environment'</p> <p>Hastings Planning Strategy, Policies EN2, EN3, EN4, EN5</p> <p>Hastings Development Management Plan, Policies HN7, HN8, HN9</p>	<p>Applications for discharge of pre commencement biodiversity net gain condition</p>	<p>This will show how Biodiversity Gain will be delivered for the full 30 years. This document must be submitted, and the condition approved before development can commence on site.</p> <p>The <b>Biodiversity Gain Plan (BGP)</b> shows how the Proposed Biodiversity Plan will be delivered on the ground having regard to the Biodiversity Gain Hierarchy. The BGP should include drawings (e.g. detailed landscape planting schedules), management proposals and a timetable for implementation, and should specify those responsible for activities. The statutory biodiversity metric calculation tools must be submitted as part of the Biodiversity Gain Plan. The BGP should be closely aligned with the Biodiversity Net Gain Management and Monitoring Plan (BNG MMP).</p> <p>The <b>Biodiversity Net Gain Management and Monitoring Plan (BNG MMP)</b> will set out how the long-term delivery and monitoring of created and enhanced features will be delivered over a 30-year period. It will include details of how this will be audited over that 30-year period. Reports and Plans must be undertaken by an appropriately qualified and experienced person in this field of work with current membership of CIEEM or other recognised professional body covering this profession. To undertake a River Condition Assessment, assessors must be trained and accredited in a River Conditions Assessment methodology. Evidence of this must be submitted within the application along with a short CV setting out the authors relevant experience and qualifications.</p>	<p><a href="#">Creating a Habitat Management and Monitoring Plan for Biodiversity Net Gain - Land use: policies and framework (blog.gov.uk)</a></p> <p><a href="#">Natural England's habitat management and monitoring plan templates - Guest Natural England Blog (Mike Burke, Head of Sustainable Development) - Land use: policies and framework</a></p> <p>Paragraph: 009 Reference ID: 74-009-2023</p>

Information Item	Policy Driver	Applications that require this information	Further information	Where to look for further assistance
<b>Drawing Revisions List</b>	<p>National Planning Policy Framework (NPPF), paras 44 and 45</p> <p>National Planning Practice Guidance (NPPG), Paras 039 and 40 (Reference ID: 14-039-2014030 and ID: 14-040-20140306)</p> <p>Hastings Development Management Plan, Policy LP1</p>	<p>Section 73 applications including Variation of conditions – approved plans, Minor-Material Amendments and Non-Material Amendments.</p> <p>Any Full application which makes variations to a previously approved application.</p>	<p>This is a table which should list all proposed drawing numbers and reference the drawing number which the proposed drawing is intended to replace. A brief description should be included against each plan number of the changes proposed within the plan.</p>	<p><a href="#">National Planning Policy Framework</a></p> <p><a href="#">National Planning Practice Guidance</a></p> <p><a href="#">Hastings Local Plan The Hastings Planning Strategy</a></p>

Information Item	Policy Driver	Applications that require this information	Further information	Where to look for further assistance
<b>Economic Statement</b>	<p>National Planning Policy Framework (NPPF), paras 88-89</p> <p>National Planning Practice Guidance (NPPG), para 029 (Reference ID: 2a-02920190220)</p> <p>Hastings Planning Strategy, Policies DS2, E1, E2</p> <p>Hastings Development Management Plan, Site Allocations</p>	<p>Any application that:</p> <ul style="list-style-type: none"> <li>creates new employment uses;</li> <li>results in the loss of existing employment uses within the B and E9(g) Use Class Order;</li> </ul>	<p>Applications will need to be accompanied by a supporting statement detailing:</p> <ul style="list-style-type: none"> <li>existing and proposed job numbers by FTE;</li> <li>the relative floorspace totals for each</li> <li>proposed use (where known);</li> <li>any community benefits;</li> <li>reference to any wider impacts (positive and negative) including any regeneration impacts.</li> <li>Evidence of marketing in accordance with the requirements of the Employment Land Retention SPD</li> </ul>	<p><a href="#">National Planning Policy Framework</a></p> <p><a href="#">National Planning Practice Guidance</a></p> <p><a href="#">Hastings Local Plan</a></p> <p><a href="#">Hastings SPD - Employment Land Retention December 2015</a></p>

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<b>Environmental Statement</b>	<p>National Planning Policy Framework (NPPF), para 44</p> <p>National Planning Practice Guidance (NPPG), paras 010 (Reference ID: 4-010-20170728), 034 (Reference ID: 4-034-20170728) and 035 (Reference ID: 4-035-20170728)</p> <p>Town and Country Planning (Environmental Impact Assessment) Regulations 2017</p>	<p>Required in connection with all development identified within Schedule 1 or 2 of the regulations and which in accordance with Schedule 3 would constitute EIA development.</p>	<p>Prior to making an application, applicants are encouraged to apply for a screening opinion to determine whether the proposed development requires an Environmental Statement.</p> <p>An application for a Scoping Opinion can be made to determine the content and scope of the Environmental Statement.</p> <p>An Environmental Statement in the form set out in Schedule 4 of the regulations must be provided.</p> <p>Reports must be undertaken by an appropriately qualified and experienced person in this field of work with current membership of CIEEM or other recognised professional body covering this profession. Evidence of this must be submitted within the application along with a short CV setting out the authors relevant experience and qualifications.</p>	<p><a href="#">National Planning Policy Framework</a></p> <p><a href="#">National Planning Practice Guidance</a></p> <p><a href="#">Town and Country Planning (Environmental Impact Assessment) Regulations 2017</a></p>

<p><b>Flood Risk Assessment (FRA) and Sequential Test and Drainage Reports (including Sustainable urban Drainage Systems (SuDS))</b></p>	<p>National Planning Policy Framework (NPPF), paras 44, 161-186</p> <p>Hastings Planning Strategy, Policy SC7</p>	<p>Developments:</p> <ol style="list-style-type: none"> <li>1) In flood zone 2 or 3</li> <li>2) Of more than 1 Hectare in flood zone 1</li> </ol> <p>require FRA &amp; Sequential Test</p> <p>Drainage reports must be submitted for applications proposing a new building/structure in excess of 25 square meters, including extensions and outbuildings (both residential and non-residential). The 25 square meters is the gross area of new development and any demolition to accommodate the development is not subtracted from the gross floor area. If the proposal does not include a need to dispose of foul water, the Drainage report need only include details of a sustainable surface water drainage system.</p> <p>Drainage reports must include a Drainage Plan, a written explanation of the proposed sustainable drainage system alongside associated calculations.</p> <p>Development proposing additional hardstanding (building / driveway / car park) of 100sqm or more will also require the submission of a Drainage report.</p>	<p>A Flood Risk Assessment (FRA) should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account.</p> <p>A FRA should identify opportunities to reduce the probability and consequences of flooding. The FRA should include the design of surface water management systems including Sustainable Drainage Systems (SuDS) that take into account local flood risk and address the requirement for safe access to and from the development in areas at risk of flooding.</p> <p>Sequential Tests will provide an assessment of alternative sites less susceptible to flooding and why they are not appropriate to accommodate the proposed development.</p> <p>Reports must be undertaken by an appropriately qualified and experienced person in this field of work with current chartered membership of Chartered Institution of Water and Environmental Management (CIWEM) or the Institution of Civil Engineers (ICE) or other recognised professional body covering matters of surface water drainage. Evidence of this must be submitted within the application along with a short CV setting out the authors relevant experience, qualifications and current membership and any recent training in this field.</p> <p>Drainage Reports may also be undertaken by members of the Chartered Architectural Technologists (CIAT) provided that evidence is submitted to show that they have taken recent training (in the last 18 months) in the area of surface water drainage. In the event that the author of the report is not a current member of one of the above noted professional bodies,</p>	<p><a href="#">National Planning Policy Framework</a></p> <p><a href="#">National Planning Policy Guidance</a></p> <p><a href="#">Hastings Local Plan The Hastings Planning Strategy</a></p> <p><a href="#">Environment Agency</a></p> <p><a href="#">SuDS Decision Support Tool for Small Scale Development</a></p>
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Information Item	Policy Driver	Applications that require this information	Further information	Where to look for further assistance
<b>Flood Risk Assessment (FRA) and Sequential Test and Drainage Reports (including Sustainable urban Drainage Systems (SuDS)) cont...</b>		<p>Other development, not exceeding the above noted thresholds where new floorspace or hardstanding is proposed will be required to complete and submit a SuDS Decision Support Tool for Small Scale Development where the development is:</p> <ol style="list-style-type: none"> <li>1) In flood zone 2 or 3</li> <li>2) In an area of groundwater flood risk</li> <li>3) In an area of surface water flood risk</li> </ol>	<p>but has a relevant qualification, a Drainage Report may be accepted where the author can show continued professional development through recent training (last 18 months) in the field of surface water drainage.</p> <p>Where a proposed drainage strategy requires connection to the public sewer system, the application should be accompanied by a letter from Southern Water confirming the proposed connection is acceptable.</p>	

