



Medway Council
Local and National Validation Checklist and guidance note
Draft February 2018

Introduction

This advice note and Validation checklist sets out the requirements for the submission of planning applications within Medway.

With each application you make we will expect you to supply the information required on the standard application form and validation checklist. This is not necessarily every item listed. The detail of the supporting information should be proportionate to the scale of the development. You will need to check each requirement for each application, as every site and application is different. If the information required by the validation checklist is not submitted with the application then the application will not be valid and will not be progressed to a decision.

Please read the document carefully before completing the application form and submitting your application. If you were submitting a complex or large scale application it would be advisable to discuss and agree the information to be submitted with the application during pre application discussions.

Don't forget that planning, listed building and advertisement consents may not be the only permissions or consents you need from the council. Other consents include building regulations, highway, housing, licensing and food safety. More information on these and other consents and services of the council are available on our website www.medway.gov.uk

Law requires that necessary information and a fee is provided when an application is submitted. In addition, current national regulations give planning authorities the power to require applicants to provide additional information in the interests of good and efficient decision making.

National and local validation checklist

We advise you to complete your application form and submit your documents via the Planning Portal. Paper submissions should be accompanied by 1 original and 1 copy of all the application documents.

	Validation requirement M - Mandatory D – Discretionary	Householder application	Full application	Outline application	Conservation Area Consent	Listed Building Consent	Advertisement Consent	Lawful Development Certificate: Existing	Lawful Development Certificate: Proposed	Prior Notification	Approval of Reserved Matters	Removal or Variation of Condition(s)	Approval of Details	Tree Works (including TPO Consent)	Non Material Amendment
1	Plans and drawings	M	M	M	M	M	M	D	D	M	M	M	M	M	D
2	Heritage Statement	D	D	D	M	M					D	D			
3	Affordable Housing Statement		M	M							D	D			
4	Air Quality Assessment		D	D							D	D			
5	Accurate visual representations		D	D							D	D			
6	Design and Access statement		D	D							D	D			
7	Ecological Site Assessment		D	D	D	D					D	D	D		
8	Ecology Survey		D	D							D	D	D		
9	Protected Species Survey		D	D							D	D	D		
10	Ecological management plan		D	D							D	D	D		
11	Contaminated Land Investigation		D	D		D					D	D	D		
12	Daylight/sunlight assessment		D	D							D	D	D		
13	Landscape	D	D	D							D	D	D		D
14	Prior approval – site notice									D					
15	Development Contributions Viability Statement		D	D							D	D			
16	Economic Statement		D	D							D	D			
17	Employment Land Study		D	D							D	D			
18	LDC – Statements							D							
19	Environmental Statement		D	D							D	D	D		

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20	Flood risk/Drainage strategy		D	D							D	D	D		
21	Lighting scheme		D	D							D	D	D		
22	Manufacturer's specifications		D	D							D	D	D		
23	Noise impact assessment		D	D							D	D	D		
24	Open Space Assessment		D	D							D	D	D		
25	Parking/Service Details		D	D							D	D	D		
26	Photographs/Photomontages						D								
27	Plans and section – decorative/joinery		D	D	D	D						D			
28	Planning Statement		D	D							D	D			
29	Planning Obligation/Head of terms		D	D							D	D			
30	Refuse Collection		D	D							D	D	D		
31	Renewable Energy Assessment		D	D							D	D			
32	Retail and town centre		D	D							D	D			
33	Statement of Community Involvement		D	D							D	D			
34	Structural Survey		D	D	D	D					D	D			
35	Telecommunication – Prior approval									D					
36	Transport/Travel Plan		D	D						D	D	D			
37	Tree Survey		D	D						D	D	D	D	D	
38	Utilities Statement		D	D						D	D	D			
39	Ventilation/Extraction details		D	D						D	D	D			
40	Waste Management Plan		D	D						D	D	D			

Application form – [apply online](#)

Ownership certificates/Agricultural holdings certificate

You must complete an ownership certificate where guided on the application forms.

If the applicant is the only person who owns the application site fill in **certificate A**.

If the applicant does not own the application site or if the applicant owns the site but there are other people who also own it or have an interest in it (for example shared freeholders, leaseholders) fill in **certificate B**. You will need to list the names and addresses of any other people and confirm the date when you “served notice” (that is formally telling them, see below ‘Part 1 notice’) that you were making the application. This is what the completed certificate B confirms.

