Wokingham Borough Council
Requirements for Validation of Planning Applications

Aim
To provide a quicker, more predictable and efficient planning service.

The purpose of the new validation arrangements is to:

- Provide guidance to the information that will or may be required at the outset;
- Enable the local planning authority to provide applicants with certainty as to the information required;
- Enable the local planning authority to have all the necessary information to determine the application;
- Minimise the need for further submissions of additional information in order to allow local planning authorities a reasonable opportunity to determine applications within the Best Value Performance Indicator targets;
- Ensure consistency in the approach in registering and validating applications whilst recognising the need for variation appropriate to local circumstances.

Standard Application Form
The Standard Application Form will cover the following types of application:

- Householder consents
- Outline and full planning permission and approval of reserved matters
- Listed Building consent
- Planning Permission for Demolition in a Conservation Area Advertisement consent
- Consent under Tree Preservation Orders
- Certificates of Lawful Development
- Applications for Prior Notification/Approval under the Town and Country Planning (General Permitted Development) Order 1995 (the GPDO)
- Removal or variation of conditions
- Non-material Amendments

Information Supporting Applications
Importantly different types and scale of application will require different levels of information and supporting documentation to be submitted.

In all cases the requirements will be specified by the Local Planning Authority. Under the new arrangements, these will comprise:

- National list, which sets out the mandatory national requirements;
- Local List, specific to Wokingham Borough.

The national list sets out the statutory requirements for applications. These requirements include the completed application form; the correct fee (where one is necessary); ownership certificates; agricultural holdings certificate; Design and
Access Statement (where one is necessary); the location plan; and an environmental statement (where one is necessary).

The local list comprises additional information which local planning authorities can require to validate an application.

This will afford both the authority and applicant more certainty of the type of information required at the outset and help to ensure that the information requested is proportionate to the type and scale of the proposed development.

**Requirements for all planning applications**
The Town and Country Planning (Development Management Procedure) (England) Order 2010 (“DMPO”) requires, as a minimum, the following information for a valid planning application:

- A completed application form submitted either electronically or in writing on the correct national standard application form (1App);
- Mandatory national information requirements specified in the DMPO which comprise:
  - The correct fee
  - A location and site plan
  - The ownership certificate
  - Notices of all owners of the application site
  - An agricultural land declaration (where necessary)
  - A design and access statement (where necessary)
- Information specified by the Local Planning Authority on its local list

More detailed explanation of the requirements is set out below.

In some cases an Environmental Impact Assessment (EIA) will be required but this usually relates to large scale development likely to have significant effects on the environment. Please check with Local Planning Authority if you are unsure.

**Local List**
The local list is drawn from the recommended defined list which may be updated from time to time to reflect changes in national policy and legislation.

The requirements relate to best practice and information requirements outlined within the National Planning Policy Framework and Wokingham Borough Council adopted (and emerging) Policies and Supplementary Planning Guidance Documents.

**Validation process**
Validation of applications for planning permission should essentially be an administrative process to check that the right documents and fee (where applicable) have been submitted. Where it is clear that information would not be relevant to the determination of the application, it will not be required from the applicant.

If an applicant submits an application not in accordance with the national and local list the authority will be entitled to declare the application invalid, and so take no further action with it.

It is recognised that electronic submission of supporting documents may not always be possible because of the volume and variety of information. In these circumstances, documents can be submitted in hard copy even if the application itself
has been submitted electronically. The applicant should advise the Local Planning Authority of this upon submission.

For expediency, where possible applications should be submitted with electronic copies of the supporting documents / plans (requirement for all major developments).

For small scale or householder applications, where electronic plans are submitted via the Planning Portal (without hard copies of plans) the plans submitted should be A3 paper size and no larger.

It should be noted that an application could be deemed valid, and then refused on the grounds of inadequate information, if the documentation submitted was subsequently found to be inadequate during determination. In addition, should any errors be discovered with the plans and documents during the determination period of the application, the Council have the right to invalidate the application. The onus is therefore strictly on the applicant/agent to ensure that the submitted documents are checked thoroughly prior to the submission of the application.

Notification of validity
Once a planning application has been received, accompanied by all the necessary information, it will be validated as soon as reasonably practicable. Notification will be given to the applicant in writing confirming the validity of the application and the start date of the statutory period for determination.