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<b>Heritage Statement (including Archaeology)</b>	<p>National Planning Policy Framework (NPPF), paras 202 - 221</p> <p>Hastings Planning Strategy, Policy EN1</p> <p>Hastings Development Management Plan, Policies HN1, HN2, HN3</p>	<p>Required on all applications which affect designated and non-designated heritage assets or their setting and all major developments.</p> <p>Designated heritage assets can include:</p> <ul style="list-style-type: none"> <li>• Conservation Areas</li> <li>• Listed Buildings</li> <li>• Scheduled Ancient Monuments (SAMs)</li> <li>• Historic Parks and Gardens</li> <li>• Scheduled Archaeological Sites</li> </ul> <p>Non designated heritage assets can include:</p> <ul style="list-style-type: none"> <li>• Archaeological Notification Areas</li> <li>• Local List of Heritage Assets</li> <li>• Other buildings or areas identified through the application process as having sufficient heritage significance to be treated as a non-designated heritage asset.</li> </ul> <p>They will all require:-</p> <ol style="list-style-type: none"> <li>1) A Heritage statement</li> <li>AND</li> <li>2) A Historic Environment Record (HER) checklist</li> </ol> <p>Some applications will also require consultation with the Historic Environment Record (HER).If necessary, the consultation report will be submitted with the application.</p>	<p>Details of designated and non-designated heritage assets can be found on our website.</p> <p>A heritage statement will identify the heritage assets (both designated and non-designated) and/or their setting, describe their significance and the potential impact of the proposal on that significance.</p> <p>Where relevant, heritage statements should be supported by photographs, phasing plans, schedule of works, historic photographs or drawings, historic maps and other relevant sources. A structural survey may also be required in support of any demolition works.</p> <p>The level of information required is proportionate to the significance of the asset and the extent of the works proposed.</p> <p>A template heritage statement and the HER checklist can be found on our website.</p> <p>An HER consultation report sets out summary information about the location and extent of known heritage assets and archaeological potential. It will help inform the heritage statement. More information on the requirement of a HER consultation report can be found in the heritage statement template.</p> <p>For development related to Archaeological Notification Areas (ANAs) or affecting archaeological interest advice should be sought from East Sussex County Council Archaeology Section prior to submission: (<a href="mailto:county.archaeology@eastsussex.gov.uk">county.archaeology@eastsussex.gov.uk</a>).</p>	<p><a href="#">Hastings Borough Council Conservation &amp; Heritage Assets</a></p> <p><a href="#">Heritage Statement Template</a></p> <p><a href="#">National Planning Policy Framework</a></p> <p><a href="#">National Planning Policy Guidance</a></p> <p><a href="#">Hastings Local Plan The Hastings Planning Strategy</a></p> <p><a href="#">Hastings Local Plan Development Management Plan</a></p> <p><a href="#">Historic England Historic Environment Good Practice Guide</a></p> <p><a href="#">East Sussex County Council Archaeology</a></p>

Information Item	Policy Driver	Applications that require this information	Further information	Where to look for further assistance
<b>Land Contamination Assessment</b>	<p>National Planning Policy Framework (NPPF), paras 196 to 201</p> <p>Hastings Planning Strategy, Policy SC1</p> <p>Hastings Development Management Plan, Policy DM5</p>	<p>In all cases on sites that are within the contaminated land zone, irrespective of how minor the application is, a Ground Investigation Report (GIR) is required.</p> <p>A GIR maybe required for development proposed not directly on but within 250 metres of any contaminated land or historical land fill (please note that if a GIR has been carried out for the site as part of a previous permission, a further ground investigation report will be required).</p> <p>A GIR will be required for:</p> <ul style="list-style-type: none"> <li>• major applications including brownfield sites,</li> <li>• applications subject to Environmental Impact Assessment regulations and</li> <li>• small scale extensions and development if there are known contamination issues associated with the site or the surrounding sites (e.g. If site or surroundings had a former industrial use).</li> </ul>	<p>All applicants are advised to speak to Environmental Health (Pollution) General Enquiries on 01424 451079 to discuss the specific requirements as the information to be submitted is site specific. However, where contamination is known or suspected or the proposed use would be a "vulnerable user" the information should determine whether the proposed development can proceed. Applicants are advised to follow guidance provided by the Environment Agency. Usually:</p> <p>1) Where contamination is suspected a preliminary study will be required, involving an examination of available information, a walkover survey and assessment of the risks to human health and the environment.</p> <p>2) Where contamination is known to exist, in addition to a desktop study, a site investigation survey will be required incorporating a site-specific human health and environmental risk assessment with a written remediation scheme to manage identified risks.</p> <p>Reports must be undertaken by an appropriately qualified and experienced person in this field of work with current chartered membership of Chartered Institution of Water and Environmental Management (CIWEM). Evidence of this must be submitted within the application along with a short CV setting out the authors relevant experience and qualifications.</p>	<p><a href="#">National Planning Policy Framework</a></p> <p><a href="#">National Planning Policy Guidance</a></p> <p><a href="#">Hastings Local Plan The Hastings Planning Strategy</a></p> <p><a href="#">Hastings Local Plan Development Management Plan</a></p> <p>Environmental Health General Enquiries 01424 451079</p> <p><a href="#">Environment Agency Land Contamination: Technical Guidance</a></p>

<p><b>Land Stability/Ground Condition Assessment</b></p>	<p>National Planning Policy Framework (NPPF), paras 196 to 201</p> <p>Hastings Planning Strategy, Policy SC1</p> <p>Hastings Development Management Plan, Policy DM5</p>	<ul style="list-style-type: none"> <li>• Applications which may affect land potentially subject to instability (such as steeply sloping sites)</li> <li>• Applications in areas with a history of land instability.</li> <li>• Applications located at the toe or head of a: <ul style="list-style-type: none"> <li>○ cliff, embankment, escarpment</li> <li>○ ghyll</li> <li>○ river valley</li> </ul> but excluding applications where no ground works proposed, such as a change of use. </li> <li>• Applications where the site is supported on any elevation, or within the site itself, by a retaining structure.</li> <li>• Applications on sites known to be on top of a cave system, historic mine, quarry or mineral extraction area or tunnel, including: <ul style="list-style-type: none"> <li>○ Known locations of former sand extraction</li> <li>○ Land adjacent to the West and East Hill Lift shafts.</li> <li>○ West Hill Café and Lift Terminal</li> <li>○ East Hill Lift Terminal</li> <li>○ Sites of subterranean structures including air raid shelters</li> </ul> </li> </ul>	<p><i>Please also refer to Land Stability Declaration Form below.</i></p> <p>Reports and supporting calculations relating to drainage methods must be provided in support of a Land Stability Assessment and must be carried out by a suitably qualified professional as part of the Land Stability Assessment.</p> <p>Land Stability Assessments must consider the impact on land stability both during construction and for the operational stage of the proposed development and include mitigation where necessary.</p> <p>Supporting evidence must show that any actual or potential stability can be overcome through appropriate remedial, preventative or precautionary measures.</p> <p>Reports submitted regarding land stability must be prepared by a competent engineer with qualifications in at least one of the following:</p> <ul style="list-style-type: none"> <li>• CEng MICE - Chartered Civil Engineer</li> <li>• CGeol FGS - Chartered Geologist</li> </ul> <p>And ideally:</p> <ul style="list-style-type: none"> <li>• RoGEP - Registered Ground Engineering Professional</li> </ul> <p>A short CV must be submitted which sets out relevant qualifications, current memberships to relevant professional bodies and project experience in the area of slope stability.</p> <p><b>Note:</b> <i>Land Stability Assessments that are combined with Drainage Reports and, where relevant, Contamination Assessments, allow for a comprehensive and holistic approach to the site's development in respect of those matters.</i></p>	<p><a href="#">National Planning Policy Framework</a></p> <p><a href="#">National Planning Policy Guidance</a></p> <p><a href="#">Hastings Local Plan The Hastings Planning Strategy</a></p> <p><a href="#">Hastings Local Plan Development Management Plan</a></p>
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Information Item	Policy Driver	Applications that require this information	Further information	Where to look for further assistance
<b>Land Stability Declaration Form</b>	<p>National Planning Policy Framework (NPPF), paras 196 to 201</p> <p>Hastings Planning Strategy, Policy SC1</p> <p>Hastings Development Management Plan, Policy DM5</p>	<p>All applications where sites are located in an Article 4 Direction Cliff Stability Area.</p> <p>Exceptions: applications where no ground works involved</p> <p><u>UNLESS:</u></p> <p>Works proposed in applications which create additional weight on the land, such as first floor, roof or upward extensions are required to submit a Land Stability Declaration Form given the additional weight created on the land.</p> <p><b>Note:</b> Applications that have submitted a Land Stability Assessment will not be required to submit a Land Stability Declaration Form.</p>	<p><i>Please also refer to Land Stability/Ground Condition Assessment above.</i></p> <ul style="list-style-type: none"> <li>• Reports submitted regarding land stability must be prepared by a competent structural engineer with accredited MEng degree in the relevant field and current membership to at least one of the following: <ul style="list-style-type: none"> <li>• Institute of Structural Engineers</li> <li>• Institute of Civil Engineers</li> </ul> </li> </ul> <p>The report must include a short CV setting out qualifications and current membership to professional body</p>	<p><a href="#">National Planning Policy Framework</a></p> <p><a href="#">National Planning Policy Guidance</a></p> <p><a href="#">Hastings Local Plan The Hastings Planning Strategy</a></p> <p><a href="#">Hastings Local Plan Development Management Plan</a></p> <p><a href="#">GeoIndex - British Geological Survey</a></p> <p><a href="#">Land Stability Declaration Form</a></p>

