

Validation Checklist

National and Local List of

Planning Application and Prior Approval

(Upwards Extension) Requirements

Version 14

Dated November 2022



Document Version Control

Version	Changes	Date
1	First Version	
2	Full revision	August 2017
3	<ul style="list-style-type: none"> Road Safety Audit requirements Site Survey (Topographical Survey) requirements 	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 The National Planning Practice Guidance – Fire Safety and high rise residential buildings	September 2021
12	Site Plan requirements clarification	September 2022
13	Word Version uploaded and link to https://www.hastings.gov.uk/planning/advice/submitting/guidance/ 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

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

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 two 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

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
Completed Application Form (1APP) and relevant fee (where required)	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 www.hastings.gov.uk</p>	<p>Town and Country Planning (Development Management Procedure) (England) Order 2015</p> <p>Application forms</p> <p>Planning Portal Application Fee Calculator</p> <p>Planning Enquiries 01424 451090</p>
Notice(s) Ownership Certificates	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 & D and relevant boxes can be found at the bottom of the application form</p>	<p>Town and Country Planning (Development Management Procedure) (England) Order 2015</p>
Design and Access Statement (DAS)	Article 9, Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Section 3A,	<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 dwellinghouses; or</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</p>	<p>Town and Country Planning (Development Management Procedure) (England) Order 2015</p> <p>Planning (Listed Buildings and Conservation Areas) Regulations 1990</p> <p>National Planning Practice Guidance</p> <p>Hastings Local Plan The Hastings Planning Strategy</p>

Information Item	Policy Driver	Applications that require this information	Further information	Where to look for further assistance
Design and Access Statement (DAS) cont..	<p>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>(ii) the provision of a building or buildings where the floor space created by the development is 100 square metres or more.</p>	<p>proposal and cover: It should include the 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</p>	

Information Item	Policy Driver	Applications that require this information	Further information	Where to look for further assistance
Design and Access Statement (DAS) cont..			energy efficiency first, followed by the provision of on-site renewable energy generation and other off site large scale solutions as necessary.	
Site Location Plan Scale 1:1250 or 1:2500 which is up to date and includes direction of north and a scale bar	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.	<p>Site Location Plans should</p> <ul style="list-style-type: none"> • 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) • include a blue line around any other land owned by the applicant, close to or adjoining the application site • identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear • show at least two named roads • show surrounding buildings, roads and footpaths adjoining the site • be drawn to 1:1250 or 1:2500 • be based on up to date map detail • show a scale bar • show the direction of North 	<p>Town and Country Planning (Development Management Procedure) (England) Order 2015</p> <p>Planning Portal Accredited suppliers</p> <p>https://www.gov.uk/guidance/making-an-application - Paragraph 24 Reference ID: 14-024-20140306</p>

Information Item	Policy Driver	Applications that require this information	Further information	Where to look for further assistance
<p>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</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"> • One existing and one proposed <p>And should include the following:</p> <ul style="list-style-type: none"> • All buildings, roads and footpaths on the site and on land adjoining the site; • written dimensions including those to the boundaries • 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; • The position of all trees and hedgerows on the site and adjacent land; • The extent of any hard surfacing; The type of boundary treatment (e.g. walls, fences etc.). • Landscape features 	<p>Town and Country Planning (Development Management Procedure) (England) Order 2015</p> <p>Planning Portal Accredited suppliers</p>

Information Item	Policy Driver	Applications that require this information	Further information	Where to look for further assistance
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.	Article 7, Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	All applications proposing new buildings or alterations to the exterior of existing buildings.	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.	Town and Country Planning (Development Management Procedure) (England) Order 2015
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.	Article 7, Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	All applications proposing new or amended floorspace and/or proposals to alter existing buildings.	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.	Town and Country Planning (Development Management Procedure) (England) Order 2015