If you know some owners but not all owners fill in **certificate C**. In this case you must also explain what reasonable steps you have taken to identify other owners. You will need to list the names and addresses of any other people and confirm the date when you “served notice” (that is formally telling them, see below ‘Part 1 notice’) that you were making the application. You will also have to place a public notice in a newspaper circulating in area where the land lies.

If you do not know any of the owners fill in **certificate D**. In this case you must also explain what reasonable steps you have taken to identify the owners. You will also have to place a public notice in a newspaper circulating in area where the land lies.

For these purposes an ‘owner’ is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years.

An agricultural holding is where there is an **agricultural tenant(s)**, who must be notified prior to the submission of the application. If the application site does not include an agricultural holding then you should complete the statement to that effect on the Certificate, from the list above, which you issue with the application.

Part 1 notice – This is a notice to all known owners (Other than the applicant) of the application site must be submitted if certificate B and C is used. This notice should be served on each of the individuals identified in the relevant certificate. It will be very helpful if a copy of each notice served accompany the application.

Copy of newspaper advertisement

If you have completed either certificate C or D you must submit proof of the public notice published in a local newspaper circulating in the area where the land lies.

Fee

The [fees](#) schedule together with a [fee calculator](#) can be found on the Planning Portal.

Plans

General drawing requirements

- The scale of the drawing. This should be a recognised metric scale.
- A scale bar indicating a minimum of 0-10 metres is required on all drawings;
- Indicate the direction of North on layout and location plans;
- Have a title, to identify the specific development, subject of the drawing and date drawn (e.g. Residential development at Netherfield Park, Merryton – Site Layout – 1 October 2017);
- Have a unique drawing number which also indicates any revisions (e.g. 1234 Revision B);
- All revisions should be described to identify any changes and date revisions made (e.g. Revision A – Layout changed – 1 November 2017);
- Annotation against the drawing to indicate all key external dimensions and floor to cill height measured internally for proposed windows;
- Where a proposal contains works that do not require planning permission, Development Management will assess that element of the application, with the rest of the proposal, if it is shown on the drawings. If the applicant does not want that element assessed then it must be removed from the drawings.

Site location plan

Such plans should show at least two named roads and surrounding buildings. They should be at a scale of 1:1250 or 1:2500 for developments in rural areas. The properties shown should be numbered to ensure that the exact location of the application site is clear. The application site must be edged clearly with a **red** line, including all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car-parking and open areas around buildings. A **blue** line must be drawn around any other land owned by the applicant, close to or adjoining the application site.

Block plan/site plan

When required: Most applications require a block plan to show the proposed changes to the site.

Existing and proposed site plans should be at an identifiable metric scale, usually 1:500 or 1:200, they should be on or based on an up to date Ordnance Survey map and should accurately show:

- The proposed development in relation to the site boundaries and other existing buildings or structures on the site, with written dimensions including those to the boundaries.
- All the buildings, roads and footpaths on land adjoining the site including access arrangements.
- All public rights of way crossing or adjoining the site.
- The species, position and spread of all trees on the site or within 5 metres of any proposed building works or structures.
- The extent and type of any hard surfacing and the car parking arrangements
- Boundary treatments including walls or fencing where this is proposed.
- The location, number and form of any vehicle or cycle parking.
- Visibility splays, the location and shape of any vehicle turning area.

Existing and proposed elevations

When required: Applications where elevations would be created or altered by the development proposal.

Drawn at a scale of 1:50 or 1:100, showing clearly the proposed works in relation to what is already there.

Existing and proposed floor plans

When required: Applications where floor space would be created or altered by the development proposal.

Drawn at a scale of 1:50 or 1:100, highlighting any existing walls or buildings that are to be demolished, where applicable.

Existing and proposed roof plans

When required: Applications where proposals include creation or alterations to the roof.

At a scale of 1:50 or 1:100, showing the shape of the roof, its location, and specifying the roofing material to be used.