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<b>Noise Assessment</b>	<p>National Planning Policy Framework (NPPF), paras 187 and 198</p> <p>Hastings Planning Strategy, Policy SC1</p> <p>Hastings Development Management Plan, Policy DM6</p>	<p>Assessments shall be required for:</p> <ul style="list-style-type: none"> <li>• Applications for industrial uses that share a common boundary with residential properties and could potentially raise issues of disturbance by noise to the occupants;</li> <li>• Applications for industrial uses that are sited in noise sensitive areas due to wildlife designations;</li> <li>• Restaurants/cafes which may have potentially noisy extract system</li> <li>• Air conditioner/condensers</li> </ul>	<p>The noise assessment should be prepared by a suitably qualified acoustician and demonstrate that there is sufficient sound insulation (or other mitigation) to avoid any harm to the adjacent residents.</p> <p>Reports must be undertaken by an appropriately qualified and experienced person in this field of work with current membership of Acoustic Noise Consultants (ANC) or the Institute of Acoustics (IOA). Evidence of this must be submitted within the application along with a short CV setting out the authors relevant experience and qualifications.</p>	<p><a href="#">National Planning Policy Framework</a></p> <p><a href="#">National Planning Policy Guidance</a></p> <p><a href="#">Hastings Local Plan The Hastings Planning Strategy</a></p> <p><a href="#">Hastings Local Plan Development Management Plan</a></p>
<b>Parking Plans – existing and proposed</b>	<p>National Planning Policy Framework (NPPF), paras 102 to 114</p> <p>Hastings Development Management Plan, Policy DM4</p> <p>East Sussex County Council Parking Standards</p>	<p>All applications likely to result in either:</p> <ul style="list-style-type: none"> <li>• a loss or gain in parking provision on site;</li> <li>• an increase in parking demand.</li> <li>• a change to vehicular / pedestrian access</li> </ul>	<p>The existing and proposed parking and cycle storage and access arrangements for vehicles and pedestrians to be shown on the block/site plan and detailed within the application (either through the forms or via a separate statement). Parking dimensions should comply with the current Parking Standards and parking space/garage dimensions should be detailed within the application (either on the plans or within supporting documentation). If there are any spaces with smaller dimensions than the adopted Standards then an explanation to justify this should be given.</p>	<p><a href="#">National Planning Policy Framework</a></p> <p><a href="#">Hastings Local Plan Development Management Plan</a></p> <p><a href="#">East Sussex County Council Parking Standards</a></p> <p><a href="#">Manual for Streets</a></p>

Information Item	Policy Driver	Applications that require this information	Further information	Where to look for further assistance
<b>Planning Obligation Provisions</b>  <b>(Unilateral Undertakings or a Draft Heads of Terms)</b>	National Planning Policy Framework (NPPF), paras 7, 8, 11, 42, 56 to 59, 87, 96 and 129  Hastings Planning Strategy, Policies H3, C11, C13, EN5, EN6	All major applications (10+ dwellings, over 1000 square metres of non-residential floor space etc) will be required to be accompanied by draft Heads of Terms for S106	Heads of terms need to be agreed by the Council's Planning Services Team with regard to the level of planning obligations required. Thus, applicants are strongly advised to make a Preliminary Enquiry well in advance of their submission dates so that their applications are not delayed unnecessarily whilst these requirements are agreed.	<a href="#">National Planning Policy Framework</a>  <a href="#">National Planning Policy Guidance</a>  <a href="#">Hastings Local Plan The Hastings Planning Strategy</a>
<b>Planning Statement</b>	National Planning Policy Framework (NPPF)  Hastings Planning Strategy  Hastings Development Management Plan	All major applications	A Planning Statement will identify the context and need for a proposed development and will include an assessment of how the proposed development accords with relevant national and Local planning policies such as a justification for a change of use or demolition.	<a href="#">National Planning Policy Framework</a>  <a href="#">Hastings Local Plan</a>

Information Item	Policy Driver	Applications that require this information	Further information	Where to look for further assistance
<b>Retail or Leisure Impact Assessment</b>	<p>National Planning Policy Framework (NPPF), paras 90 to 95</p> <p>Hastings Planning Strategy, Policies DS3, E3</p> <p>Hastings Development Management Plan, Policies SA1, SA2</p>	<p>Applications for any of the following:</p> <ul style="list-style-type: none"> <li>• Retail and leisure developments over 2500 square metres;</li> <li>• Smaller retail and leisure likely to have a significant impact on smaller centres;</li> <li>• Applications for other main town centre uses when they are an edge of centre or out of centre location; and not in accordance with a development plan.</li> </ul>	<p>The assessment should be against the following impacts on centres:</p> <ul style="list-style-type: none"> <li>• impact on existing, committed and planned public and private investment in centre(s) in the catchment area of the proposals;</li> <li>• impact on town centre vitality and viability, including consumer choice;</li> <li>• impact on allocated sites outside town centre being developed in accordance with development plan;</li> <li>• impact on trade/turnover both in centre and wider area;</li> <li>• if in or on edge of town centre whether of appropriate scale;</li> <li>• any locally important impacts on centres.</li> </ul>	<p><a href="#">National Planning Policy Framework</a></p> <p><a href="#">Hastings Local Plan The Hastings Planning Strategy</a></p> <p><a href="#">Hastings Local Plan Development Management Plan</a></p>
<b>Road Safety Audit (Stage 1 required at Validation)</b>	<p>National Planning Policy Framework (NPPF), para 115 to 118</p> <p>Hastings Development Management Plan, Policy DM4</p>	<p>For all major developments that include any of the following:</p> <ul style="list-style-type: none"> <li>• Alteration to an existing highway;</li> <li>• Intensification of use of existing access;</li> <li>• Formation of a new access;</li> <li>• Off-site highway improvements;</li> <li>• New residential estate roads.</li> </ul>	<p>All schemes requiring a Road Safety Audit will require a</p> <p>Stage 1 (completion of preliminary design)  Stage 2 (completion of detailed design) &amp;  Stage 3 (completion of construction) audit.</p> <p>A Stage 4 road safety audit may also be required, if advised by East Sussex County Council Highways</p>	<p><a href="#">National Planning Policy Framework</a></p> <p><a href="#">Hastings Local Plan Development Management Plan</a></p> <p><a href="#">East Sussex County Council Transport Implications</a></p>

