Validation of Planning Applications – Hartlepool Borough Council Information Requirements (Updated August 2025)

HARTLEPOOL
BOROUGH COUNCIL

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1. Background to the Hartlepool Validation List

1.1 Paragraph 45 of the National Planning Policy Framework (NPPF)(2024) makes it clear that local planning authorities should only request supporting information that is relevant, necessary and material to the application and that LPA's should review local validation lists (local list) at least every two years. Local lists can be a useful guide, helping applicants establish the information the local authority will require to validate a planning application. An up to date local list can give applicants certainty about what information is necessary at an early stage in the design process, reducing delays at the validation stage.

2. Changes between the 2025 version(s) and the 2024 version

2.1 This current version (changes from May 2024 which included updated requirements in respect to BNG and updated NPPF 2023 paragraphs) provides updated requirements in respect to additional supporting information in respect to Agricultural Land Classification Assessments, Lighting Impact Assessments, the addition of Residential Amenity Impact Assessments (under the section for Local Landscape Visual Assessments), and updates to any NPPF references (to reflect the updated December 2024 NPPF). A number of web page links to additional guidance have also been checked and updated.

2.2 Other recent updates (as of August 2025) include amendments to Marketing Information (section 20), additional guidance in respect to Flood Risk Assessments (following recent/updated advice from the Environment Agency), the requirement for a basic Surface Water Drainage Strategies for non-major development where applicable (section 14) and to address some minor omissions/anomalies with the checklists in Appendix 2 (primarily to reflect the general requirement for Site/Block Plans on all types of applications).

3. Consultation

3.1 No consultation was undertaken on this updated version, given the nature of the changes.

4. Validation and Discretion

4.1 It is extremely difficult to create a "one size fits all" list for all development types and as such the wording of the document allows discretion for the Local Planning Authority (LPA) to seek, or not to seek, an information requirement depending on the nature of the development and the site. Information requests by the LPA in terms of information requested in order to validate applications will be reasonable, having regard to the nature and scale of the proposed development and information requests will relate to matters that it is reasonable to think will be a material consideration in the determination of the application.

4.2 The LPA would strongly encourage pre-application discussions (See section 7) where you are in any doubt and for complex and major schemes it is recommended you seek pre-application advice in any case.

5. Review

5.1 Should you have any comments and concerns, the LPA will be happy to review those comments, and make any changes to the validation list as necessary to improve it. The email address to make any comments is: developmentcontrol@hartlepool.gov.uk

5.2 Please note that the LPA may need to update and make changes to this publication to comply with legislative changes. Should this occur the Council will seek to update it on the Council website as soon as practicable. Please be aware of this should you choose to print a copy of this publication.

6. Using the Checklists

6.1 In relation to the local list, criteria are included, wherever possible, to indicate when local list requirements will be triggered. Much however is dependent on the location of development, its size, scale and nature/character and/or its impact on local amenities and the environment and the requirements are not prescriptive in every case. Links to other sources of information and guidance are provided to assist in determining when additional information is required.

6.2 There are some circumstances where applicants will need to discuss the local list requirements with the LPA before submitting an application. Applicants are strongly encouraged to do this because if an application lacks the information specified by the Government and in the LPA's published list, the LPA will, in general, be entitled to invalidate the application and so decline to determine it.

6.3 Where the application is not accompanied by the information required by the LPA, the applicant should provide written justification as to why it is not appropriate in the particular circumstances. Where an application is considered to be invalid, the LPA will write to explain what information is required, why any missing information is required and indicate a time period within which this must be provided.

6.5 Where an application is initially considered to be valid but it is later discovered to be invalid for issues including i) incorrect land ownership certificates or ii) the red line boundary being incorrect or requiring amendment, it will be put on hold (the 'clock stopped') until such time as the required information is submitted. On receipt of the information the determination period for the application will be restarted.

6.6 The Government recognises that the recommended list which it has drawn up will not cater for all the wide and varied specific local requirements of every LPA and applicants may still be asked to provide additional information by any LPA after an application has been validated. The Government has introduced provisions within the appeals system for an appeal to be made on grounds of non-determination where there is an outstanding disagreement between an applicant and a Council over the level of information required in order to validate an application. It is hoped however that such provisions would only be required as a matter of last resort.