Existing and proposed site sections/Finished floor levels

When required: Applications that include a change to the ground level or on sloping sites or new builds

At a scale of 1:20 or 1:50, showing how the proposed development relates to existing site levels and adjacent development. Showing the proposed finished floor levels or existing finished floor levels if proposal is for alterations to a building. Details of existing and proposed foundations and eaves where a change is proposed; and how encroachment onto adjoining land is to be avoided

Advertisement drawings

When required: All applications for display of signage.

At a scale of 1:20 or 1:50 showing size (length, width, depth), siting, materials and colour, height above ground and extent of projection. showing the relationship of the sign and any lighting structures to the building. Section through the structure on which the sign is to be fixed

Details of illumination

When required: All applications that include any illumination (Flood lights, Adverts etc)

At a scale of 1:20 or 1:50 showing size (length, width, depth), siting, materials and colour, height above ground, extent of projection, design of lighting elements and levels of luminance.

Street Scene

When required: Where a proposed elevation adjoins another building or is in close proximity to it

At a scale of 1:100 or 1:200. The drawings should show the relationship between the two buildings and detail the positions of the openings on each property.

Documents – Numbered to correspond with the above matrix

2) Heritage Statements

When required: All applications involving a heritage asset or its setting. Where the application requires a Design and Access Statement, the Heritage Statement should be included in this. Where no Design and Access Statement is required, it should be a stand-alone document.

Designated heritage assets are: Listed buildings (including buildings within the curtilage of listed buildings); Conservation Areas [and the buildings within them]; Scheduled Ancient Monuments; Registered Parks and Gardens; Registered Battlefield; World Heritage Sites; Protected wreck sites.

In addition to these there are undesignated heritage assets. These may be buildings, monuments, sites, places, areas and landscapes positively identified as having a degree of significance meriting consideration in planning decisions. Undesignated heritage assets may be identified during pre-application stages or while the application is under consideration. Areas of archaeological importance will also need to be considered as potential heritage assets and applicants should consult with the Kent Historic Environment Record (<http://www.kent.gov.uk/ExploringKentsPast/>) to establish whether their site has any significance in this respect.

The Heritage Statement should provide:

- a description of the significance of the heritage assets affected by the development
- a description of the contribution of their setting to that significance.
- an assessment of the impact of the proposals on that significance
- an explanation of how the works have been designed in a way that will minimise any negative impacts and to preserve and enhance the significance
- an explanation of how requirements relating to other legislations such as the building regulations have been balanced against the need to respect the significance of the heritage asset.

Where an application site includes or is considered to have potential to include heritage assets with archaeological interest, the heritage statement should include:

- a desk-based assessment and,
- where necessary, the results of a field evaluation.

Where sites or buildings are in conservation areas, the Heritage Statement should assess the impact of the proposals on the character of the conservation area. The level of detail should be proportionate to the importance of the heritage asset and no more than is sufficient to understand the potential impact of the proposal on the significance of the assets themselves. Descriptions should be focussed on those areas of the heritage assets affected and covered those in sufficient detail. E.g., in an application for one room of a house for example, as well as a brief description of the significance of the building as a whole, the room where work is to be carried out should be looked at in sufficient detail to understand the impact of that work. What is not wanted are statements containing large amounts of irrelevant information on the history of the heritage asset that ignore the parts of the asset that are being affected.

While preparing the Heritage Statement, as a minimum, applicants should consult with the Kent Country Council. Also, where necessary, appropriate expertise should be used to make these assessments. It should detail the sources that have been considered and the expertise that has been consulted

3) Affordable Housing Statement

When required: Within the urban area, developments which include 25 or more dwellings or where the site area is 1 hectare or more or in rural settlements as defined by the local plan, with a population of 3,000 or fewer, developments which include 15 or more dwellings or where the site area is 0.5 hectare or more. It is recommended you look at the [Section106 contributions guide](#)

The statement should include:

- information about both the affordable housing and market housing;
- the levels or types of affordability or tenure proposed for different units should be clearly and fully explained;
- the statement should also include details of any Registered Social Landlords acting as partners in the development;
- the proposed timing of the provision;
- draft heads of terms for a planning obligation;
- or accompanied by a Unilateral Undertaking

4) Air Quality Assessment

When required: For any site within or adjacent to an Air Quality Management Area (AQMA)

Proposals that generate high levels of pollution, such as significant industrial developments, for example, large factories producing high levels of pollutants such as Nitrogen Dioxide and significant proposals that are located in the AQMA or would result in a significant increase in traffic passing through the AQMA. Within or adjacent to an Air Quality Management Area (AQMA)

The assessment should provide information to enable the Council to assess the likely impact on local air quality.