<p><b>Self/Custom Build Statement of Compliance with Section 1(A1) of the Self-Build and Custom Housebuilding Act 2015</b></p>	<p>National Planning Policy Framework Section 5</p>	<p>Applications for self/custom build</p>	<p>Applications for self /custom build must include an Evidence Report which:</p> <ul style="list-style-type: none"> <li>• Provides names and contact details for all individuals or association of individuals that will initially occupy the homes.</li> <li>• Provides confirmation that permission has been granted by those individuals listed in the above noted bullet point for their names and contact details to be passed to Planning Services within Hastings Borough Council.</li> <li>• Provides evidence that those individuals will have primary input into its final design and layout (for outline applications). OR Provides evidence that those individuals have had primary input into its final design and layout (for other applications).</li> <li>• Where Biodiversity Net Gain is claimed as exempt, a Biodiversity Metric with baseline information must be completed and submitted with the application (see paragraph 180 in the National Planning Policy Framework (NPPF)) This Biodiversity Metric will be used to calculate the required 10% biodiversity net gain uplift required where a self-build claim is later shown to be incorrect.</li> </ul> <p>Applicants that have checked the Biodiversity Net Gain exemption box on the planning application form must be aware that if after validation of the application, it becomes apparent that the proposed housing does not fall into the self/custom build, the applicant will be liable for implementing 10% Biodiversity Net Gain.</p>	<p><a href="http://www.gov.uk">Self-build and custom housebuilding - GOV.UK (www.gov.uk)</a></p> <p><a href="#">Self-build and custom house-building   Hastings Borough Council</a></p> <p><a href="#">LINK TO FORM</a></p>
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Information Item	Policy Driver	Applications that require this information	Further information	Where to look for further assistance
<b>Self/Custom Build Evidence Report cont...</b>			Planning permissions will be subject to a condition which ties the permission to the occupant, requiring this be their principal residence for a minimum of three years from the date the house in question is initially occupied.	
<b>Site Survey (Topographical Survey)</b>	National Planning Policy Framework (NPPF), paras 44 – 45  Hastings Development Management Plan, Policy DM1, DM3	<ul style="list-style-type: none"> <li>Required on all developments involving new residential dwellings</li> <li>All Major developments</li> </ul>	The site survey should be an accurate drawing to a recognised metric scale to show the positions, height and levels of existing physical features (including land, structures and buildings) on the site. A site survey should be less than 12 months old.	<a href="#">Hastings Local Plan Development Management Plan</a>
<b>Statement of Community Involvement (SCI)</b>	National Planning Policy Framework (NPPF), para 41  Hastings Borough Council Statement of Community Involvement	<p>SCI will be provided where the proposal:</p> <ul style="list-style-type: none"> <li>Is contrary to (a departure from) the Development Plan policies;</li> <li>Proposes more than 1,000 square metres of non-residential floor space;</li> <li>Proposes more than 10 dwellings regardless of site size;</li> <li>Other potentially controversial applications where the nature of the development is likely to attract significant local interest.</li> </ul>	<p>A Statement of Community Involvement (SCI) should illustrate how the applicant has complied with the requirements for pre- application consultation advocated in the Council's own adopted Statement of Community Involvement and demonstrating that the views of the local community have been sought and taken into account in the formulation of development proposals.</p> <p>A Planning Forum is strongly recommended for applications proposing 30 or more residential units, 10,000 square metres of non-residential floorspace or any application which may be considered controversial in nature.</p>	<a href="#">National Planning Policy Framework</a>  <a href="#">Hastings Borough Council Statement of Community Involvement</a>

Information Item	Policy Driver	Applications that require this information	Further information	Where to look for further assistance
<b>Sustainability Statement</b>	National Planning Policy Framework (NPPF), paras 44 – 45 and 162 to 169  Hastings Planning Strategy, Policies SC1, SC3, SC4, SC5, SC6	All major applications	The Statement should address how sustainability has been addressed. Issues such as water use, materials, SUDS, surface water run-off, waste, pollution, health and wellbeing, drainage, energy.  It shall include estimated energy loads and consumption as well as predicted CO2 emissions.  Statements will be sufficiently up to date, and be undertaken by an appropriately qualified person.	<a href="#">National Planning Policy Framework</a>  <a href="#">Hastings Local Plan The Hastings Planning Strategy</a>

Information Item	Policy Driver	Applications that require this information	Further information	Where to look for further assistance
<b>Telecommunications Statement and ICNIRP Statement of Compliance</b>	National Planning Policy Framework (NPPF), paras 119 - 123	Prior approval and planning applications mobile base stations.	<p>Applications for electronic communications development (including applications for prior approval under the General Permitted Development Order) should be supported by the necessary evidence to justify the proposed development. This should include:</p> <p>a) the outcome of consultations with organisations with an interest in the proposed development, in particular with the relevant body where a mast is to be installed near a school or college, or within a statutory safeguarding zone surrounding an aerodrome, technical site or military explosives storage area; and</p> <p>b) for an addition to an existing mast or base station, a statement that self-certifies that the cumulative exposure, when operational, will not exceed International Commission guidelines on non-ionising radiation protection; or</p> <p>c) for a new mast or base station, evidence that the applicant has explored the possibility of erecting antennas on an existing building, mast or other structure and a statement that self-certifies that, when operational, International Commission guidelines will be met.</p>	<a href="#">National Planning Policy Framework</a>

Information Item	Policy Driver	Applications that require this information	Further information	Where to look for further assistance
<b>Transport Assessments and Transport Statements</b>	<p>National Planning Policy Framework (NPPF), paras 109 - 114</p> <p>Hastings Planning Strategy, Policy T3</p> <p>Hastings Development Management Plan, Policy DM4</p>	<p>Thresholds where the submission of Transport Assessments, Transport Statements and Travel Plans can be found at page 6 ESCC 'Travel Plans for Development' Guidance 2020, which can be found here: <a href="http://www.eastsussex.gov.uk/media/coy/fl12r/travel_plan_guidance-2020.pdf">www.eastsussex.gov.uk/media/coy/fl12r/travel_plan_guidance-2020.pdf</a></p>	<p>Should include details as set out in the Transport Assessments, Transport Statements and Transport Reports – Guidance for Development Proposals in East Sussex and will include the existing conditions, development details, predicted person trip generation and mode splits, predicted residual vehicular trip generation based on proposed travel plan measures, distribution of residual vehicular trips, junction capacity assessments and merge / diverge assessments at opening year and ten years after registration of application, and details of the proposed mitigation measures including proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal.</p> <p>It is advisable for an applicant to contact East Sussex County Council Highway Authority and/or the Highways Agency (if affecting a Trunk Road) as early as possible to establish the need for a Transport Assessment or Statement and if needed, agree the scope.</p> <p>Reports must be undertaken by an appropriately qualified and experienced person in this field of work with current chartered membership of Chartered Institute of Highways and Transportation (CIHT) or Institution of Civil Engineers (ICE) or other recognised professional body covering this profession. Evidence of this must be submitted within the application along with a short CV setting out the authors relevant experience and qualifications.</p>	<p><a href="#">National Planning Policy Framework</a></p> <p><a href="#">National Planning Policy Guidance</a></p> <p><a href="#">Hastings Local Plan The Hastings Planning Strategy</a></p> <p><a href="#">Hastings Local Plan Development Management Plan</a></p> <p><a href="#">East Sussex County Council Transport Implications</a></p>

Information Item	Policy Driver	Applications that require this information	Further information	Where to look for further assistance
<b>Travel Plan</b>	<p>National Planning Policy Framework (NPPF), paras 109 - 114</p> <p>Hastings Planning Strategy, Policy T4</p>	<p>Thresholds where the submission of Transport Assessments, Transport Statements and Travel Plans can be found at page 6 ESCC 'Travel Plans for Development' Guidance 2020, which can be found here: <a href="http://www.eastsussex.gov.uk/media/coy/fl12r/travel_plan_guidance-2020.pdf">www.eastsussex.gov.uk/media/coy/fl12r/travel_plan_guidance-2020.pdf</a></p>	<p>The Travel Plan must set out how the reliance on the private motor car will be reduced through a package of measures produced by employers to encourage staff to use alternatives to single-occupancy car-use. Examples include: car sharing schemes; improved cycling facilities; a dedicated bus services; restricted car parking allocations.</p> <p>Reports must be undertaken by an appropriately qualified and experienced person in this field of work with current chartered membership of Chartered Institute of Highways and Transportation (CIHT) or Institution of Civil Engineers (ICE) or other recognised professional body covering this profession. Evidence of this must be submitted within the application along with a short CV setting out the authors relevant experience and qualifications.</p>	<p><a href="#">National Planning Policy Framework</a></p> <p><a href="#">Hastings Local Plan The Hastings Planning Strategy</a></p> <p><a href="#">East Sussex County Council Travel Plans</a></p>

