

Local Information requirements for planning applications **Published July 2013**

The local planning authority will only require information considered to :

- Be reasonable having regard to the nature and scale of the development; and
- Relate to matters that it is reasonable to think will be a material consideration in the determination of the application.

Section A: Local information requirements

A - Plans

- A1 – Existing And Proposed Car Parking And Access Arrangements**
- A2 – Bat Survey**
- A3 – Foul And Surface Water Sewerage Assessment**
- A4 – Heritage Statement**
- A5 – Land Contamination Assessment**
- A6 – Landfill Statement**
- A7 – Lighting Assessment**
- A8 – Noise Impact Assessment**
- A9 – Structural Survey**
- A10 – Ventilation/Extraction Statement**
- A11 – Site Waste Management Plan**
- A12 – Biodiversity/Geodiversity survey and report**
- A13 – Coal Mining Risk Assessment**
- A14 – Open Space/Sport and Recreation Building and Land Assessment**
- A15 – Flood Risk Assessment**
- A16 – Flood Risk Sequential Test and Exception Test Evidence**

- A17 – Planning Statement and Summary of Application**
- A18 – Air Quality Assessment**
- A19 – Statement of Community Involvement**
- A20 – Planning Obligation/Draft Heads of Terms**
- A21 – Main Town Centre Uses – Sequential Test**
- A22 – Main Town Centre Uses – assessing impact**
- A23 – Transport Assessment/Transport Statement**
- A24 – Travel Plan**
- A25 – Tree Survey/Arboricultural Report**
- A26 – Environmental Statement**
- A27 – Affordable Housing Statement**
- A28 – Water Body/ ‘Mill Pond’ Assessment**
- A29 - Agricultural (Rural) Workers Dwelling, Supplementary Information**
- A30 – Statement in support of loss of business and industry site**
- A31 – Crime Prevention Measures**
- A32 – Viability Appraisal**
- A33 –Agricultural/Forestry Building Statement.**

Section B: Local Information Requirements for specific application types

- B1 - Notification for agricultural buildings**
- B2 - Notification for demolition**
- B3 - Wind Energy Applications**
- B4 - Applications to modify or discharge planning obligation**

SECTION A				
Information required		Policy driver	Type of application/thresholds	More information
A	<p>Plans</p> <p>Existing and proposed plans at an identified <u>standard</u> metric scale of (e.g.) 1:50 or 1:100 of -</p> <ul style="list-style-type: none"> • elevations • floor plans • site section • finished floor and site levels • roof plans • the relationship to adjoining development, including levels, where this could be affected by the proposal <p>2 copies required unless the application is submitted electronically</p>	NPPF para 192	<ul style="list-style-type: none"> • all applications where new building work is proposed 	See accompanying guidance notes
A1	Existing and proposed car parking and access arrangements	UDP T19/20	<ul style="list-style-type: none"> • change of use • applications where access and parking arrangements will change 	See accompanying guidance notes
A2	Bat survey	Circular 06/2005 NPPF Section 11 paras 109, 118	<ul style="list-style-type: none"> • where there is a reasonable likelihood of bats being found within or adjacent to a development site 	See accompanying guidance notes
A3	Foul and surface water sewerage assessment	NPPF Section 10,11 12 and Circular 03/99, Technical Guidance to NPPF 2012, PPS25 Practice	<ul style="list-style-type: none"> • planning applications where new connections could be made to existing sewerage systems or watercourses. • planning applications for changes to or replacement of the existing drainage system. • proposals for non-mains drainage 	See accompanying guidance notes

		guide 2009	<ul style="list-style-type: none"> proposals for new hardsurfaces in residential curtilages 	
A4	Heritage statement	NPPF Chapter 12, and practice guide to PPS5	<ul style="list-style-type: none"> Planning applications affecting a listed building, its curtilage or setting – a ‘designated heritage asset’ Planning Applications affecting a conservation area or its setting – a ‘designated heritage asset’ Applications for Listed Building Consent Applications for Conservation Area Consent for demolition (until revoked) Planning applications affecting nationally and locally designated parks and gardens or their setting– a ‘designated heritage asset’ Planning applications affecting registered historic battlefields or their setting – a ‘designated heritage asset’ Planning applications affecting a scheduled ancient monument or its setting – a ‘designated heritage asset’ Planning application affecting non-designated heritage assets or their setting, including known archaeological sites held in the West Yorkshire Historic Environment Record 	See accompanying guidance notes
A5	Land contamination assessment	NPPF 11 paras 109, 120-122	<p>A Desk Top (Phase I) Report is required for non-householder applications where:</p> <ul style="list-style-type: none"> The site has previous manufacturing or industrial activity chemical or fuel storage treatment or disposal of waste the application site is within 250 m of a 	See accompanying guidance notes