5) Accurate visual representations

When required: Tall building proposals (6 storeys or over 20m in height, whichever is lower).

This should show the proposals in all significant views affected, near, middle and distant, including public realm and streets at the base of the building. They should be accurately rendered. This may be included in an Design and Access, if required.

6) Design and access statements

When required: For all major applications and for applications in a conservation area where the proposal is for two or more dwelling houses or for the provision of 100m² or more floorspace.

Further guidance on design and access statements can be found on the [planning portal](#).

7) Ecological Site Assessment

When required: Proposals affecting

- SSSIs, LNRs, and/or LWS, SLNVs and/or SNCIs
- natural or semi-natural vegetation/habitat, e.g., woodland, hedgerow, ponds and grassland.

An Ecological Site Assessment covering key ecological characteristics will often give a good overall picture of nature conservation issues and indicate if further surveys will be required. The assessment should include up to date information on habitats on site and links to

habitats off site, species present or likely to be present, records search ([Home | Kehttps://www.kmbrc.org.uk/nt](https://www.kmbrc.org.uk/nt) & [Medway Biological Record Centre](#)) likely impacts, mitigation and opportunities for enhancement. Particular note should be made of any ancient woodland, important hedgerows or Biodiversity Action Plan priority habitats on or adjacent to the site.

8) Ecology Survey

When required: Proposals that directly or indirectly affect

- SSSIs, LNRs, and/or LWS, SLNVs and/or SNCIs
- RAMSAR wetlands sites

You should consult Natural England and Kent Wildlife Trust. The Kent Wildlife Trust relates to proposals affecting SLNCV's and SNCI's.

9) Protected Species Survey

When required: Any site where there is a possibility of protected species being present and the proposed buildings are to be demolished or undergoing a change of use, for example, conversion of an agricultural building.

A Protected Species Survey will establish the presence or absence of protected species and, if present, the population level, the likely impact on the species and a scheme of mitigation.

10) Ecological management plan

When required: All ecologically sensitive sites for larger and more complex schemes

They must include- short, medium and long term management objectives; communal and adopted areas should be defined on plan with clearly identified management responsibilities.

11) Contaminated Land Investigation

When required: Where there is a possibility that previous uses of the site or adjacent land could have given rise to contamination. They must contain results of investigations indicating whether or not contamination is present or likely, collect physical data and undertake a walk-over survey and if so how the contamination is to be dealt with and consultation with the appropriate authorities.

12) Daylight/sunlight assessment

When required: All applications where there is a potential adverse impact upon the current levels of daylight/sunlight enjoyed by adjoining properties and buildings.

A sunlight indicator test using the British Research Establishment's 'Site layout planning for daylight and sunlight – A guide to good practice.'

13) Landscape / Townscape Character Assessment / Landscape and Visual Impact assessment / Landscape Townscape

When required: Proposals that require new or enhanced hard and/or soft landscaping.

Landscape schemes should where appropriate include proposed finished ground levels or contours, a soil management survey where significant earthworks are required, and means of enclosure such as fencing, boundary walls or hedging. For hard landscaping details should be provided of pedestrian and car parking layouts/manoeuvring area. For soft landscaping plan should show the location of existing and proposed shrubs and trees indicating which are to be retained and which will be removed together with a schedule of new planting species, size at time of planting and density, implementation programme, relevant protection measures and management practices and final maintenance height/details.

An ecological management plan in association with the landscaping scheme may also be necessary for some forms of development where ecological benefits have been identified. Landscape plans may form part of a Design and Access statement.

14) Details of site notice – Prior Approval

When required: Submission for any prior approval.

A statement that a site notice has been displayed at the appropriate location and for the appropriate length of time in accordance with legislation.

15) Development Contributions Viability Statement

When required: Any development that generates a need for developer contributions where the applicant is of the view that the economics of the development cannot support the likely requirements for contributions by the Local Planning Authority or other stakeholders.