Information Item	Policy Driver	Applications that require this information	Further information	Where to look for further assistance
<b>Tree Survey: Arboricultural Implication Assessments and method Statements</b>	<p>National Planning Policy Framework (NPPF), paras 44, 136, 187, 193</p> <p>Hastings Planning Strategy, Policies EN2, EN3, EN4, EN5</p> <p>Hastings Development Management Plan, Policy HN9</p>	<p>Where there are trees, within or adjacent to a planning application site that could influence or be affected by proposed development (including any other work associated with the proposal such as access to the site, the routes of new services or the storage of materials)</p> <p>Affecting a Tree Preservation Order (TPO)</p> <p><b>PLEASE NOTE:</b> Where an application proposes to remove a street tree this should be clearly identified within with a Statement submitted with the Tree Survey and Arboricultural Implication Assessment or Planning Statement.</p>	<p>Information should be submitted irrespective of whether trees are protected by a Tree Preservation Order (TPO)/Conservation Area status or not.</p> <p>Arboricultural Impact assessment to include:</p> <ul style="list-style-type: none"> <li>• A full tree survey</li> <li>• Evaluation of tree constraints</li> <li>• Retained trees and Root Protection Areas (RPAs) to be shown on proposed layout plans</li> <li>• Arboricultural method statement to demonstrate feasibility of the proposal without causing harm to the tree(s)</li> <li>• Tree protection plan</li> <li>• Justification for loss of tree(s)</li> </ul> <p>Information should be produced in accordance with BS 5837:2012 Trees in Relation to Design, Demolition and Construction – Recommendations</p> <p>Tree Preservation Order (TPO) Applications must provide a site plan showing location of protected tree/s, justification for works to trees and description of works to be carried out.</p> <p>Reports must be undertaken by an appropriately qualified and experienced person in this field of work with current membership of Arboricultural Associations (AA). Evidence of this must be submitted within the application along with a short CV setting out the authors relevant experience and qualifications.</p>	<p><a href="#">National Planning Policy Framework</a></p> <p><a href="#">Hastings Local Plan The Hastings Planning Strategy</a></p> <p><a href="#">Hastings Local Plan Development Management Plan</a></p> <p><a href="#">British Standard 5837:2012 Trees in Relation to Design, Demolition and Construction</a></p>

Information Item	Policy Driver	Applications that require this information	Further information	Where to look for further assistance
<b>Ventilation/ Extraction System</b>	<p>National Planning Policy Framework (NPPF), para 44, 187 to 198</p> <p>Hastings Planning Strategy, Policy SC1</p> <p>Hastings Development Management Plan, Policies DM6</p>	<p>Cafes, Restaurants and Takeaway uses and any other proposals which proposes to cook food on site will require ventilation/extraction system. Details of the ventilation/extraction system should be provided within the application at validation.</p>	<p>Details of the position and design of ventilation and extraction equipment, together with odour abatement techniques (if necessary) and acoustic noise characteristics.</p>	<p><a href="#">National Planning Policy Framework</a></p> <p><a href="#">Hastings Local Plan The Hastings Planning Strategy</a></p> <p><a href="#">Hastings Local Plan Development Management Plan</a></p> <p>Environmental Protection General Enquiries 01424 451079</p>

Information Item	Policy Driver	Applications that require this information	Further information	Where to look for further assistance
<b>Viability Statement</b>	National Planning Policy Framework (NPPF), para 56 – 59, 81, 129	<p>Any application where s106 planning obligations will not be met in full, including the policy requirement for affordable housing provision, contributions towards highways, play space, ecology/biodiversity, art, schools etc</p> <p>It is up to the applicant whether a viability statement is submitted with the application. A Viability Statement may be requested during the course of the application where the Council and the applicant have not reached an agreement on the amount or type of infrastructure to be provided as part of the proposed development.</p>	<p>The statement should include:</p> <ul style="list-style-type: none"> <li>the number and mix of residential units with the number of habitable units;</li> <li>the floor space of habitable areas of residential units.</li> </ul> <p>The application plans should show the location of the affordable units integrated into the scheme and the number of habitable rooms or bedrooms and the floor space of each unit. If different levels or types of affordable tenure are proposed for different units this should be fully explained.</p> <p>The preferred approach of the council is to use the Homes and Communities Agency (HCA) toolkit.</p> <p>Reports must be undertaken by an appropriately qualified and experienced person in this field of work with current chartered membership of the Royal Institute of Chartered Surveyors (RICS). Evidence of this must be submitted within the application along with a short CV setting out the authors relevant experience and qualifications.</p>	<p><a href="#">National Planning Policy Framework</a></p> <p><a href="#">National Planning Policy Guidance</a></p> <p><a href="#">HCA Toolkit</a></p>

# Section 3: National Requirements – Prior Approval (Upward Extensions)

Prior Approval	Description	Policy driver	Information required to make application valid	Where to look for further assistance
<b>Class AA, Part 1, Schedule 2</b> of The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)	Enlargement of a dwellinghouse by construction of additional storeys	Statutory Instrument no. 755	<p>(a) a written description of the proposed development, including details of any works proposed;</p> <p>(b) a plan which is drawn to an identified scale and shows the direction of North, indicating the site and showing the proposed development; and</p> <p>(c) a plan which is drawn to an identified scale and shows—</p> <p>(i) the existing and proposed elevations of the dwellinghouse, and</p> <p>(ii) the position and dimensions of the proposed windows.</p>	<p><a href="#">Town and Country Planning (General Permitted Development) (England) (Amendment) (No. 2) Order 2020</a></p> <p><a href="#">Planning Portal Application Fee Calculator</a></p>

Prior Approval	Description	Policy driver	Information required to make application valid	Where to look for further assistance
<p><b>Class A, Part 20, Schedule 2</b> of The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)</p>	<p>New dwellinghouses on detached blocks of flats</p>	<p>Statutory Instrument no. 755</p>	<p>(a) a written description of the proposed development, which, in relation to development proposed under Class A any of Classes A to AD, must include details of any dwellinghouse and other works proposed under paragraphs A.(a) to (d) paragraph A(a) to (d), AA(1)(a) to (d), AB(3)(a) to (d), AC(2)(a) to (c), or AD(2)(a) to (c) (as the case may be);</p> <p>(b) a plan which is drawn to an identified scale and shows the direction of North indicating the site and showing the proposed development;</p> <p>(c) floor plans which are drawn to an identified scale and show the direction of North indicating the dimensions and proposed use of each room, the position and dimensions of windows, doors and walls, and the existing and proposed elevations of the building;</p> <p>(d) a written statement specifying the number of new dwellinghouses proposed by the development that is additional to the number of dwellinghouses in the building immediately prior to development (that is, additional to any dwellinghouses in the existing building);</p> <p>(e) a list of all addresses of the flats within the existing block of flats any flats and any other premises in the existing building;</p> <p>(f) the developer’s contact address;</p> <p>(g) the developer’s email address if the developer is content to receive communications electronically; and</p> <p>(h) where sub-paragraph (6) requires the Environment Agency<sup>183</sup> to be consulted, a site specific flood risk assessment,</p> <p>Together with any fee required to be paid</p>	<p><a href="#">Town and Country Planning (General Permitted Development) (England) (Amendment) (No. 2) Order 2020</a></p> <p><a href="#">Planning Portal Application Fee Calculator</a></p>

Prior Approval	Description	Policy driver	Information required to make application valid	Where to look for further assistance
<p><b>Class AA, Part 20, Schedule 2</b> of The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)</p>	<p>New dwellinghouses on detached buildings in commercial or mixed use</p>	<p>Statutory Instrument no. 755</p>	<p>(a) a written description of the proposed development, which, in relation to development proposed under Class A any of Classes A to AD, must include details of any dwellinghouse and other works proposed under paragraphs A.(a) to (d) paragraph A(a) to (d), AA(1)(a) to (d), AB(3)(a) to (d), AC(2)(a) to (c), or AD(2)(a) to (c) (as the case may be);</p> <p>(b) a plan which is drawn to an identified scale and shows the direction of North indicating the site and showing the proposed development;</p> <p>(c) floor plans which are drawn to an identified scale and show the direction of North indicating the dimensions and proposed use of each room, the position and dimensions of windows, doors and walls, and the existing and proposed elevations of the building;</p> <p>(d) a written statement specifying the number of new dwellinghouses proposed by the development that is additional to the number of dwellinghouses in the building immediately prior to development (that is, additional to any dwellinghouses in the existing building);</p> <p>(e) a list of all addresses of the flats within the existing block of flats any flats and any other premises in the existing building;</p> <p>(f) the developer’s contact address;</p> <p>(g) the developer’s email address if the developer is content to receive communications electronically; and</p> <p>(h) where sub-paragraph (6) requires the Environment Agency<sup>183</sup> to be consulted, a site specific flood risk assessment,</p> <p>Together with any fee required to be paid.</p>	<p><a href="#">Town and Country Planning (General Permitted Development) (England) (Amendment) (No. 2) Order 2020</a></p> <p><a href="#">Planning Portal Application Fee Calculator</a></p>