Information Item	Policy Driver	Applications that require this information	Further information	Where to look for further assistance
<p>Existing and proposed site sections and finished floor and site levels</p> <p>Scale 1:50 or 1:100 with a scale bar.</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>Town and Country Planning (Development Management Procedure) (England) Order 2015</p>
<p>Roof Plans</p> <p>Scale 1:100 or 1:200 with a scale bar.</p>		<p>Required where a roof would be created or altered by the proposed development.</p>	<p>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</p>	

Information Item	Policy Driver	Applications that require this information	Further information	Where to look for further assistance
Fire Statement (as of 1 August 2021)	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.	Town and Country Planning (Development Management Procedure) (England) Order 2015 The National Planning Practice Guidance – Fire Safety and high rise residential buildings https://www.gov.uk/government/publications/planning-application-forms-templates-for-local-planning-authorities

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
Affordable Housing Statement	<p>National Planning Policy Framework (NPPF), paras 59-71</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"> • The mix of units (bed numbers and unit sizes) • Tenure of each unit (affordable rent/intermediate/key worker) and an explanation of the proposed mix; • Plans for ongoing housing management of the units and details of any Registered Providers, as partners in the development; • A plan showing the location of affordable housing units and reasoning for this location; • Details of design and proposed quality standards of build • Proposed nominations agreement • 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 • Viability Appraisal if non-compliant with policy • Justification for contribution in-lieu of on-site provision, where relevant 	<p>National Planning Policy Framework</p> <p>Hastings Local Plan The Hastings Planning Strategy</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
Air Quality and Emissions Statement	<p>National Planning Policy Framework (NPPF), para 181</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>National Planning Policy Framework</p> <p>National Planning Policy Guidance</p> <p>Hastings Local Plan The Hastings Planning Strategy</p> <p>Hastings Local Plan Development Management Plan</p> <p>Air quality and emissions mitigation guidance for Sussex (2019)</p> <p>Environmental Health General Enquiries 01424 451079</p>

Information Item	Policy Driver	Applications that require this information	Further information	Where to look for further assistance
Biodiversity/Ecology Information	<p>National Planning Policy Framework (NPPF), paras 170-183</p> <p>National Planning Practice Guidance (NPPG), para 018 (Reference ID: 8-018-20190721)</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>Continued below.....</p>	<p>National Planning Policy Framework</p> <p>National Planning Practice Guidance</p> <p>Hastings Local Plan The Hastings Planning Strategy</p> <p>Hastings Local Plan Development Management Plan</p> <p>Natural England Standing Advice</p> <p>BS42020:2013 Biodiversity – Code of practice for planning and development</p> <p>Defra Biodiversity Metric</p>

Information Item	Policy Driver	Applications that require this information	Further information	Where to look for further assistance
<p>Biodiversity/Ecology Information cont ...</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 will be sufficiently up to date, and be undertaken by an appropriately qualified person and 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"> • Avoided adverse impacts or • Where adverse effects cannot be avoided, appropriate mitigation proposals are detailed <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>	

Information Item	Policy Driver	Applications that require this information	Further information	Where to look for further assistance
Drawing Revisions List	<p>National Planning Policy Framework (NPPF), paras 43 and 44</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>National Planning Policy Framework</p> <p>National Planning Practice Guidance</p> <p>Hastings Local Plan The Hastings Planning Strategy</p>

Information Item	Policy Driver	Applications that require this information	Further information	Where to look for further assistance
Economic Statement	<p>National Planning Policy Framework (NPPF), paras 80-81</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"> creates new employment uses; results in the loss of existing employment uses within the B Use Class Order; 	<p>Applications will need to be accompanied by a supporting statement detailing:</p> <ul style="list-style-type: none"> existing and proposed job numbers by FTE; the relative floorspace totals for each proposed use (where known); any community benefits; reference to any wider impacts (positive and negative) including any regeneration impacts. Evidence of marketing in accordance with the requirements of the Employment Land Retention SPD 	<p>National Planning Policy Framework</p> <p>National Planning Practice Guidance</p> <p>Hastings Local Plan</p> <p>Hastings SPD - Employment Land Retention December 2015</p>