			<p>landfill site</p> <ul style="list-style-type: none"> • where it is suspected the land may be contaminated due to its uses now or in the past <p>A detailed Site Investigation (Phase II) Report and Risk Assessment is Required for non-householder applications where:</p> <ul style="list-style-type: none"> • it is known or “suspected” that the site is contaminated to an extent that it could adversely affect the proposed development and/or create new pollutant linkages • The Desk Top (Phase I) report identifies that contamination is evident on the site • A Phase I or Phase 2 report may be required to be submitted with Major applications. 	
A6	Landfill statement	PPS10	<ul style="list-style-type: none"> • Where landfill forms part of the proposed development 	See accompanying guidance notes
A7	Lighting assessment	NPPF 11 para 125	<ul style="list-style-type: none"> • Proposal involving exterior lighting for Sports pitches, Car parks, Major new buildings • Development likely to materially affect local amenity, dark landscape or nature conservation. 	See accompanying guidance notes
A8	Noise impact assessment	NPPF 11 para 109, 123 UDP Polices EP4	<ul style="list-style-type: none"> • “noise sensitive” developments adjacent to major roads or other transportation or industrialcommercial noise sources 	See accompanying guidance

		and EP6	<ul style="list-style-type: none"> • developments which contain noise sources, whether internally or externally, which may have an impact upon existing “noise sensitive” uses • Residential development in town centres 	notes
A9	Structural survey	NPPF para 120 Practice guide to PPS5	<ul style="list-style-type: none"> • Applications for the conversion / re-use of buildings in the Green Belt to demonstrate that they are of permanent and substantial construction • Developments on land known or suspected to be potentially unstable • Proposals for free standing retaining structures e.g. gabion baskets • Proposals for the excavation of land that would affect site stability • Applications for listed building consent and conservation area consent which involve structural alterations to a building/structure. 	See accompanying guidance notes
A10	Ventilation/extraction statement	NPPF 11 para 109,	<ul style="list-style-type: none"> • Developments within Use Classes A3, A4, A5 and mixed use developments where there is extraction equipment for the sale/preparation of cooked food • Any application for ventilation/extraction equipment associated with Class B1 or B2 uses. • Residential development in town centres • Any application for the installation of air conditioning units. 	See accompanying guidance notes
A11	Site waste management plan	PPS10	<ul style="list-style-type: none"> • Non-householder applications involving the demolition/excavation of material from the site • Major developments involving the 	See accompanying guidance

			provision of refuse storage facilities.	notes
A12	Biodiversity/Geodiversity survey and report	Circular 06/2005 NPPF 11 paras 109,117, 118, UDP Policy EP11	<ul style="list-style-type: none"> All planning applications likely to affect protected species or species of principal importance All planning applications likely to affect protected sites, habitats of principal importance or geological features 	See accompanying guidance notes
A13	Coal mining risk assessment	NPPF 11 paras 109, 121	<ul style="list-style-type: none"> All non householder applications within the 'Development High Risk Areas' as defined by the Coal Authority unless on the 'exemption list' – see linked guidance documents for the Coal Risk Areas Map and exemptions. 	See accompanying guidance notes
A14	Open space / sport and recreational buildings and land assessment	NPPF 8 paras 73-74	<ul style="list-style-type: none"> All Planning Applications seeking to develop open spaces including sports and recreational buildings and playing fields 	See accompanying guidance notes
A15	Flood Risk Assessment	NPPF 10 (para 103), paras 9,16-19, Technical Guidance to NPPF 2012, PPS25 Practice guide 2009	<ul style="list-style-type: none"> Sites of 1ha or more in Flood Zone 1 Any development in flood zones 2 and 3 Development in a critical drainage area. 	See accompanying guidance notes
A16	Flood Risk Sequential Test and Exception Test evidence	NPPF 10 (paras 100-102), Technical Guidance to NPPF 2012, PPS25 Practice guide 2009	<ul style="list-style-type: none"> Sequential Test - All applications (except minor and changes of use only) within flood zones 2, 3a and 3b Exception test – following the application of the Sequential Test, an Exception Test may be required (see Table 3, page 8 of the Technical Guidance to the NPPF) 	See accompanying guidance notes