7. Pre-application Advice

7.1 In all but the most straightforward cases, the planning application process will be more efficient if applicants have sought advice about a proposed development and the information that will be expected to be submitted with an application, before making any application.

7.2 Pre-application discussions are therefore an important stage in ensuring that applications are complete in terms of their information requirements. The Government recommends that LPAs and applicants should take a positive attitude towards pre-application discussions so that formal applications can be dealt with in a more certain and speedy manner and the quality of decisions can be better assured. In addition to addressing the information requirements of formal applications, pre-application discussions can bring about a better mutual understanding of the planning history, policies, objectives and constraints that apply to the particular site and assist in proposals being adapted to better reflect community aspirations. They can also assist applicants by clarifying and narrowing down the information required to support a planning application. This will have the advantage of avoiding unnecessary work and expenditure and minimising delay in the handling of your application.

7.3 The Council operates a One Stop Shop pre-application submission service, which is a fee based service and offers written responses, meetings and site meetings. Further information and the fee schedule can be viewed on the link below;

https://www.hartlepool.gov.uk/info/20222/planning/373/planning_advisory_service

8. Local Planning Authority Contacts

Council	Phone	Email / Website
Hartlepool Borough Council	01429 523741	developmentcontrol@hartlepool.gov.uk www.hartlepool.gov.uk

9. General Data Protection Regulation

9.1 The Council will collect and process personal information in line with legal obligations, details of which can be found on the web site https://www.hartlepool.gov.uk/info/20032/access_to_information/500/access_to_information/8 or by telephoning 01429 266522. Personal Information will be handled in accordance with the General Data Protection Regulation.

Appendix 1- National and Local Validation Requirement Notes to accompany checklists

NATIONAL VALIDATION REQUIREMENTS

1. Completed Application Form

All of the relevant questions should be responded to, or the words “Not Applicable” or N/A should be inserted for clarity. See: “3. Ownership Certificates” below with regard to certificates on the form.

The Government wishes to encourage the submission of applications electronically wherever possible, as this provides opportunities for streamlining procedures and reducing costs. This can be done via email to developmentcontrol@hartlepool.gov.uk, or via one of the online planning application submission websites. For electronic applications, a typed signature of the applicant or agent’s name is acceptable.

Where applicants wish to make an application in paper form, the original of the completed application form, plus one additional copy must be submitted. The same applies to all other plans and information that accompanies an application submitted in paper form i.e. a total of two sets are required. The application forms can be downloaded from the following link or requested from the LPA;

https://www.hartlepool.gov.uk/info/20222/planning/382/apply_for_planning_permission

The vast majority of applications can be made using the standard application form. The standard application form cannot currently be used for applications for mining operations or the use of land for mineral-working deposits, although there is a separate paper form for onshore oil and gas development. For ‘householder’ applications, please use the relevant householder application form.

Applications made under the Planning (Hazardous Substances) Act 1990 for hazardous substance consent are also not covered by the Standard Application Form. Such applications must be made on a form provided by the LPA.

2. Location Plan

All applications must include copies of a location plan based on an up-to-date map. This should be at an identified standard metric scale (1:1250, or for larger or more rural sites at 1:2000 or 1:2500). The location plan should identify sufficient roads (at least 2 road names) and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear. The application site should be edged clearly with a red line on the location plan and show the direction of north.

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, 2 road names, visibility splays, landscaping, car parking and open areas around buildings.

A blue line should be drawn around any other land owned or controlled by the applicant, close to or adjoining the application site.

A Location Plan should also;

- include a linear scale bar
- 'Do not scale' should be removed and replaced with other suitable wording allowing the LPA to scale from the drawing
- Provided at the scale indicated on the plan i.e. if the plan states 1:1250 @A4 the plan must be provided at A4 (electronically and/or hard copy).

Applicants should note that the copying of Ordnance Survey plans by unauthorised persons is an infringement of copyright. It should also be noted that use of Google Maps or similar platforms should not be used as this also infringes copyright and such plans are unlikely to be to the correct scale.