A development contribution viability statement will set out in detail the costs of carrying out a development and the anticipated return on that investment. The purpose of the statement should be to allow the Local Planning Authority to have a clear understanding of the economics of developing a particular site. Such an assessment will be used to assess whether or not a development is able to meet the full requirements for development contributions normally required by the Local Planning Authority.

The viability statement should be in the form of a fully detailed land appraisal including the full costs of carrying out the development including for example land cost, construction costs, fees and the costs of the various contributions thought likely to be required by the Local Planning Authority.

16)Economic Statement

When required: Development resulting in regeneration benefits.

It should provide a supporting statement of any regeneration benefits from the proposed development, including: details of any new jobs that might be created or supported; the relative floorspace totals for each proposed use (where known); any community benefits; and reference to any regeneration strategies that might lie behind or be supported by the proposal.

17)Employment Land Study

When required: Development that would result in the redevelopment of an existing employment site for another non-employment generating use.

The council wishes to ensure that new development doesn't result in the loss of or significant reduction in the provision of employment land in the area. Consequently developers will be expected to assess the impact of proposals, which result in the reduction of employment land, on the future supply of such land for the future.

18)Existing and proposed – Lawful Development Certificate statements

When required: Potentially for any Lawful Development certificate application, particularly useful for existing change of uses.

It should provide supporting documents and evidence that you consider sufficient to verify the operation, use or building works.

19)Environmental Statement

When required: As defined in Schedule 1 and 2 of the Town and Country Planning (Environmental Impact Assessment) Regulations 2017.

It should provide a checklist of matters to be considered for inclusion in the Environmental Statement and requires the developer to describe the likely significant effects of a development on the environmental and to set out the proposed mitigation measures.

For most major developments Screening and Scoping Opinions for an Environmental Statement should ideally have taken place before an application is submitted but will in any event need to be carried out before validation can be carried out.

20)Flood Risk Assessment / Drainage Strategy

When required: In flood zone 2 or 3 including minor development and change of use; more than 1 hectare (ha) in flood zone 1; less than 1 ha in flood zone 1, including a change of use in development type to a more vulnerable class (for example from commercial to residential), where they could be affected by sources of flooding other than rivers and the sea (for example surface water drains, reservoirs); in an area within flood zone 1 which has critical drainage problems as notified by the Environment Agency

Proposals should meet the criteria as set out in the Environment Agency Flood Risk Standing Advice (FRSA).

A Drainage Strategy would be required for those developments which fall into the above categories which could be affected by surface water runoff, or increase surface water runoff

Where a Drainage Strategy is required in conjunction with a Flood Risk Assessment, the proposals should meet the requirements of the Lead Local Flood Authority. Typically, the requirement would be for surface water run-off to be controlled as near to its source as possible through a sustainable drainage approach to surface water management (SUDS). SUDS are an approach to managing surface water run-off which seeks to mimic natural drainage systems and retain water on or near the site as opposed to traditional drainage approaches which involve piping water off site as quickly as possible.

Further information is available on the Flood and Water Management section of the councils website.

21)Details of Lighting Scheme

When required: All commercial and residential development, which includes the installation of external lighting.

It should include details of the number, type (e.g. wall mounted or free standing columns), location and intensity of any light installation proposed and the hours when the lighting would be switched on. A lighting impact study may be required for floodlighting proposals particularly for sports grounds or developments close to residential buildings or for sites within the open countryside. Locations of trees in relationship to lighting columns should be considered from an early stage in order to resolve conflicts; lighting column locations to be shown on hard and soft landscape plans

22)Manufacturer's specification

When required: Where the proposed works include a wind turbine(s) and/or solar panel(s).

It should provide information on the manufacturer's specification including noise levels measured in decibels for wind turbines.

23)Noise impact assessment

When required: Proposals that could cause significant noise disturbance, e.g. noisy sports; industrial developments using noisy machinery; refrigeration plant and equipment. Noise sensitive developments, such as housing, that are near to major sources of noise, for example, major roads, railway lines or major industrial developments.

It should provide information on noise levels and any proposed mitigation measures

24)Open Space Assessment

When required: Proposals to develop open space, sports and recreational buildings and land for other purposes. Any developments of 10 dwellings or more.

It should provide information on amenity space including private, public and communal. Plans showings existing and proposed open space; independent assessment to evidence that the land or buildings are surplus to local requirement.