Information Item	Policy Driver	Applications that require this information	Further information	Where to look for further assistance
Environmental Statement	<p>National Planning Policy Framework (NPPF), para 043</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>National Planning Policy Framework</p> <p>National Planning Practice Guidance</p> <p>Town and Country Planning (Environmental Impact Assessment) Regulations 2017</p>

Information Item	Policy Driver	Applications that require this information	Further information	Where to look for further assistance
Flood Risk Assessment (FRA) and Sequential Test and Drainage Reports (including Sustainable urban Drainage Systems (SuDS))	National Planning Policy Framework (NPPF), paras 43, 159-160, 163-164 Hastings Planning Strategy, Policy SC7	Developments: 1) In flood zone 2 or 3 2) Of more than 1 Hectare in flood zone 1 require FRA & Sequential Test Developments: 1) In flood zone 2 or 3 2) In an area of groundwater flood risk 3) In an area of surface water flood risk 4) Where any proposed hardstanding (building / driveway / car park) is 100sqm or more require completion of SuDS Decision Support Tool for Small Scale Development or SUDS report	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. 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. Sequential Tests will provide an assessment of alternative sites less susceptible to flooding and why they are not appropriate to accommodate the proposed development. For developments upto a maximum of 5000m2 (residential), or 10000m2 (non-residential) the SuDS Decision Support Tool for Small Scale Development should be completed, larger developments will require bespoke Surface Water Drainage Strategy Report that incorporates SuDS (if application not supported by FRA).	National Planning Policy Framework National Planning Policy Guidance Hastings Local Plan The Hastings Planning Strategy Environment Agency SuDS Decision Support Tool for Small Scale Development

Information Item	Policy Driver	Applications that require this information	Further information	Where to look for further assistance
<p>Heritage Statement (including Archaeology)</p>	<p>National Planning Policy Framework (NPPF), para 189</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"> • Conservation Areas • Listed Buildings • Scheduled Ancient Monuments (SAMs) • Historic Parks and Gardens • Scheduled Archaeological Sites <p>Non designated heritage assets can include:</p> <ul style="list-style-type: none"> • Archaeological Notification Areas • Local List of Heritage Assets <p>They will all require:-</p> <ol style="list-style-type: none"> 1) A Heritage statement <p>AND</p> <ol style="list-style-type: none"> 2) A Historic Environment Record (HER) checklist <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 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:</p> <p>county.archaeology@eastsussex.gov.uk.</p>	<p>Hastings Borough Council Conservation & Heritage Assets</p> <p>Heritage Statement Template</p> <p>National Planning Policy Framework</p> <p>National Planning Policy Guidance</p> <p>Hastings Local Plan The Hastings Planning Strategy</p> <p>Hastings Local Plan Development Management Plan</p> <p>Historic England Historic Environment Good Practice Guide</p> <p>East Sussex County Council Archaeology</p>

Information Item	Policy Driver	Applications that require this information	Further information	Where to look for further assistance
Land Contamination Assessment	<p>National Planning Policy Framework (NPPF), paras 179-180</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>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>Major applications especially on brownfield sites, applications subject to Environmental Impact Assessment regulations and 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).</p>	<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>National Planning Policy Framework</p> <p>National Planning Policy Guidance</p> <p>Hastings Local Plan The Hastings Planning Strategy</p> <p>Hastings Local Plan Development Management Plan</p> <p>Environmental Health General Enquiries 01424 451079</p> <p>Environment Agency Land Contamination: Technical Guidance</p>