3. Ownership Certificates (A, B, C or D as applicable) and 4. Agricultural Land Declaration

The relevant certificates concerning the ownership of the application site and agricultural land declaration (which now forms part of the certificates as opposed to being a separated section) must accompany all forms of applications.

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

- Certificate A must be completed when the applicant is the sole owner of the site.
- Certificate B must be completed when the applicant is not sole owner of the site but all of the owner(s) of the site are known. The applicant needs to serve written notice on the person(s) who, on the day 21 days before the date the application is submitted was an owner of any part of the land to which the application relates. If a certificate has been served more than 21 days before the application was submitted the application will not be valid. A copy of this notice should be sent to the LPA (included in the planning application).

- If Certificate B has been completed, the applicant needs to serve written notice on the person(s) who on the day 21 days before the date the application is submitted was an owner of any part of site (apart from the applicant). Certificate B should include **both** the name and address of the relevant land owner.

- Certificate C must be completed when some of the owners of the site are known but not all.

If Certificate C has been completed, written notice must be served on the known owners of the site in question in the same way as the procedure under Certificate B and a copy sent to the LPA with the planning application.

There is also a requirement for the applicant to advertise the proposal in a local newspaper and this must not take place earlier than 21 days before the date of the application.

Certificate D must be completed when none of the owners of the site are known.

If Certificate D has been completed, the applicant is required to give notice of the proposal in a local newspaper. This must not take place earlier than 21 days before the date of the application and a copy of the notice must be included with the planning application
The relevant notice templates are available from the Planning Portal website.
https://ecab.planningportal.co.uk/uploads/1app/notices/notice1.pdf

All agricultural tenants on a site must be notified prior to the submission of a planning application. Applicants must certify through the completion of Certificates A, B, C or D that they have notified any agricultural tenants about their application, or that there are no agricultural tenants on the site. This is required whether or not the site includes an agricultural holding. It is incorporated into the standard application form (and certificates), and must be signed in order for the application to be valid.

No agricultural land declaration is required if the applicant is making an application for the approval of reserved matters, renewal of temporary planning permission, discharge or variation of conditions, tree preservation orders, listed building consent, a lawful development certificate, prior notification of certain developments with permitted development rights, a non-material amendment to an existing planning permission, or express consent to display an advertisement.

5. The Correct Fee

Most applications incur a fee and they cannot be validated without the correct fee being paid. The Planning Portal includes a helpful fee calculator and a fee schedule for applicants, although each Local Planning Authority is able to advise applicants on specific cases and payment methods. These can be found at:

https://www.planningportal.co.uk/app/fee-calculator

Note: the portal calculator includes the Planning Portal's service charge which applies to those applications submitted directly to the Planning Portal.

Note: For the purposes of fee calculation floor space is taken to be the gross amount (all storeys, including basements and garaging) to be created by the development.

This is an external measurement including thickness of external and internal walls. The fee can be confirmed by contacting the LPA.

6. Design and Access Statement

When is this required?

- Applications for major development as defined in article 2 of the Town and Country Planning (Development Management Procedure (England) Order 2015;

- The provision of dwellinghouses where -
  (i) the number of dwellinghouses to be provided is 10 or more; or
  (ii) the development is to be carried out on a site having an area of 0.5 hectares or more

- The provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more;

- Development carried out on a site having an area of 1 hectare or more (excluding minerals, mining or waste development applications)

- In World Heritage Sites or a conservation area;
  i. the provision of one or more dwellinghouse
  ii. the provision of a building (or extension) where the proposed floor space is more than 100 square metres;

- Applications for listed building consent

- Applications for waste development, a material change of use, engineering or mining operations do not need to be accompanied by a Design and Access Statement.

What information is required?

A Design and Access Statement sets out the design principles and concepts that have been applied to the development and how issues relating to access to the development have been dealt with.