A17	Planning Statement and summary of application	Development Management Policy Annex: Information requirements and validation of planning applications 2010	<ul style="list-style-type: none"> • All Major Development • Summary required only where supporting information exceeds 100 pages (summary to be no more than 20 pages) 	See accompanying guidance notes
A18	Air Quality Statement	NPPF 11 paras 109 and 124	<ul style="list-style-type: none"> • Major developments inside or adjacent to an AQMA (Air Quality Management Area) • Where the development proposed could result in the designation of an AQMA • Where the grant of permission would conflict with or render unworkable elements of a local authority's air quality action plan • Schemes that would generate or increase traffic congestion • Significant increase in traffic volumes, speed or composition. • Significant new car parking, more than 100 spaces outside an AQMA or 50 spaces inside an AQMA • Introduction of new exposure close to existing source or air pollutants, including road traffic, industrial operations, agricultural operations etc • Biomass boilers or biomass fuelled plant • Large, long-term construction sites that would generate large HGV flows (>200 movements per day) over a period of a year or more. 	See accompanying guidance notes

			<ul style="list-style-type: none"> • Developments which may significantly affect nitrogen deposition to sensitive habitats • Proposals that could give rise to potentially significant impacts during construction/operations for nearby sensitive locations 	
A19	Statement of Community Involvement	Kirklees SCI	<ul style="list-style-type: none"> • All Major Development 	See accompanying guidance notes
A20	Planning Obligation/Draft Heads of Terms	NPPF paras 203-205, 72, SPD2 Affordable Housing, SPD negotiating financial contributions for transport improvements, UDP Policy H18	<ul style="list-style-type: none"> • All Major Development which would generate the requirement for a planning obligation. • See also A32 Viability Appraisals 	See accompanying guidance notes
A21	Main Town Centre Uses – Sequential Test	NPPF 2 paras 23-27, Planning for Town Centres: practice guidance on need, impact and the sequential approach 2009 UDP SPG Shopping Policy S4: Large New	<ul style="list-style-type: none"> • Main town centre uses (as defined in Annex 2 of the NPPF) not in an existing centre and not in accordance with the development plan. 	See accompanying guidance notes

		Stores		
A22	Main Town Centre Uses – assessing impact	NPPF 2 paras 23-27, NPPF 8 para 70, Planning for Town Centres: practice guidance on need, impact and the sequential approach 2009. UDP SPG Shopping Policy S4: Large New Stores	<ul style="list-style-type: none"> • Retail, office and leisure developments over 2,500 square metres gross located outside a designated town centre (as defined in Annex 2 of the NPPF) and not in accordance with the development plan. • All retail proposals out of centre that could operate beyond the local level not normally below 750 square metres gross floorspace (from SPG on large new stores) 	See accompanying guidance notes
A23	Transport Assessment/Transport Statement	NPPF 4, para 32	<ul style="list-style-type: none"> • Transport Assessment for any Major development which would have significant transport implications • Transport Statement for any Major development which would have less than significant transport implications (Use Classes and thresholds within DfT Guidance on Transport Assessments or any document superseding this) 	See accompanying guidance notes
A24	Travel Plan	NPPF 4, para 36	<ul style="list-style-type: none"> • Major development proposals which are likely to have significant amounts of transport movement (Use Classes and thresholds with DfT Guidance on Transport Assessments or any document superseding this) 	See accompanying guidance notes
A25	Tree Survey/Arboricultural Report	UDP Policy NE9 NPPF Para 118	<ul style="list-style-type: none"> • Where there are trees within the application site, or on land adjacent to it that could influence or be affected by the development (including street trees). 	See accompanying guidance notes