25) Parking/Servicing Details

When required: Any development of 5 or more dwellings or 1000sqm of commercial floorspace.

It should provide information relating to how much parking (including cycle parking) is to be provided and the way in which it will be accommodated should be submitted. The statement should explain the way in which design of the development ensures that vehicles can be parked in places well related to the property they are intended to serve, and how the design ensures that the parking is secure.

26) Photographs/photomontages

When required: Advertisement consents

It should provide photographs and/or photomontages of buildings or advertisements.

27) Plans and sections of decorative details and joinery

When required: Listed buildings and conservation area consents

Plan should be at a scale not less than 1:20 to show all new and existing doors, windows, shop fronts, panelling, fireplaces, plaster moulding and other decorative details that are to be removed, altered or added. This is normally used for listed building consents applications

28) Planning Statement

When required: Major applications and should include;

- A description of the site, its location and its surroundings;
- A description of the development proposals; An explanation of the circumstances surrounding the proposals
- Identification and assessment of the relevant planning policies and guidance;
- Identification and assessment of any other material considerations;
- Summarise the findings of any other material submitted with the application
- Details of any consultations with Medway Council as the Local Planning Authority and wider community/statutory consultees undertaken prior to submission of the application.

Where proposals are not in principle in accordance with the Development Plan, the main emphasis of the planning statement should be to indicate why the Council nonetheless considers that the application should be approved.

29) Planning Obligation(s)/Draft Heads of Terms

Refer to the Medway Council [Guide to Developer Contributions](#). The website includes Section 106 and Unilateral Undertaking templates.

30) Refuse Collection

When required: All proposals for the creation of 10 new dwellings or more, new retail business, industrial, leisure or other similar developments

It should provide details of the provision for the storage and means of disposal of refuse from the site including provision for recyclables as well as arrangements for access for refuse disposal vehicles.

31) Renewable Energy Assessment

When required: Buildings with a floorspace of 1000sqm or more and/or residential developments providing 10 or more residential units.

A Renewable Energy Assessment should include:

- Calculate the predicted CO2 emissions per annum;
- Assess the technical feasibility of renewable energy technologies for the application site;
- Calculate the CO2 saving as a percentage of site predicted CO2 emissions, and;
- Show how a saving of at least 10% has been achieved.
- Electrical charging point in car parks

32) Retail and town centre uses – need, sequential approach and impact assessments

When required: Retail developments over 2,500sqm gross floorspace. Retail proposals located outside the main centres of Chatham, Strood, Gillingham and Rainham.

- Sequential tests should reflect the National PPG; if outside the town centres, and not in accordance with any part of the retail and main town centre use strategy in the development plan a sequential test is required.
- Identify the appropriate catchment area to be agreed by the Council
- Suitability of alternative sites for the assessment can be agreed with the LA at earliest opportunity before preparation of the sequential test (Pre-app stage?)
- Need to demonstrate flexibility in scale and format, particularly assessing and demonstrating flexibility of more central locations.
Scale in terms of the size of the proposal and **format** where consideration is given to mezzanine floors, reconfiguration of the proposal that is closely similar and reflecting the locality specificities/characteristics, e.g. provision of a drive through considered for an edge of centre site would be provided as a shop unit in a town centre location.
It's not necessary that the central site can accommodate the exact scale and format – rather the applicant needs to consider how and what contribution more central sites can make individually to accommodate the proposal.
- Sequential tests should be undertaken in sequence as set out in policy R13, i.e. centres first (in-centre location) followed by edge of centre and then out of centre.
- The assessment must identify available sites (they need to do the research to determine this) and justify suitability and viability.

It should identify the need (particularly quantitative) for the proposal; consider the availability, suitability and viability of sequentially preferable alternative sites; and assess the impact on the vitality and viability of the defined Primary Shopping Areas, neighbourhood or village centres, as appropriate.

33) Statement of Community Involvement (SCI)

When required: Residential development of 50 units or more and/or 1000sqm or more of commercial floorspace.

It should be supported by a statement setting out how the applicant has complied with the requirements for pre-application consultation set out in the Local Planning Authority's adopted statement of community involvement. It needs to demonstrate that the views of the local community have been sought and taken into account in the formulation of development proposals.