The Local Planning Authority will aim to validate most minor and householder applications within 3-5 working days and major applications within 10 working days from the date of receipt. If an application is found to be invalid we will aim to advise you within these timescales of our requirements to enable the submission to be validated. The applicant is advised that this represents the Local Planning Authority's best practice however on occasions this may not be possible due to the volume of work received.

Public Consultation
The list of requirements was subject to public consultation in October / November 2012. The list of requirements was subject to minor revisions in May 2013, November 2013, and February 2015 (see end for details) ahead of a wider review and consultation. The current version applies to all applications submitted on or after 1 March 2015.
Application Requirements for All Planning Applications

Applications for planning permission are required to be accompanied by the following:

1. **The Standard Application Form**

2. **The Location Plan**
All applications must include copies of a location plan (at an identified standard metric scale – typically 1:1250 or 1:2500 but wherever possible the plan should be scaled to fit onto A4 or A3 sized paper and showing the direction of north) based on an up to date map. The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splayls, landscaping, car parking and open areas around buildings. A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site. Plans should identify sufficient roads (where possible two named roads) and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear.

3. **Site Plans**
Copies of the Site Plan should be drawn at an identified metric scale (1:200 or 1:500) and should accurately show:

(a) The direction of North  
(b) The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries

And the following (unless these would not influence or be affected by the propose development):

(c) All the buildings, roads and footpaths on land adjoining the site including access arrangements  
(d) All public rights of way crossing or adjoining the site  
(e) The position of all trees on the site, and those on adjacent land that could influence or be affected by the development  
(f) The extent and type of any hard surfacing  
(g) Boundary treatment including walls or fencing where this is proposed

4. **Ownership Certificates**
Under section 65(5) of the Town and Country Planning Act 1990, read in conjunction with Article 12 of the DMPO, the local planning authority must not entertain an application for planning permission unless the relevant certificates concerning the ownership of the application site have been completed. Applications for planning permission must include the appropriate certificate of ownership. An ownership certificate A, B, C or D must be completed stating the ownership of the property.

For this purpose an “owner is anyone with a freehold interest, or leasehold interest in the land, the unexpired term of which is not less than 7 years.

These ownership certificates form part of the standard application form.
5. **Notice(s)**
A notice to owners of the application site must be completed and served in accordance with Article 11 of the DMPO.

6. **Agricultural Holdings Certificate**
This certificate is required whether or not the site includes an agricultural holding. All agricultural tenants must be notified prior to the submission of the application. This certificate is not required if the applicant is making an application for reserved matters, renewal of temporary planning permission, discharge or variation of conditions, tree preservation orders, or express consent to display an advertisement.

7. **The correct fee (where one is necessary)**
Planning applications incur a fee.

For further information refer to DCLG Circular 04/2008 Planning Related Fees or the planning application fee list. If unsure please contact the Planning Department for further information.

8. **Design and Access Statement (where required by the DMPO)**
A Design and Access Statement (DAS) must normally accompany applications for both outline and full planning permission for the following developments:

- Major development (10 or more residential units or 1,000 sq m or more of new floorspace)

If the application site is located within a Conservation Area or relates to a property that appears on the World Heritage List, a DAS will be required to support applications for the following developments;

- The erection of one or more dwelling house
- 100 sq m or more of new floorspace

A DAS will **not** be required to support planning applications that propose;

- The removal of conditions associated with an earlier consent
- Engineering or mining operations
- Waste Development
- The material change of use of land or buildings

Where a DAS is required, it will be of particular importance where design or materials are a significant issue or in the case of prominent sites. DASs should:

- Explain the design principles and design concept and how the design relates to its wider context (through a full context appraisal where appropriate)
- Be illustrated, as appropriate, with plans and elevations; photographs of the site and its surroundings; and other illustrations such as perspectives
- Explain how the access arrangements would ensure that all users (including people with disabilities) would have equal and convenient access to buildings and spaces and the public transport network
- Address the need for flexibility of the development and how it may adapt to changing / future needs.

For further guidance, please refer to links in Appendix A at back of document.
**Wokingham Borough Council’s Specific Requirements (Local List)**

The information outlined below relates to information which may be required as part of a planning application.

Please note other information may also be required by the Local Planning Authority in addition to those listed below (this is generally determined by the case officer upon further assessment of the scheme).

Please seek advice before submitting an application should you have any questions about what is required to determine your application.

All major applications should be accompanied with two discs, each disc containing all the application documents and plans.