Prior Approval	Description	Policy driver	Information required to make application valid	Where to look for further assistance
<p><b>Class AB, Part 20, Schedule 2</b> of The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)</p>	<p>New dwellinghouses on terrace buildings in commercial or mixed use</p>	<p>Statutory Instrument no. 755</p>	<p>(a) a written description of the proposed development, which, in relation to development proposed under Class A any of Classes A to AD, must include details of any dwellinghouse and other works proposed under paragraphs A.(a) to (d) paragraph A(a) to (d), AA(1)(a) to (d), AB(3)(a) to (d), AC(2)(a) to (c), or AD(2)(a) to (c) (as the case may be);</p> <p>(b) a plan which is drawn to an identified scale and shows the direction of North indicating the site and showing the proposed development;</p> <p>(c) floor plans which are drawn to an identified scale and show the direction of North indicating the dimensions and proposed use of each room, the position and dimensions of windows, doors and walls, and the existing and proposed elevations of the building;</p> <p>(d) a written statement specifying the number of new dwellinghouses proposed by the development that is additional to the number of dwellinghouses in the building immediately prior to development (that is, additional to any dwellinghouses in the existing building);</p> <p>(e) a list of all addresses of the flats within the existing block of flats any flats and any other premises in the existing building;</p> <p>(f) the developer’s contact address;</p> <p>(g) the developer’s email address if the developer is content to receive communications electronically; and</p> <p>(h) where sub-paragraph (6) requires the Environment Agency<sup>183</sup> to be consulted, a site specific flood risk assessment,</p> <p>Together with any fee required to be paid.</p>	<p><a href="#">Town and Country Planning (General Permitted Development) (England) (Amendment) (No. 2) Order 2020</a></p> <p><a href="#">Planning Portal Application Fee Calculator</a></p>

Prior Approval	Description	Policy driver	Information required to make application valid	Where to look for further assistance
<p><b>Class AC, Part 20, Schedule 2</b> of The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)</p>	<p>New dwellinghouses on terrace buildings in use as dwellinghouses</p>	<p>Statutory Instrument no. 755</p>	<p>(a) a written description of the proposed development, which, in relation to development proposed under Class A any of Classes A to AD, must include details of any dwellinghouse and other works proposed under paragraphs A.(a) to (d) paragraph A(a) to (d), AA(1)(a) to (d), AB(3)(a) to (d), AC(2)(a) to (c), or AD(2)(a) to (c) (as the case may be);</p> <p>(b) a plan which is drawn to an identified scale and shows the direction of North indicating the site and showing the proposed development;</p> <p>(c) floor plans which are drawn to an identified scale and show the direction of North indicating the dimensions and proposed use of each room, the position and dimensions of windows, doors and walls, and the existing and proposed elevations of the building;</p> <p>(d) a written statement specifying the number of new dwellinghouses proposed by the development that is additional to the number of dwellinghouses in the building immediately prior to development (that is, additional to any dwellinghouses in the existing building);</p> <p>(e) a list of all addresses of the flats within the existing block of flats any flats and any other premises in the existing building;</p> <p>(f) the developer’s contact address;</p> <p>(g) the developer’s email address if the developer is content to receive communications electronically; and</p> <p>(h) where sub-paragraph (6) requires the Environment Agency<sup>183</sup> to be consulted, a site specific flood risk assessment,</p> <p>Together with any fee required to be paid.</p>	<p><a href="#">Town and Country Planning (General Permitted Development) (England) (Amendment) (No. 2) Order 2020</a></p> <p><a href="#">Planning Portal Application Fee Calculator</a></p>

Prior Approval	Description	Policy driver	Information required to make application valid	Where to look for further assistance
<p><b>Class AD, Part 20, Schedule 2</b> of The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)</p>	<p>New dwellinghouses on detached buildings in use as dwellinghouses</p>	<p>Statutory Instrument no. 755</p>	<p>(a) a written description of the proposed development, which, in relation to development proposed under Class A any of Classes A to AD, must include details of any dwellinghouse and other works proposed under paragraphs A.(a) to (d) paragraph A(a) to (d), AA(1)(a) to (d), AB(3)(a) to (d), AC(2)(a) to (c), or AD(2)(a) to (c) (as the case may be);</p> <p>(b) a plan which is drawn to an identified scale and shows the direction of North indicating the site and showing the proposed development;</p> <p>(c) floor plans which are drawn to an identified scale and show the direction of North indicating the dimensions and proposed use of each room, the position and dimensions of windows, doors and walls, and the existing and proposed elevations of the building;</p> <p>(d) a written statement specifying the number of new dwellinghouses proposed by the development that is additional to the number of dwellinghouses in the building immediately prior to development (that is, additional to any dwellinghouses in the existing building);</p> <p>(e) a list of all addresses of the flats within the existing block of flats any flats and any other premises in the existing building;</p> <p>(f) the developer’s contact address;</p> <p>(g) the developer’s email address if the developer is content to receive communications electronically; and</p> <p>(h) where sub-paragraph (6) requires the Environment Agency<sup>183</sup> to be consulted, a site specific flood risk assessment,</p> <p>Together with any fee required to be paid.</p>	<p><a href="#">Town and Country Planning (General Permitted Development) (England) (Amendment) (No. 2) Order 2020</a></p> <p><a href="#">Planning Portal Application Fee Calculator</a></p>

# Section 4: Applications For Listed Building Consent

**Reminder** : All submitted plans must include:

- the direction of north,
- a scale bar,
- paper size and scale (preferably printable on A3),
- and all drawings must be suitable for scanning and display **electronically**.

Information	Policy Driver	Applications that require this information	Further Information	Where to look for further assistance
<b>Application form</b>	Section 3A, The Planning (Listed Buildings and Conservation Areas) Regulations 1990	All applications for Listed Building Consent.	<p>All sections must be completed in full and all the specific questions relating to listed buildings must be answered.</p> <p>The description of proposed works box within the application form must provide a list of proposed works. Use of the words 'internal or external works' only will not be accepted.</p> <p>All relevant certificates (included within form) to be signed and dated.</p>	<p><a href="#">National Planning Policy Framework</a></p> <p><a href="#">Making an application - GOV.UK (www.gov.uk)</a></p> <p><a href="#">The Planning (Listed Buildings and Conservation Areas) Regulations 1990 (legislation.gov.uk)</a></p>

Information	Policy Driver	Applications that require this information	Further Information	Where to look for further assistance
<b>Ownership Certificate</b>	NPPG Validation Requirements  Section 3A, The Planning (Listed Buildings and Conservation Areas) Regulations 1990	All applications where there are "owners" of the application site other than the applicant.  "Owners" are freeholders or leaseholders with at least 7 years of the leasehold left unexpired.	Must be served in accordance with Article 6, The Planning (Listed Buildings and Conservation Areas) Regulations 1990 (as amended).  Article 6 relates to certificates A, B, C & D and relevant boxes can be found at the bottom of the application form.	<a href="#">The Planning (Listed Buildings and Conservation Areas) Regulations 1990 (legislation.gov.uk)</a>
<b>Location Plan 1:1250 or 1:2500 which is up to date and includes direction of north and a scale bar</b>	Section 3A, The Planning (Listed Buildings and Conservation Areas) Regulations 1990	All applications for Listed Building Consent.	Sufficient detail to clearly identify the application site and its surroundings.  Site Location Plans should <ul style="list-style-type: none"> <li>• edge clearly with a red line the land subject to the application.</li> <li>• include a blue line around any other land owned by the applicant, close to or adjoining the application site.</li> <li>• identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear.</li> <li>• show at least two named roads.</li> <li>• show surrounding buildings, roads and footpaths adjoining the site.</li> <li>• be drawn to 1:1250 or 1:2500.</li> <li>• be based on up to date map detail.</li> <li>• show a scale bar.</li> <li>• show the direction of North.</li> </ul> A marked-up Ordnance Survey map or equivalent is required.	<a href="#">Making an application - GOV.UK (www.gov.uk)</a>  <a href="#">The Planning (Listed Buildings and Conservation Areas) Regulations 1990 (legislation.gov.uk)</a>