34) Structural Survey

When required: Any application where part of the policy consideration in the Development Plan is whether or not the building(s) are capable of conversion rather than reconstruction. Any application relating to a listed building where works are proposed that involve demolition or affect the structural integrity of the building.

The report should be prepared by an expert about the condition of a building and whether it is capable of accommodating the proposed works.

35) Telecommunications Developments - Supplementary information for Prior Approval applications

The supporting information should include:

- a written description of the proposed works;
- site details – name, reference and location of proposal with reference to address and National Grid Reference;
- site type (macro or micro);
- details of the height, frequency and the modulation characteristics, and details of power output; details of the proposed structure including the type of structure and its dimensions, height of existing building and details of the size of the equipment housing and materials;
- information detailing the need and purpose of the particular development;
- a statement explaining the reason for the choice of design;
- evidence that the Council's mast register and /or the industry site database has been checked for suitable sites and the reasons for their rejection. If no alternative sites have been considered, please state the reasons for this;
- ICNIRP – Signed declaration that the equipment and installation fully complies with the requirements
- details of annual-rollout and pre-application discussions with Medway Council;
- rating of site under Traffic Light Model (Green, Amber or Red);
- details of consultation carried out under the Ten Commitments (if relevant);
- details of consultation carried out with the particular school or further education college (if relevant);
- details of consultation carried out with CAA/Secretary of State for Defence/Aerodrome operator (if relevant);
- existing and proposed coverage maps;
- map showing the relationship of the application site to schools and other telecommunications equipment in the area;
- completed Supplementary Information Template (Annex F of the Code of Best Practice on Mobile Phone Network Development.)

36) Transport Assessment/Transport Statement & Travel Plan

When required: Subject to discussion with the Local Planning Authority, however as a general guide: Residential: over 50 households, Non-residential: over 1,000m² Discussion with the Local Planning Authority and reference to DfT guidance is recommended, however the assessment should generally contain:

- Baseline and future year traffic assessment
- Multi-modal trip analysis
- Highway safety and capacity analysis
- Parking assessment
- Walking, cycling and public transport assessment
- Measures to mitigate the transport impact of the development
- Road Safety Audit
- Travel Plan

37) Tree Survey/Arboricultural assessment

When required: Where the proposed works are within 5 metres of the crown spread of any tree.

It should include layout plans and identify trees and other vegetation that is to be retained or lost to the development as well as trees that may be affected on adjoining land. Where trees are affected a tree condition survey will be required. It should cover a range of information about trees at the site and on adjoining land and their contribution to the street scene, visual amenity and ecological importance.

In many cases there is likely to be a close correlation between retained trees and vegetation and proposals for new planting as covered within Landscape section. It is important therefore that applicant cross-references all information submitted that relates to tree and landscape components.

Trees with Tree Preservation Orders are often older trees that have features that are used by bats, such as, cavities, ivy clad. In these cases the works to be carried out should be assessed for the impact on bats, refer to Protected Species Survey.

Further information can be found by reading British Standard BS5837.

38)Utilities Statement

When required: Residential development of 50 units or more. 1000sqm or more of commercial floorspace.

An application should indicate how the development connects to existing utility infrastructure systems. The applicant should demonstrate:

- that, following consultation with the service provider, the availability of utility services has been examined and that the proposals would not result in undue stress on the delivery of those services to the wider community;
- that proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures;
- that service routes have been planned to avoid as far as possible the potential for damage to trees and archaeological remains;
- where the development impinges on existing infrastructure the provisions for relocating or protecting that infrastructure have been agreed with the service provider.

39)Ventilation/extraction details

When required: All application for hot food takeaways, bars/pubs, restaurant uses and launderettes. Significant retail, business, industrial, leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.

It should provide full details of the position and design of ventilation and extraction equipment, including odour and abatement techniques and acoustic (noise) characteristics.

40)Waste Management Plans

When required: All applications involving the demolition of buildings or structures and/or excavation.

Proposed new development should be supported by site waste managements plans of the type encouraged by the code of practice published by the DTI in 2004. These do not require formal approval by planning authorities, but are intended to encourage the identification of the volume and type of material to be demolished and/or excavated, opportunities for the reuse and recovery of materials and to demonstrate how off-site disposal will be minimised and managed.