**Affordable Housing Statement**

Where local plan policies or Supplementary Planning Document guidance requires the provision of affordable housing the local planning authority may require information concerning both the affordable housing and any market housing for example:

- The numbers of residential units
- Mix of units with numbers of habitable rooms and/or bedrooms or the floor space of habitable areas of residential units
- Garden area or public open space
- Plans showing the location of units and their number of habitable rooms and/or bedrooms, and/or the floor space of the units.

If different levels or types of affordability or tenure are proposed for different units this should be clearly and fully explained. The affordable housing statement should also include details of any Registered Social Landlords acting as partners in the development. It should be noted that Council have preferred housing partners, details of which are available from the Council. Please seek advice before submitting your application.

**Air Quality Assessment**

Where a development is proposed inside or adjacent to an Air Quality Management Area (AQMA), or where the development could result in the designation of an AQMA. Please seek advice from Environmental Health before submitting your application. Also see Appendix 3 (section A3.3) of the Sustainable Design and Construction SPD.

**Atomic Weapons Establishment**

Development within the vicinity (consultation zones) of the Atomic Weapons Establishment (AWE), Burghfield should provide information on the likely number of people living or working in the development. ¹

**Bat Survey**

All applications for non-major development located within an area highlighted as a bat habitat and which propose any of the following: demolition, modification to a roof, work to a bridge, cellar, air raid shelter or tunnel will require a bat survey (preliminary roost assessment) undertaken by a qualified ecologist with the application. In
accordance with: the EC Habitats Directive 1992 and the Conservation (Natural Habitats &c.) Regulations 1994 (as amended). Where there is evidence of bats it is likely that a phase 2 bat survey will be required.

**Great Crested Newts**

All applications for non major development within 100m of a great crested newt pond will require a risk based method statement of reasonable avoidance measures undertaken by a qualified ecologist with the application. The location of ponds and the 100m zone can be found on the Council’s web site at http://www.wokingham.gov.uk/maps/. Then click on Find on map/Planning/Constraints/Great crested nest Consultation Zone.

**Biodiversity survey and report**

All major development will require a biodiversity survey/report.

Where a proposed development may have possible impacts on wildlife and biodiversity, in particular protected species such as bats (generally considered necessary for demolition where bats are known to be in the area), Great Crested Newts (where there is a known great crested newt breeding pond within 250m or a pond on the site), badgers or common reptiles. Please seek advice before submitting your application.

**Community Infrastructure Levy (CIL) - Additional Information Form**

With some exceptions, CIL is payable on all developments granted planning permission by the Council from 6th April 2015.

To calculate the amount of CIL accurately, applicants should complete a CIL additional information form (http://www.planningportal.gov.uk/uploads/1app/forms/cil_questions.pdf) and which must be submitted with the following application types:

- Full planning applications
- Hybrid full/outline planning applications
- Reserved matters applications
- Lawful development certificates (existing and proposed)
- Section 73 (variation of condition) applications

**Daylight / Sunlight Assessment**

Where development breaches advice set out within the Borough Design Guide and has an adverse impact upon the current levels of sunlight/daylight enjoyed by adjoining properties or building(s), including associated gardens or amenity space then applications may also need to be accompanied by a daylight/sunlight assessment. Further guidance is provided by BRE guidelines on daylight / sunlight assessments.

**Delivery Management Plan (for employment and retail uses)**

To help minimise the impact of service deliveries including night time deliveries, applicants shall submit a Delivery Management Plan.

**Economic Viability Appraisal**

Should an application state a scheme is unviable due to the payment of Planning Obligations and/or the provision of affordable housing, they will be required to submit
an open book appraisal of the full development costs for the site. This will be assessed by an independent assessor at the cost of the applicant.

Within the Strategic Development Locations, where larger pieces of infrastructure are required to justify and mitigate against the impacts of the development, the local planning authority expects applicants to submit viability reports to justify the costs of this infrastructure and to ensure it is fairly and reasonably apportioned between developers within the SDL’s. This will be assessed independently, the cost of which is expected to be covered by the applicant. Please seek advice before submitting your application.

**Economic Statement**
For any development; i) falling within Use Classes B1, B2 or B8 exceeding 1,000m2 gross external area; or ii) would result in the loss of either employment land or employment opportunity.