For Planning Applications they must:

- Explain the design principles and concepts that have been applied to the development;
- Demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account;

- Explain the policy adopted as to access, and how policies relating to access in relevant local development documents have been taken into account;
- State what, if any, consultation has been undertaken on issues relating to access to the development and what account has been taken of the outcome of any such consultation; and
- Explain how any specific issues which might affect access to the development have been addressed.
- Provide a description of any heritage asset affected, including any contribution made by their setting and the contribution made by the development to local character and distinctiveness

For Listed Building Consent applications they must:

- Explain how the design principles and concepts that have been applied to the works take account of:

    - The special architectural or historic importance of the building;
    - The particular physical features of the building that reflect and illustrate the significance of the building ;
    - The building's setting.

Where appropriate a Design and Access Statement may also include a Heritage Statement (see requirement 15).

Alongside the submission of a Design and Access Statement and a Planning Statement (see section 21 below) the LPA expects developers to consider and incorporate reference to the Residential Design Guide (2019) with a greater focus on Building for A Healthy Life and Nationally Described Space Standards within their application submissions.

Outline Planning Applications

An outline planning application is a means of establishing the principle of a proposed development without having to supply all of the details. The grant of outline planning permission will then be conditional upon the subsequent approval of details of 'reserved matters' – as defined below.

The Government has set down the minimum level of information that must be submitted with outline applications, as follows:-

- **Use** – the use or uses proposed for the development and any distinct development zones within the application site.
- **Amount of development** – the amount of development for each use.
- **Indicative access points** – an area or areas in which access point or points to the site will be situated.

An outline application may also contain details and seek approval of one or more of the reserved matters, but at least one must be reserved for later approval. It should be noted that for an outline application it is necessary to indicate access points on the submitted plans even if access will be a reserved matter.

An applicant can choose to submit details of any of the reserved matters as part of an outline application. Unless the applicant has indicated that those details are submitted "for illustrative purposes only" (or has otherwise indicated that they are not formally part of the application), the LPA must treat them as part of the development in respect of which the application is being made; the LPA cannot reserve that matter by condition for subsequent approval.

If the LPA considers that an outline application ought not to be considered separately from all or any of the reserved matters, the LPA must, within the period of 1 month beginning with the date of receipt of the application, notify the applicant that they are unable to determine it unless further details are submitted, specifying the further details they require.

Reserved Matters Applications

Reserved matters are defined by the Government as follows:-

- **Layout** – the way in which buildings, routes and open spaces are provided within the development and their relationship to buildings and spaces outside the development.
- **Scale** – the height, width and length of each building proposed in relation to its surroundings.
- **Appearance** – the aspects of a building or place which determine the visual impression it makes. This includes the external built form of the development, its architecture, materials, decoration, lighting, colour and texture.
- **Access** – the accessibility to and within the site for vehicles, cycles and pedestrians in terms of the positioning and treatment of access and circulation and how these fit into the surrounding network.
- **Landscaping** – this is the treatment of private and public space to enhance or protect the amenities of the site through hard and soft measures. This may include, for example, planting of trees or hedges, screening by fences or walls, the formation of banks or terraces, or the layout of gardens, courts or squares.

(N.B) For applications for approval of reserved matters pursuant to outline permissions where the outline application was submitted prior to 10 August 2006, the relevant reserved matters are siting, design, external appearance, means of access and the landscaping of the site.)

Biodiversity Net Gain

Regulations introduced on the 12th February 2024 and 2nd April 2024 include national (N) and local (L) validation requirements in respect to mandatory Biodiversity Net Gain (see associated HBC web page https://www.hartlepool.gov.uk/info/20013/planning_and_building_control/1231/biodiversity_net_gain).
These are outlined below in **section 11**.

Fire Statement

There is a requirement for a **Fire Statement** which applies to certain types of high rise buildings. Further information and details of such requirements can be viewed at section 12.

LOCAL VALIDATION REQUIREMENTS

7. Plans – Site Plan/Block Plan (Existing and Proposed)

All applications should include existing and proposed site or block plans at a standard metric scale (typically 1:200 or 1;500) based on an up-to-date map. The application site should be edged clearly with a red line on the site plan/block plan and show the direction of north (as required by the DMPO [as amended], 2015). A Site Plan/Block Plan should also include;

- a linear scale bar
- 'Do not scale' should be removed and replaced with other suitable wording allowing the LPA to scale from the drawing
- Provided at the scale indicated on the plan i.e. if the plan states 1:200 @A3 the plan must be provided at A3 (electronically and/or hard copy).