Information	Policy Driver	Applications that require this information	Further Information	Where to look for further assistance
<b>Block Plan 1:500 or 1:200</b>	Section 3A, The Planning (Listed Buildings and Conservation Areas) Regulations 1990	All applications for Listed Building Consent that include external works.	Two plans are required : <ul style="list-style-type: none"> <li>• One existing and one proposed</li> </ul> And these plans should include the following: <ul style="list-style-type: none"> <li>• All buildings, roads and footpaths on the site and on land adjoining the site;</li> <li>• The size and siting of any new buildings or extensions to existing buildings within the site to be shown on the proposed site plan.</li> <li>• written dimensions on both the existing building and the proposed buildings/extensions, and from the buildings to any site boundaries on both the existing and proposed site plan,</li> <li>• The extent of any hard surfacing; the location and type of boundary treatment (e.g. walls, fences etc.), other landscape features within the site.</li> </ul>	<a href="#">The Planning (Listed Buildings and Conservation Areas) Regulations 1990 (legislation.gov.uk)</a>
<b>Existing External Elevations at 1:50 scale</b>	Section 3A, The Planning (Listed Buildings and Conservation Areas) Regulations 1990	Applications proposing external alterations.  NB Applications proposing internal alterations only will not require this.		<a href="#">The Planning (Listed Buildings and Conservation Areas) Regulations 1990 (legislation.gov.uk)</a>
<b>Proposed External Elevations at 1:50 scale</b>	Section 3A, The Planning (Listed Buildings and Conservation Areas) Regulations 1990	Applications proposing external alterations.  Applications proposing internal alterations only will not require this.		<a href="#">The Planning (Listed Buildings and Conservation Areas) Regulations 1990 (legislation.gov.uk)</a>

Information	Policy Driver	Applications that require this information	Further Information	Where to look for further assistance
<b>Existing and Proposed Floor Plans at 1:50 scale</b>	Section 3A, The Planning (Listed Buildings and Conservation Areas) Regulations 1990	Applications proposing internal and/or external alterations. Applications that include a change of use.	Proposed changes to the plan form (room layout) of the listed building should be clearly shown on these drawings and then explained and justified in the Design and Access Statement.  Please also mark on the proposed floor plans the location of the proposed works, cross referenced to the items in your schedule of works.	<a href="#">The Planning (Listed Buildings and Conservation Areas) Regulations 1990 (legislation.gov.uk)</a>
<b>Existing and Proposed Roof Plan at 1:50 scale</b>	Section 3A, The Planning (Listed Buildings and Conservation Areas) Regulations 1990	Where alterations to the roof are proposed, for example : changes to the roof profile, new roof coverings, new dormers or rooflights, solar panels, changes to the chimney stacks or parapet gutters etc.	Proposed changes to the roof form of the listed building should be clearly shown on these drawings and then explained and justified in the Design and Access Statement.	<a href="#">The Planning (Listed Buildings and Conservation Areas) Regulations 1990 (legislation.gov.uk)</a>
<b>Internal Sections Existing and Proposed 1:20 or 1:10 scale</b>	Section 3A, The Planning (Listed Buildings and Conservation Areas) Regulations 1990	Where the proposed development will result in the removal of internal walls, changes to floors/floor levels, removal or changes to ceilings, staircases, or other key architectural features.	Detailed internal sections as existing and as proposed to be provided that clearly show the internal changes. Scale 1:20 or 1:10, as appropriate.	<a href="#">The Planning (Listed Buildings and Conservation Areas) Regulations 1990 (legislation.gov.uk)</a>

Information	Policy Driver	Applications that require this information	Further Information	Where to look for further assistance
<b>Joinery and Other Architectural Features: Detailed Elevation and Section Drawings (Internal or External) at 1:20, 1:10, 1:2 or full size, as appropriate</b>	Section 3A, The Planning (Listed Buildings and Conservation Areas) Regulations 1990	All applications that include proposals to change the architectural features of the listed building. Such work includes changes to any existing internal or external timber joinery elements (such as doors, windows, balconies, canopies, shopfronts, internal screens, staircases, panelling, etc.), and other architectural features such as porticos, iron railings, chimney pieces, decorative plasterwork etc.	<p>The details provided must be cross referenced to and clearly marked on the proposed floor plans/elevations and should include detailed elevation and cross-sectional drawings through the vertical and horizontal planes.</p> <p>1:20 scale is suitable for elevations of larger scale architectural elements such as shop fronts, canopies, and staircases etc. 1:10 scale is more suitable for elevations of door and window details. Sections drawings should be at 1:2 scale or full size.</p>	<p><a href="http://www.gov.uk">Making an application - GOV.UK (www.gov.uk)</a></p> <p><a href="http://legislation.gov.uk">The Planning (Listed Buildings and Conservation Areas) Regulations 1990 (legislation.gov.uk)</a></p>
<b>Existing and Proposed Ceiling Plans 1:50</b>	Section 3A, The Planning (Listed Buildings and Conservation Areas) Regulations 1990	For applications including changes to decorative ceilings and cornices.	The plans must include details of the existing and proposed ceiling finishes including any decorative mouldings, ceiling roses, or cornices.	<p><a href="http://www.gov.uk">Making an application - GOV.UK (www.gov.uk)</a></p> <p><a href="http://legislation.gov.uk">The Planning (Listed Buildings and Conservation Areas) Regulations 1990 (legislation.gov.uk)</a></p>

Information	Policy Driver	Applications that require this information	Further Information	Where to look for further assistance
<b>Design and Access Statement</b>	Section 3A, The Planning (Listed Buildings and Conservation Areas) Regulations 1990	All applications	<p>Where a planning application is submitted in parallel with an application for listed building consent, a single, combined Design and Access Statement should address the requirements of both. The combined Statement should address the elements required in relation to a planning application and then the additional listed building consent application elements.</p> <p>A Justification and Mitigation Statement must be included if potential harm to the significance of the listed building is identified in the Heritage Statement. The Justification and Mitigation Statement needs to set out in detail the reasons why the works are required, the potential impact of the work on significance, and what steps have been taken to design the scheme to remove or limit any harm identified.</p> <p>If the application is for listed building consent only, and so does not require a joint Design and Access Statement, the Statement should focus on the heritage and design issues.</p> <p>If the Heritage Statement does not fully set out the scope and impact of the proposed works, this information needs to be included in the Design &amp; Access Statement.</p>	<p><a href="https://legislation.gov.uk">The Planning (Listed Buildings and Conservation Areas) Regulations 1990 (legislation.gov.uk)</a></p> <p><a href="https://www.gov.uk">Making an application - GOV.UK (www.gov.uk)</a></p>

<p><b>Heritage Statement</b></p>	<p>Section 3A, The Planning (Listed Buildings and Conservation Areas) Regulations 1990</p> <p>National Planning Policy Framework (NPPF), paras 202 - 221</p> <p>Hastings Planning Strategy, Policy EN1</p>	<p>All Applications for listed building consent will require a Heritage Statement that includes any relevant information that is available from the Historic Environment Record (HER).</p>	<p>Details of designated and non-designated heritage assets can be found on our website.</p> <p>A heritage statement will identify the heritage assets (both designated and non-designated) and/or their setting, describe their significance and the potential impact of the proposal on that significance.</p> <p>Where relevant, heritage statements should be supported by photographs, phasing plans, schedule of works, historic photographs or drawings, historic maps showing the evolution of the building and area, and other relevant sources.</p> <p>The level of information required should be proportionate to the significance of the asset and the extent of the works proposed.</p> <p>A template heritage statement and the HER checklist can be found on our website.</p> <p>An HER consultation report sets out summary information about the location and extent of known heritage assets and archaeological potential. It will help inform the heritage statement. More information on the requirement of a HER consultation report can be found in the heritage statement template.</p>	<p><a href="http://www.gov.uk">Historic environment - GOV.UK (www.gov.uk)</a></p> <p><a href="http://legislation.gov.uk">The Planning (Listed Buildings and Conservation Areas) Regulations 1990 (legislation.gov.uk)</a></p> <p><a href="http://www.gov.uk">Making an application - GOV.UK (www.gov.uk)</a></p> <p><a href="#">Hastings Borough Council Conservation &amp; Heritage Assets</a></p> <p><a href="#">Heritage Statement Template</a></p> <p><a href="#">National Planning Policy Framework</a></p> <p><a href="#">National Planning Policy Guidance</a></p> <p><a href="#">Hastings Local Plan The Hastings Planning Strategy</a></p> <p><a href="#">Hastings Local Plan Development Management Plan</a></p> <p><a href="#">Historic England Historic Environment Good Practice Guide</a></p>
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Information	Policy Driver	Applications that require this information	Further Information	Where to look for further assistance
Heritage Statement cont...				<a href="#">East Sussex County Council Archaeology</a>
<b>Structural Report and calculations</b>	Section 3A, The Planning (Listed Buildings and Conservation Areas) Regulations 1990	<p>When the proposal involves any of the following :</p> <ul style="list-style-type: none"> <li>• substantial demolition or excavation works, or</li> <li>• significant internal and/or external structural alterations (for example, involving alterations to structural walls, floors, or roofs etc.)</li> </ul> <p>then a full structural report and calculations will be required.</p>	A full structural report to be provided from a suitably qualified structural engineer, to include a written report and associated explanatory drawings and calculations. The report should assess the impact of the proposals on the existing structure and explain what measures are recommended to ensure that the structural integrity of the building is maintained and not compromised by the proposed works	<p><a href="#">The Planning (Listed Buildings and Conservation Areas) Regulations 1990 (legislation.gov.uk)</a></p> <p><a href="#">Making an application - GOV.UK (www.gov.uk)</a></p>