The statement should comprise a supporting statement that describes the employment impact from the proposed development, including the loss of employment land. It should provide:

- Details of existing and proposed job numbers as full-time equivalents
- The relative existing and proposed employment floorspace totals (local and borough wide in accordance with Core Strategy Policy CP15 Employment Development)
- Any community benefits
- The loss of any employment land
- The condition of the existing use of the site
- How long the land has been marketed for (normally 2 years)
- The costs of retaining it in employment use
- Proposals for use / training of local labour

(See also Retail / Office Impact Assessment)

**Employment Skills Plan**
Proposals for large scale development should be accompanied by a plan to show how the proposal accords opportunities for training, apprenticeship or other vocational initiatives to develop local employability skills required by developers, contractors or end users of the proposal.  

**Energy Statement**
In accordance with the Council’s adopted Sustainable Design and Construction SPD (May 2010). See section on **Sustainability Statement / Appraisal below**.

**Environmental Statement**
In accordance with the Town and Country Planning (Environmental Impact Assessment) Regulations (SI 1999/293), as amended, set out the circumstances in which an Environmental Impact Assessment (EIA) is required. Please seek advice before submitting your application.

**Flood Risk Assessment**
A Flood Risk Assessment (FRA) will be required for development proposals of 1 hectare or greater in Flood Zone 1 and for all proposals for new development located in Flood Zones 2 and 3 as designated by the Environment Agency (Sequential or Exception test may be required). A FRA will also be required for any development
other than minor development in a designated critical drainage area which has been notified to the Local Planning Authority by the Environment Agency. The 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. The 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) and address the requirement for safe access to and from the development in areas at risk of flooding.\(^6\)

**Floor Space Calculation**
On schemes where new residential, commercial or industrial development is proposed or extensions to existing commercial or industrial units, any demolition and/or increase in floorspace should be provided in square metres. This should be clearly stated within the supporting information (e.g. Planning Statement or other document).

**Foul Sewage / Utilities Assessment**
Major schemes need to identify the existing infrastructure and identify where an increase in capacity is required and what measures these will involve. The applicant should demonstrate they have contacted the relative utility providers. Please seek advice before submitting your application.\(^7\)

**Heritage Statement (including Historical Assets, Archaeological features and Scheduled Ancient Monuments)**
A written statement that includes a schedule of works to the listed building(s), an analysis of the significance of archaeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact on the special character of the listed building or structure, its setting and the setting of adjacent listed buildings may be required. A structural survey may be required in support of an application for listed building consent (and in all cases for demolition of a structure).

**Internal Floor Space Standards**
On applications for new residential units (flats or houses), applicants need to consider internal space against the Borough Design Guide and demonstrate that the standards have been met. Floor plans should also identify room furniture in order to demonstrate that the living accommodation is of an appropriate size.\(^8\)

**Infrastructure Delivery Plan**
Within the Strategic Development Locations, where larger pieces of infrastructure are required to justify and mitigate against the impacts of the development, the local planning authority expects applicants to submit an IDP which should fairly and reasonably apportion costs of the infrastructure between developers within the SDL’s. This should also clearly detail timings for delivery and set out the sums involved.
(See also Economic Viability Appraisal and Planning Obligations)

**Landscape Assessment**
On major development schemes, a landscape assessment may be required to assess the impact of the development on the wider local area / environment. Please seek advice before submitting your application.\(^9\)

**Land Contamination Assessment**
Applications may need to be accompanied by a land contamination assessment where contamination is known or suspected. Sufficient information should be provided to determine the existence or otherwise of contamination, its nature and the risks it may pose and whether/how this can be satisfactorily mitigated. Please seek advice before submitting your application.

**Lifetime Homes Assessment**
Applications for new residential development may need to be accompanied by a Lifetime Homes Assessment which sets out how the development meets Lifetime Homes Standards (See web link: [http://www.lifetimehomes.org.uk](http://www.lifetimehomes.org.uk)). Please seek advice before submitting your application.

**Lighting Assessment**
Proposals involving the provision of publicly accessible developments, in the vicinity of residential property, a listed building or a conservation area, sensitive natural area or the open countryside, where external lighting would be provided or made necessary by the development, should be accompanied by details of external lighting and the proposed hours when the lighting would be switched on. These details shall include a layout plan with beam orientation and a schedule of the equipment in the design.

**Noise Assessment**
Applications for developments that raise issues of disturbance by noise to the occupants of nearby existing buildings, and for developments that are considered to be noise sensitive and which are close to existing sources of noise should be supported by a noise assessment prepared by a suitably qualified acoustician.