An existing site plan should accurately show:

- The footprint of all existing buildings on site with written dimensions and distances to the site boundaries.

The following information should also be shown, unless these would not influence or be affected by the proposed development;

- 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 position of all existing trees on the site, and those on adjacent land labelled with species, diameter at 1.5 metres from ground level and the root protection area of 12 times the diameter marked on (See **Section 30**).
- The extent and type of any hard surfacing;
- Boundary treatment including the type and height of walls or fencing.

A proposed site plan should accurately show:

- The footprint of the proposed development (where applicable) and all buildings to be retained with written dimensions and distances to the site boundaries.

The following information should also be shown, unless these would not influence or be affected by the proposed development:

- 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 position of all trees to be retained labelled with species, diameter at 1.5 metres from ground level and the root protection area of 12 times the diameter marked on and any proposed tree planting (See **Section 30**).
- The extent and type of any hard surfacing;
- Boundary treatment including the type and height of walls or fencing.

For residential development schemes of 10 or more dwellings, a **Separation Distances Block/Site Plan** shall be provided to demonstrate the scheme's compliance with the required separation distances of Hartlepool Local Plan Policy QP4 and the Council's Residential Design Guide SPD (2019). Such distances are applied between proposed dwellings themselves and between the proposed dwellings and existing neighbouring properties.

8. Application Plans/Drawings

When is this required?

- **Elevation plan drawings** should be submitted for all applications where external alterations are proposed;
- **Floor plan drawings**, Site Sections and Site Levels should be submitted for applications where this would be expected to add to the understanding of the proposal;
- **Roof plan drawings** should be submitted where there is an alteration to an existing roof or otherwise where this is expected to add to the understanding of the proposal.

What information is required?

(a) Existing and Proposed Elevations

The drawings of the elevations should be at a scale of 1:50, 1:75 or 1:100 and all external sides of the proposal must be shown, along with the proposed building materials and the style, materials and finish of windows and doors where possible. Where a proposed elevation adjoins another building/structure or is in close proximity the drawing should clearly show the relationship between the two buildings/structures and detail the positions of any openings on each property. Proposed blank elevations must also be included, if only to show that this is in fact the case (or where appropriate, a 'through-section' drawing provided).

(b) Existing and Proposed Floor Plans

The submitted drawings should be at a scale of 1:50, 1:75 or 1:100 and should explain the proposal in detail. Where existing buildings or walls are to be demolished, these should be clearly shown. The proposed development should be shown in context with the site boundary and any existing adjacent buildings including property numbers/names where appropriate.

(c) Existing and Proposed Site Sections and Site Levels (where applicable)

Section drawings should be drawn at a scale of 1:50, 1:75 or 1:100 showing how the proposed development relates to existing site levels and adjacent land (with levels related to a fixed datum point off site).

(d) Roof Plan

A roof plan is used to show the shape of the roof, its location, and specifying the roofing material to be used, and should be drawn to a scale of 1:50, 1:75 or 1:100.

For applications for window and door replacements to a building classed as a heritage asset (for example listed buildings, locally listed buildings, buildings within a conservation area):

Cross sections through the existing and proposed window or door (either looking through a side profile or a 'top down' section, or both) should be provided to show the context of how the existing window or door, and how the proposed replacement window, will sit within the existing opening or within an existing feature. This is required to show and understand any increase in depth, the opening mechanism and the retention or loss of any other existing details, for example how a replacement window would sit on the stone cill of a bay window or how it would sit within a reveal.

Cross sections should be drawn to an appropriate, smaller scale, usually 1:1, 1:5, 1;10 or 1;20.

Other supporting details will also assist where uPVC windows are proposed for example the manufacturers specification/brochure of the windows (where multiple options are shown, the chosen proposal should be identified). Photos of existing windows and opening mechanisms will also assist but will not override the requirement for the 'sections'.