A26	Environmental Statement	NPPF para 192, Environmental Impact Assessment Regulations 2011 (S.I. 2011/1824)	<ul style="list-style-type: none"> All applications requiring Environmental Statement 	See accompanying guidance notes
A27	Affordable Housing Statement	UDP Policy H10 and SPD2	<ul style="list-style-type: none"> All applications for 5 or more dwellings (interim approach until further notice) See also A32 Viability appraisal 	See accompanying guidance notes
A28	Assessment of Water Area affected by development (including Mill Ponds and private reservoirs)	UDP Policy NE6	<ul style="list-style-type: none"> Applications to develop sites containing a water body with capacity between 500 – 25,000m³ Applications to develop sites with extant mill pond (whether on site or remote from site) 	See accompanying guidance notes
A29	Agricultural (Rural) Workers Dwelling Supplementary Information	NPPF Para 55	<ul style="list-style-type: none"> Any application involving the creation of an Agricultural (Rural) Workers Dwelling in the Green Belt 	See accompanying guidance notes
A30	Statement in support of loss of business and industry site(s)	UDP Policy B4	<ul style="list-style-type: none"> Proposals involving the change of use of premises and sites with established use, or last used, for business and industry 	See accompanying guidance notes
A31	Crime Prevention Measures	NPPF 8 para 69, Crowded Places: The planning system and counter terrorism 2010	<ul style="list-style-type: none"> All 'Major' proposals involving built development All major proposals for public realm in town centres ATMs ('cashpoint' machines) Car parks for more than 20 cars. 	See accompanying guidance notes
A32	Viability Appraisal	NPPF paras 173 and 205, NPPF	<ul style="list-style-type: none"> All development proposals which would generate the requirement for contributions (as set out in the policy) 	See accompanying

		para 72, SPD1, SPD2, Policy H18, Growth and Infrastructure Act, DCLG Guidance:Section 106 Affordable housing requirements April 2013	drivers) to be secured through planning obligation	guidance notes
A33	Agricultural/Forestry Building Statement	NPPF 9 paragraph 89	<ul style="list-style-type: none"> All applications for new agricultural/forestry buildings in the Green Belt. 	See accompanying guidance notes

Section B – local information requirements for specific application types				
	Local information requirement for Application type	Policy driver	Information Required	More Information

B1	Notification for agricultural buildings	Town and Country Planning (General Permitted Development) Order 1995 (as amended)	<p>Information</p> <ul style="list-style-type: none"> • Evidence that an agricultural trade or business is operating from the site • Evidence that the land forming the agricultural holding is 5 hectares or more and in the ownership or control of the applicant. (new buildings not extensions to buildings) 	See accompanying guidance notes
B2	Notification for demolition	Town and Country Planning (General Permitted Development) Order 1995 (as amended)	<ul style="list-style-type: none"> • A statement that the applicant has displayed a site notice in accordance Part 31 of Schedule 2 to the General Permitted Development Order 1995 (GPDO) 	See accompanying guidance notes
B3	Wind Energy Applications	UDP Policies EP7 and EP8, PPS22 Companion Guide NPPF paras 97, 98	<p>Information</p> <ul style="list-style-type: none"> • Statement of Design Rationale and Access • Landscape, Visual and Cumulative Impact Assessment • Planning Statement • Photomontage/Wireframe Diagrams • Zone of Theoretical Visibility Maps* 	See accompanying guidance notes

			<ul style="list-style-type: none"> • Plan of Public Rights of Way within a radius of 10 times overall height of turbine from centre of turbine • Public Rights of Way • Ecological Assessment • Noise, Shadow Flicker and Light Reflection Assessment • Peat and Hydrology Assessment • Coal Mining Risk Assessment (as A13) • Decommissioning statement • Environmental Statement/Environmental Impact Assessment (refer to A26) • Heritage Statement (refer to A4) • Socio-Economic Benefits Statement • Telecommunications and Radar Statement <p>*unless single turbine of less than 25m in height (which is not within 1km of any other operational or permitted turbines, or turbines currently subject to a planning application)</p>	
B4	Application to Modify or Discharge Planning Obligation	T&CP (modification and Discharge of Planning Obligation) Regulations 1992 SI 1992/2832, DCLG Guidance: Section 106	<ul style="list-style-type: none"> • Completed application form and certificates (available on Council Website) • Reasons for applying for the modification or discharge of the Obligation. • Map identifying the land to which the obligation relates • Evidence that the application is being made after the expiry of 	See accompanying guidance notes

		Affordable housing requirements April 2013	the 'relevant period'* *as may be specified in the Obligation, or a period of 5 years' beginning on the date the Obligation was entered into (or if related to review of affordable housing requirements as set out in S106BA of the Town and Country Planning Act 1990, as modified by the Growth and Infrastructure Act)	
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