**Parameter Plans**
For outline planning permission detailed consideration will always be required on the use and amount of development. Applications should always include information on:

**Use** – the use or uses proposed for the development and any distinct development zones within the site identified (also applicable for all large development proposals e.g. land use plan identifying areas of amenity, highways (adopted/un-adopted), public areas etc)

**Amount of development** – the amount of development proposed for each use.

**Indicative layout** – an indicative layout with separate development zones proposed within the site boundary where appropriate.

**Scale parameters** – an indication of the upper and lower limits for height, width and length of each building within the site boundary.

**Indicative access points** – an area or areas in which the access point or points to the site will be situated.  

**Parking Provision**
Applications may be required to show details of existing and proposed parking provision. These details should be in accordance with the Council’s Borough Design Guide and Parking Standards Study Report Consultation Document. Where appropriate include a parking calculations spreadsheet outlining the developers’ parking provision assessment. Parking details should be clearly shown on a site layout plan and applications should include a schedule of any parking. Details are available on the Council’s website.
Photographs / Photomontages
These provide useful background information and can help to show how developments (in particular large schemes) can be satisfactorily integrated within the street scene. Photographs should be provided if the proposal involves the demolition of an existing building or development affecting a conservation area or a listed building. Please seek advice before submitting your application.

Planning Obligations
Planning Obligations (or “section 106 agreements”), where required, are intended to make acceptable development by mitigating its impact which would otherwise be unacceptable in planning terms. It should be noted however that the Council has adopted the Community Infrastructure Levy which replaces many requirements typically sought under a “section 106 agreement”. These agreements are now used primarily to secure affordable housing, some SPA mitigation and site specific impacts.

Planning Statement
These should detail how the development accords with relevant National and Local Policies, supplementary guidance, reference to relevant site history and provide supporting document / plan list.

It may also include details of consultations with the local planning authority and wider community / statutory consultees undertaken prior to submission. Alternatively, a separate statement on community involvement may also be appropriate (see also Statement of Community Involvement below).

This is in addition to a Design and Access Statement.

Plans
All submitted plans should be to metric scale, have a scale bar on the plans and contain a plan description title. Plans should be submitted to match the scale shown on the drawing. Each plan submitted should be individually numbered (including revised plans).

All major schemes must provide electronic copies (e.g. CD) of documents / plans. For other schemes, these should be provided where possible.

Plans necessary to describe the development which is subject to the application should be submitted as follows.

- **Block Plan** of the site showing site boundaries (scale of 1:500).
  The plan should also show the position of buildings or structures adjacent the site that could be affected by the proposed development.

- **Existing and Proposed Elevations** showing clearly the proposed works in relation to what is already there and any proposed alterations (scale of 1:50 or 1:100)
  These should also indicate, where possible, the proposed building materials. Where a proposed development adjoins another building or is in close proximity to it, the drawings should show the relationship between the two buildings and detail the positions of the openings on each property.
• **Existing and Proposed Floor Plans** (scale of 1:50 or 1:100).

• **Existing and Proposed Site Sections and Finished Floor and Site Levels** (scale of 1:50 or 1:100). For residential Major schemes existing and proposed contour plans.

• **Roof Plans** for any roof that would be created or altered by the proposed development (scale of 1:50 or 1:100).

In some cases a street elevation accurately showing adjoining buildings where relevant.

**Retail / Office Impact Assessment (Change of Use within Town / Village Centres)**

For developments which are not in accordance with the local plan and/or located outside of town / village centres. This should comprise a supporting statement that describes the impact from the proposed development on the existing nearby centres. It should provide:

- Details of proposed job numbers as full-time equivalents
- Apply sequential test to sites outside of centres
- Show the proposed floorspace totals
- Any community benefits

Where applications propose change of use from retail or offices within town centres to other non town centre uses as defined within Core Strategy Policy CP13 (Town centres and shopping), an assessment in support of the proposal needs to be submitted to demonstrate that the use is no longer required. This should include details of marketing for a period of up to two years.¹²

**Road Safety Audits**

A Stage 1 and/or 2 Road Safety Audit (RSA) will be required for planning applications relating to major developments where the existing highway needs to be altered to accommodate the development. The RSA will be carried out at the developers’ own expense by a team approved by the Council in its capacity as local highway authority.