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<p>Land Stability/Ground Condition Assessment</p>	<p>National Planning Policy Framework (NPPF), paras 179-180</p> <p>Hastings Planning Strategy, Policy SC1</p> <p>Hastings Development Management Plan, Policy DM5</p>	<p>Applications which may affect land potentially subject to instability (such as steeply sloping sites or in areas with a history of land instability).</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"> • CEng MICE - Chartered Civil Engineer • CGeol FGS - Chartered Geologist <p>And ideally:</p> <ul style="list-style-type: none"> • RoGEP - Registered Ground Engineering Professional • a short CV with demonstrable project experience in the area of slope stability 	<p>Information relating to construction and drainage methods from a suitably qualified professional.</p> <p>Supporting evidence must show that any actual or potential stability can be overcome through appropriate remedial, preventative or precautionary measures.</p>	<p>National Planning Policy Framework</p> <p>National Planning Policy Guidance</p> <p>Hastings Local Plan The Hastings Planning Strategy</p> <p>Hastings Local Plan Development Management Plan</p>

Information Item	Policy Driver	Applications that require this information	Further information	Where to look for further assistance
Noise Assessment	<p>National Planning Policy Framework (NPPF), para 180</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"> • Applications for industrial uses that share a common boundary with residential properties and could potentially raise issues of disturbance by noise to the occupants; • Applications for industrial uses that are sited in noise sensitive areas due to wildlife designations; • Restaurants/cafes which may have potentially noisy extract system • Air conditioner/condensers 	<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>National Planning Policy Framework</p> <p>National Planning Policy Guidance</p> <p>Hastings Local Plan The Hastings Planning Strategy</p> <p>Hastings Local Plan Development Management Plan</p>
Parking Plans – existing and proposed	<p>National Planning Policy Framework (NPPF), paras 102, 108</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"> • a loss or gain in parking provision on site; • an increase in parking demand. • a change to vehicular / pedestrian access 	<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>National Planning Policy Framework</p> <p>Hastings Local Plan Development Management Plan</p> <p>East Sussex County Council Parking Standards</p> <p>Manual for Streets</p>

Information Item	Policy Driver	Applications that require this information	Further information	Where to look for further assistance
Planning Obligation Provisions (Unilateral Undertakings or a Draft Heads of Terms)	National Planning Policy Framework (NPPF), para 56 Hastings Planning Strategy, Policies H3, C11, C13, EN5, EN6	<ul style="list-style-type: none"> 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.	National Planning Policy Framework National Planning Policy Guidance Hastings Local Plan The Hastings Planning Strategy
Planning Statement	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.	National Planning Policy Framework Hastings Local Plan

Information Item	Policy Driver	Applications that require this information	Further information	Where to look for further assistance
Retail or Leisure Impact Assessment	National Planning Policy Framework (NPPF), para 89 Hastings Planning Strategy, Policies DS3, E3 Hastings Development Management Plan, Policies SA1, SA2	Applications for any of the following: <ul style="list-style-type: none"> Retail and leisure developments over 2500 square metres; Smaller retail and leisure likely to have a significant impact on smaller centres; 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. 	The assessment should be against the following impacts on centres: <ul style="list-style-type: none"> impact on existing, committed and planned public and private investment in centre(s) in the catchment area of the proposals; impact on town centre vitality and viability, including consumer choice; impact on allocated sites outside town centre being developed in accordance with development plan; impact on trade/turnover both in centre and wider area; if in or on edge of town centre whether of appropriate scale; any locally important impacts on centres. 	National Planning Policy Framework Hastings Local Plan The Hastings Planning Strategy Hastings Local Plan Development Management Plan
Road Safety Audit (Stage 1 required at Validation)	National Planning Policy Framework (NPPF), para 108 Hastings Development Management Plan, Policy DM4	For all major developments that include any of the following: <ul style="list-style-type: none"> Alteration to an existing highway; Intensification of use of existing access; Formation of a new access; Off-site highway improvements; New residential estate roads. 	All schemes requiring a Road Safety Audit will require a Stage 1 (completion of preliminary design) Stage 2 (completion of detailed design) & Stage 3 (completion of construction) audit. A Stage 4 road safety audit may also be required, if advised by East Sussex County Council Highways	National Planning Policy Framework Hastings Local Plan Development Management Plan East Sussex County Council Transport Implications
Site Survey (Topographical Survey)	Hastings Development Management Plan, Policy DM1, DM3	<ul style="list-style-type: none"> Required on all developments involving new residential dwellings All Major developments 	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.	Hastings Local Plan Development Management Plan