Information	Policy Driver	Applications that require this information	Further Information	Where to look for further assistance
<p><b>Schedule of Works</b> (if a full schedule of works is not included in the Heritage Statement)</p>	<p>Section 3A, The Planning (Listed Buildings and Conservation Areas) Regulations 1990</p>	<p>Required for all listed building consent applications involve a range of different repairs or alterations to the listed building.</p> <p>A Schedule of works may require a Method Statement for proposals which involve complex repairs, alterations, or demolition works to significant parts of the building.</p>	<p>The information must identify all the proposed works in an itemised format that is cross referenced and clearly marked on the proposed floor plans, elevations, and sections.</p> <p>For each item the schedule of works should explain where in the building each element of work is being proposed, what is there now and what the proposed change being made is, the method by which the work is going to be carried out, and with what materials and finishes.</p> <p>NB An appendix that includes existing external and internal images of the areas included in the proposal would also be useful, particularly if it is cross referenced to the as existing drawings. Or this can be provided as the Photographic Record document – see below.</p> <p>The Method Statement will set out the sequencing of the repairs and the detailed methodology to be adopted when undertaking the works. The Statement will set out how sensitive or vulnerable parts of the building will be protected from damage during and after the works.</p>	<p><a href="http://www.gov.uk">Making an application - GOV.UK (www.gov.uk)</a></p> <p><a href="http://legislation.gov.uk">The Planning (Listed Buildings and Conservation Areas) Regulations 1990 (legislation.gov.uk)</a></p>

Information	Policy Driver	Applications that require this information	Further Information	Where to look for further assistance
<b>Materials, fixings, and finishes specification</b>	Section 3A, The Planning (Listed Buildings and Conservation Areas) Regulations 1990	A materials, fixings, and finishes specification will be required for all listed building consent applications.	<p>Details in respect of all proposed materials types and fixings types (to assess compatibility). Example images, manufacturer's reference codes and specifications should be provided.</p> <p>Details in respect of finishes to include finish type and colour charts/ references</p>	<p><a href="http://www.gov.uk">Making an application - GOV.UK (www.gov.uk)</a></p> <p><a href="http://legislation.gov.uk">The Planning (Listed Buildings and Conservation Areas) Regulations 1990 (legislation.gov.uk)</a></p>
<b>Site Photographs</b>	Section 3A, The Planning (Listed Buildings and Conservation Areas) Regulations 1990	All applications for listed building consent.	The photographs should include internal and external images of the existing elements of the building that will change under the proposed works. The images should be clearly labelled to say what they show and cross referenced to a key plan of photo locations on the application plans/drawings. The quantity of images provided should be proportionate to the scale of the proposal.	<p><a href="http://www.gov.uk">Making an application - GOV.UK (www.gov.uk)</a></p> <p><a href="http://legislation.gov.uk">The Planning (Listed Buildings and Conservation Areas) Regulations 1990 (legislation.gov.uk)</a></p>

Information	Policy Driver	Applications that require this information	Further Information	Where to look for further assistance
<b>Drawing and Document List</b>	<p>Section 3A, The Planning (Listed Buildings and Conservation Areas) Regulations 1990</p> <p>National Planning Policy Framework (NPPF), paras 44 and 45</p> <p>National Planning Practice Guidance (NPPG),</p> <p>Hastings Development Management Plan, Policy LP1</p>	<p>All listed building consent applications.</p> <p>This list should also clearly identify any drawing or document number or version variations to a previously approved application.</p>	<p>This is a table that should list all proposed drawing or document numbers and their title.</p>	<p><a href="#">The Planning (Listed Buildings and Conservation Areas) Regulations 1990 (legislation.gov.uk)</a></p> <p><a href="#">National Planning Policy Framework</a></p> <p><a href="#">National Planning Practice Guidance</a></p> <p><a href="#">Hastings Local Plan The Hastings Planning Strategy</a></p>

# Section 5: Applications where Biodiversity Net Gain is required

Where development would be subject to the general biodiversity gain condition, the application must be accompanied by minimum information set out in Article 7 of The Town and Country Planning (Development Management Procedure) (England) Order 2015:

- a statement as to whether the applicant believes that planning permission, if granted, would be subject to the biodiversity gain condition;
- the pre-development biodiversity value of the onsite habitat on the date of application (or an earlier date) including the completed metric calculation tool used showing the calculations, the publication date and version of the biodiversity metric used to calculate that value;
- where the applicant wishes to use an earlier date, the proposed earlier date and the reasons for proposing that date;
- a statement confirming whether the biodiversity value of the onsite habitat is lower on the date of application (or an earlier date) because of the carrying on of activities ('degradation') in which case the value is to be taken as immediately before the carrying on of the activities, and if degradation has taken place supporting evidence of this;
- a description of any irreplaceable habitat (as set out in column 1 of the Schedule to the Biodiversity Gain Requirements (Irreplaceable Habitat) Regulations [2024]) on the land to which the application relates, that exists on the date of application, (or an earlier date); and
- a plan, drawn to an identified scale which must show the direction of North, showing onsite habitat existing on the date of application (or and earlier date), including any irreplaceable habitat.

If this information has not been provided, the local planning authority must refuse to validate the application. Within the planning application form applicants will be asked to confirm whether this information accompanies the application. Where these details have been provided elsewhere in accompanying documents, applicants are encouraged to refer to these rather than duplicate this information within the application form.

# What must be included in a Biodiversity Gain Plan?

The following content of a Biodiversity Gain Plan is required for standard development which is not to proceed in phases. Where planning permission is granted that has the effect of permitting development in phases, there are different requirements for the Biodiversity Gain Plan.

Under paragraph 14(2) of Schedule 7A a Biodiversity Gain Plan must include the following matters:

- information about the steps taken or to be taken to minimise the adverse effect of the development on the biodiversity of the on-site habitat and any other habitat
- the pre-development biodiversity value of the on-site habitat
- the post-development biodiversity value of the on-site habitat
- any registered off-site biodiversity gain allocated to the development and the biodiversity
- value of that gain in relation to the development; and
- any biodiversity credits purchased for the development

In addition, under Articles 30C(2) and 30C(4) of The Town and Country Planning (Development Management Procedure) (England) Order 2015 the following specified matters are required, where development is not to proceed in phases:

- name and address of the person completing the Plan, and (if different) the person submitting the Plan
- the reference number of the planning permission to which the plan relates;
- a description of the development to which the plan relates
- the completed biodiversity metric calculation tool, stating the version of the biodiversity metric used and showing the calculation of the pre-development and post-development biodiversity value
- a description of arrangements for maintenance and monitoring of habitat enhancement to which paragraph 9(3) of Schedule 7A to the 1990 Act applies (habitat enhancement which must be maintained for at least 30 years after the development is completed)

- (in cases where there is no irreplaceable habitat on the development site) how the biodiversity gain hierarchy will be followed and where to the extent any actions in that hierarchy are not followed, the reason for that
- the relevant date for the purposes of calculating the pre-development biodiversity value of onsite habitats
- pre-development and post-development plans —
  - showing the location of onsite habitat;
  - drawn to an identified scale and showing the direction of North; and
- in relation to any part of the development for which planning permission is granted where the onsite habitat of that part is irreplaceable habitat arrangements for compensation for any impact the development has on the biodiversity of the irreplaceable habitat