Further information on RSA’s can be obtained by referring to the Department for Transport’s Design Manual for Roads & Bridges (DMRB) Volume 5 Section 2 Part 2 HD/19/03 Road Safety Audit (Highways Agency 2003) together with the Chartered Institution of Highways & Transportation (CIHT) guidelines published in 2008 and entitled ‘Road Safety Audit’.

Also the documents Manual for Streets (MfS) 1 published in 2007 and MfS2 published in 2010 have consequences for RSA’s.

**Shop Front Details**

This is required for all applications for new shop fronts. Applications for new or altered shop fronts must include details of existing and proposed elevations and proposed section through shop front; access for people with disabilities including ramp details, gradient and cross sections and any proposed security grills or shutters.

**Site Waste Management Plan**
New development should be supported by site waste management plans. 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 of waste will be minimised and managed.\textsuperscript{13}

**Statement of Community Involvement**
Applications (all major schemes) may need to be supported by a statement setting out how the applicant has undertaken pre-application consultation in accordance with the NPPF. This should demonstrate how the views of the local community / stakeholders have been sought and taken into account in the formulation of development proposals.

**Structural Survey**
A structural survey may be required in support of an application if the proposal involves substantial demolition, for example, demolition of structure within conservation areas (e.g. building, wall etc), barn conversion applications etc.

**Sustainability Statement / Appraisal**
In accordance with the Council’s adopted Sustainable Design and Construction SPD (May 2010) (see checklist appendix 4), development (all major developments) will be expected to demonstrate the sustainability principles of the proposed development, including the positive environmental, social and economic considerations. The statement should show the predicted energy demand of the proposed development and the degree to which the development meets current energy efficient standards. Residential development should meet the appropriate minimum Code for Sustainable Homes or BREEAM Standard for non-residential development. The statement should clearly set out the elements of the scheme that address sustainable development issues (e.g. appraising different forms of renewable sources of energy, water resource management etc).\textsuperscript{14}

**Sustainable Drainage Systems (SuDS)**
Details of the design (including proposed materials) of surface water management systems or Sustainable Drainage Systems (SuDS) in order to prevent surface water run off and flooding. Please seek advice before submitting your application.\textsuperscript{15}

**Telecommunications Development Statement (Supplementary Information)**
All Telecommunications applications are required to provide details of the area of search, details of any consultation undertaken, appraisal of suitable sites, details of the proposed structure and technical justification for the proposed development. Planning applications should be accompanied by a signed declaration that the equipment and installation has been designed to be in full accordance with the requirements of the International Commission on Non-Ionizing Radiation Protection (ICNIRP).

Further guidance on the information that may be required is set out in: 
**Code of Practice on Mobile Network Development (2002).**

**Transport Assessment**
A Transport Assessment (TA) or Transport Statement (TS) should be submitted as part of any planning application where the proposed development has significant transport implications. National Guidance is set out in: 

Please seek advice before submitting your application.

**Transport Models (Wokingham)**
The protocol for the use of the Wokingham Transport Models by Developers’ is set out in.


**Travel Plan**
As required by the Council, please seek advice before submitting your application.

Generally required for major developments or schemes which are likely to impact upon local highway network. Travel plan needs to comply with the latest national and WBC guidance:


**Tree Survey / Arboricultural Statement**
Where development will have an impact on trees within the application site or on land adjacent to it (including street trees).

Information will be required on which trees are to be retained and on the means of protecting these trees during construction works. This information should be prepared by a qualified arboriculturist and refer to best standard practice (British Standards Guidance). Statement can also include proposals for long term maintenance and landscape management. There should be reference to landscaping and detailed landscaping proposals which follow from the design concept in the Design and Access Statement, if required. Existing trees and other vegetation should, where practicable, be retained in new developments and protected during the construction of the development.

**Volume Calculations**
For new extensions / replacement residential buildings located within Countryside / Green Belt, volume calculations (measured externally) are required. These should identify the size of the dwelling at the time it was built or at 1948 (if erected prior to this date). Volumes for any subsequent extensions should be calculated together with the volume of the proposed extensions. See Borough Design Guide Section 8 for further guidance.