Information Item	Policy Driver	Applications that require this information	Further information	Where to look for further assistance
Statement of Community Involvement (SCI)	National Planning Policy Framework (NPPF), para 128 Hastings Borough Council Statement of Community Involvement	SCI will be provided where the proposal: <ul style="list-style-type: none"> • Is contrary to (a departure from) the Development Plan policies; • Proposes more than 1,000 square metres of non-residential floor space; • Proposes more than 10 dwellings regardless of site size; • Other potentially controversial applications where the nature of the development is likely to attract significant local interest. 	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. 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 to be of a controversial nature.	National Planning Policy Framework Hastings Borough Council Statement of Community Involvement
Sustainability Statement	National Planning Policy Framework (NPPF), paras 7-8, 38 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.	National Planning Policy Framework Hastings Local Plan The Hastings Planning Strategy

Information Item	Policy Driver	Applications that require this information	Further information	Where to look for further assistance
Telecommunications Statement and ICNIRP Statement of Compliance	National Planning Policy Framework (NPPF), paras 112-116	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>	National Planning Policy Framework

Information Item	Policy Driver	Applications that require this information	Further information	Where to look for further assistance
Transport Assessments and Transport Statements	<p>National Planning Policy Framework (NPPF), paras 111-112</p> <p>Hastings Planning Strategy, Policy T3</p> <p>Hastings Development Management Plan, Policy DM4</p>	<ul style="list-style-type: none"> • All applications likely to generate 30 two-way peak hour vehicle trips or more will require a Transport Assessment; • Applications likely to result in a material increase in the character of traffic entering or leaving a trunk road will require a Transport Assessment; • Applications that result in lower but still significant transport considerations will require a Transport Statement. 	<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>National Planning Policy Framework</p> <p>National Planning Policy Guidance</p> <p>Hastings Local Plan The Hastings Planning Strategy</p> <p>Hastings Local Plan Development Management Plan</p> <p>East Sussex County Council Transport Implications</p>

Information Item	Policy Driver	Applications that require this information	Further information	Where to look for further assistance
Travel Plan	<p>National Planning Policy Framework (NPPF), paras 111-112</p> <p>Hastings Planning Strategy, Policy T4</p>	<p>All non-residential proposals involving 50 employees or more.</p> <ul style="list-style-type: none"> • Development that is likely to increase accidents or conflicts between motorised and non-road users particularly the vulnerable • Development generating 30 or more two-way vehicle movements in any hour • Development generating 100 or more parking spaces • Development generating significant freight or HGV vehicles per day, or significant abnormal loads 	<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>National Planning Policy Framework</p> <p>Hastings Local Plan The Hastings Planning Strategy</p> <p>East Sussex County Council Travel Plans</p>

Information Item	Policy Driver	Applications that require this information	Further information	Where to look for further assistance
Tree Survey: Arboricultural Implication Assessments and method Statements	<p>National Planning Policy Framework (NPPF), paras 170, 175</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>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"> • A full tree survey • Evaluation of tree constraints • Retained trees and Root Protection Areas (RPAs) to be shown on proposed layout plans • Arboricultural method statement to demonstrate feasibility of the proposal without causing harm to the tree(s) • Tree protection plan • Justification for loss of tree(s) <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>National Planning Policy Framework</p> <p>Hastings Local Plan The Hastings Planning Strategy</p> <p>Hastings Local Plan Development Management Plan</p> <p>British Standard 5837:2012 Trees in Relation to Design, Demolition and Construction</p>