**Water Course / Drainage Statement**
Any development affecting a watercourse will need to identify the watercourse and the applicant may need to submit a separate Ordinary Watercourse Consent application to the Authority.16
Appendix A

Useful Links and Information

Communities and Local Government
https://www.gov.uk/government/topics/planning-and-building

Design and Access Statements
https://www.gov.uk/guidance/design#design-and-access-statements

Or refer to Design Council guidance:
https://www.designcouncil.org.uk/resources/guide/design-and-access-statements-how-write-read-and-use-them

Lifetime Homes
http://www.lifetimehomes.org.uk/index.php

Planning Portal
http://www.planningportal.co.uk

Transport Assessments
http://www.dft.gov.uk/publications/guidance-on-transport-assessment

Wokingham Borough Council – Planning Page
http://www.wokingham.gov.uk/planning/

Wokingham Borough Council - Borough Design Guide

Wokingham Borough Council – Parking Standards
http://www.wokingham.gov.uk/planning/planning-policy/evidence-topics/

Wokingham Borough Council - Pre Application Advice
http://www.wokingham.gov.uk/planning/planning-applications/pre-application-advice/
Notes

1 See MDD DPD policy TB04.

2 See requirements of paragraph 3.116 of the MDD DPD.

3 Paragraph 3.94 of the MDD DPD requires applicants to submit a Delivery Management Plan.

4 MDD DPD Policy TB12 (Employment Skills Plan) requires proposals to be accompanied by an Employment and Skills Plan.

5 Required for major development.

MDD DPD Policy CC05. CC05 requires a 10% reduction in carbon emissions where Policy NRM11 requires developments to secure at least 10% of the developments expected energy demand from decentralised, renewable or low carbon sources.

6 MDD DPD Policy CC09 (Development and Flood Risk). Also information/data within the SFRA 2012 and the Environment Agency’s Flood Risk Standing advice.

MDD DPD policy CC10 (Sustainable Drainage); Sustainability Issue 5 of the Sustainable Design and Construction SPD. Schemes should seek compliance with the requirements of the Flood and Water Management Act 2010.

7 See criteria d) of MDD DPD Policy CC10 (Sustainable Drainage). Further guidance in paragraph 2.84 of MDD DPD.

8 MDD DPD Policy TB07 (Internal Space Standards)

9 MDD DPD Policy TB21 (Landscape Character) and TB22 (Sites of Urban Landscape Value) and the Landscape Character Assessment SPG. Paragraphs 2.20 and 3.106, supporting text to policies CC03 (Green infrastructure, trees and landscaping) and TB22 of the MDD DPD, refers to applicants submitting a Landscape and Visual Assessment.

10 MDD DPD Policy TB08 (Open space, sport and recreational facilities standards for residential development).

11 MDD DPD Policy CC07 (Parking)

12 MDD DPD Policy TB16 (Development for town centre uses) requires a Sequential Test or a Retail Impact Test – see thresholds in policy.
See Sustainability Issue 11 of the Sustainable Design and Construction SPD.

Sustainability Issue 12 of the SPD also encourages major schemes to implement a Site Construction Environmental Management Plan and operate under the Considerate Constructors Scheme.

See also Energy Statement. The statement should show the predicted energy demand of the proposed development and the degree to which the development meets current energy efficient standards See section 6 of the Sustainable Design and Construction SPD for guidance.

MDD DPD Policy CC10 (Sustainable Drainage) of the SPD, Sustainability Issue 5 of the Sustainable Design and Construction SPD. Paragraph 2.81 of the MDD DPD requires applicants to submit a feasibility assessment of using SuDS. This information can be incorporated within a FRA or a Surface Water Drainage Strategy.

Section 7.4 of SFRA (2012).

MDD DPD Policy CC10 (Sustainable Drainage) and sustainability issue 5 of the Sustainable Design and Construction SPD.

Version 2: 20/05/13

Difference to Version 1
Plans – Plans to metric scale and submitted to scale shown
Validation Matrix – Land Contamination Assessment added to Major / SDL sites matrix

Version 3: 15/11/13

Difference to version 2
Removed requirements in national section where they did not relate specifically to national requirements
Updated information on Design and Access Statements and Conservation Area Consents
Updated weblinks where necessary

Version 4: 20/02/15

Difference to version 3
Add requirement for CIL additional information form
Updated Existing and Proposed Site Sections and Finished Floor and Site Levels plans to include requirement for contour plans for major applications

Version 5: 13/06/16

Difference to version 4
Altered planning obligations section to reflect changes from CIL

Version 6: 10/07/17

Difference to version 5
Updated requirement for bat/newt surveys