Information Item	Policy Driver	Applications that require this information	Further information	Where to look for further assistance
Ventilation/ Extraction System	<p>National Planning Policy Framework (NPPF), para 170</p> <p>Hastings Planning Strategy, Policy SC1</p> <p>Hastings Development Management Plan, Policies DM6</p>	<p>A3, A4 and A5 uses and any other proposals which will incorporate a ventilation/extraction system.</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>National Planning Policy Framework</p> <p>Hastings Local Plan The Hastings Planning Strategy</p> <p>Hastings Local Plan Development Management Plan</p> <p>Environmental Protection General Enquiries 01424 451079</p>
Viability Statement	<p>National Planning Policy Framework (NPPF), para 57</p>	<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"> the number and mix of residential units with the number of habitable units; the floor space of habitable areas of residential units. <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>National Planning Policy Framework</p> <p>National Planning Policy Guidance</p> <p>HCA Toolkit</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
Class AA, Part 1, Schedule 2 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>Town and Country Planning (General Permitted Development) (England) (Amendment) (No. 2) Order 2020</p> <p>Planning Portal Application Fee Calculator</p>

Prior Approval	Description	Policy driver	Information required to make application valid	Where to look for further assistance
Class A, Part 20, Schedule 2 of The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)	New dwellinghouses on detached blocks of flats	Statutory Instrument no. 755	<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 Agency¹⁸³ to be consulted, a site specific flood risk assessment,</p> <p>Together with any fee required to be paid</p>	<p>Town and Country Planning (General Permitted Development) (England) (Amendment) (No. 2) Order 2020</p> <p>Planning Portal Application Fee Calculator</p>

Prior Approval	Description	Policy driver	Information required to make application valid	Where to look for further assistance
Class AA, Part 20, Schedule 2 of The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)	New dwellinghouses on detached buildings in commercial or mixed use	Statutory Instrument no. 755	<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 Agency¹⁸³ to be consulted, a site specific flood risk assessment,</p> <p>Together with any fee required to be paid.</p>	<p>Town and Country Planning (General Permitted Development) (England) (Amendment) (No. 2) Order 2020</p> <p>Planning Portal Application Fee Calculator</p>

Prior Approval	Description	Policy driver	Information required to make application valid	Where to look for further assistance
Class AB, Part 20, Schedule 2 of The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)	New dwellinghouses on terrace buildings in commercial or mixed use	Statutory Instrument no. 755	<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 Agency¹⁸³ to be consulted, a site specific flood risk assessment,</p> <p>Together with any fee required to be paid.</p>	<p>Town and Country Planning (General Permitted Development) (England) (Amendment) (No. 2) Order 2020</p> <p>Planning Portal Application Fee Calculator</p>

Prior Approval	Description	Policy driver	Information required to make application valid	Where to look for further assistance
Class AC, Part 20, Schedule 2 of The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)	New dwellinghouses on terrace buildings in use as dwellinghouses	Statutory Instrument no. 755	<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 Agency¹⁸³ to be consulted, a site specific flood risk assessment,</p> <p>Together with any fee required to be paid.</p>	<p>Town and Country Planning (General Permitted Development) (England) (Amendment) (No. 2) Order 2020</p> <p>Planning Portal Application Fee Calculator</p>

Prior Approval	Description	Policy driver	Information required to make application valid	Where to look for further assistance
Class AD, Part 20, Schedule 2 of The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)	New dwellinghouses on detached buildings in use as dwellinghouses	Statutory Instrument no. 755	<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 Agency¹⁸³ to be consulted, a site specific flood risk assessment,</p> <p>Together with any fee required to be paid.</p>	<p>Town and Country Planning (General Permitted Development) (England) (Amendment) (No. 2) Order 2020</p> <p>Planning Portal Application Fee Calculator</p>