For applications for advertisement consent only:

The following should be submitted:

- Where multiple adverts are proposed a site plan to a scale of either 1:100, 1:200 or 1;500 showing the direction of north, all buildings on site, and the position of the advert(s) with written dimensions and distances to the site boundaries as a minimum;

- Plans of the advert(s) to a scale of 1:50, 1:75 or 1:100 showing their size, position on buildings or land, height above ground level, extent of projection, sections, materials, colours and method of fixing;

- Details of means of illumination where applicable, with section through advertisement and method of illumination.

- Advertisement consent applications may also include existing and proposed photomontages to supplement scaled plans.

Other Requirements for all Drawings;

All drawings (floor plans, elevations, roof plans etc.) should also;

- include a linear scale bar
- 'Do not scale' should be removed and replaced with other suitable wording allowing the LPA to scale from the drawing
- Provided at the scale indicated on the plan i.e. if the plan states 1:100 @A1 the plan must be provided at A1 (electronically and/or hard copy).

9. Air Quality Assessment

When is this required?

The following criteria are provided to help establish when an air quality assessment is likely to be considered necessary, but they are by no means exhaustive:

- Where a development would lead to a minimum 5% increase in traffic within an Air Quality Management Area (AQMA) or 10% elsewhere;
- Where the Average Annual Daily Traffic (AADT) would exceed 10,000 vehicles (or 5,000 if narrow and congested);
- Where a development would increase the number of Heavy Goods Vehicle journeys by more than 200 per day;
- Where there would be an increase of 50 parking spaces within an AQMA or 100 spaces elsewhere;
- Major development (greater than 10 dwellings/1,000 square metres floorspace) within or adjacent to an AQMA;
- Development in excess of 100 dwellings or 10,000 square metres floorspace (or an equivalent combination);
- Where a development would include Biomass boilers or a Combined Heat and Power Plant;
- Proposals for industrial processes where there are direct emissions to the air.

If further details or clarification are required on whether an air quality assessment is required please contact the Local Planning Authority or HBC Environmental Protection on 01429 284024

What information is required?

The purpose of an air quality assessment is to demonstrate the likely changes in air quality or exposure to air pollutants, as a result of a proposed development. There are three basic steps in an assessment:

- Assess the existing air quality in the study area (existing baseline);
- Predict the future air quality without the development in place (future baseline);
- Predict the future air quality with the development in place (with development).

The report should also contain the following information:

- Relevant details of the proposed development;
- Description of the relevant air quality standards and objectives;
- Details of the assessment methodology and input data including: traffic data; emissions data; meteorological data; baseline pollutant concentrations; other relevant parameters;
- Results of the modelling assessment and an assessment of the significance of the result;
- Summary of the assessment results, which should include: impacts of construction phase of development; impact that change in emissions will have on ambient air quality concentrations; any exceedance of air quality objectives or worsening of air quality; a verification of the model outputs; any impacts upon sensitive ecological habitats vulnerable to deposition from increased emissions

- For developments with a potential impact on the strategic highway road network Highway England should be contacted

Where a local authority has adopted an Air Quality Action Plan or Air Quality Strategy, the assessment should detail whether any of the actions contained within these will be directly compromised or rendered ineffective by the development.

Policy Background

Government Policy or Guidance

- National Planning Policy Framework (NPPF) – Section 15. Conserving and enhancing the natural environment
- National Planning Practice Guidance – Air Quality Section

Adopted Hartlepool Local Plan (2018) Policies:

EMP4: Specialist Industries
CC1: Minimising and adapting to climate change
QP6: Technical Matters

Area specific requirements and further information:

- Development Control: Planning for Air quality - 2010 update (Environmental Protection UK)

https://www.gov.uk/government/publications/2010-to-2015-government-policy-environmental-quality/2010-to-2015-government-policy-environmental-quality

10. Agricultural Land Classification Report

When is this required?

Any development on land that is currently or last in use for agriculture.

What information is required?

A Statement setting out the agricultural land classification and whether the proposals would involve the loss of any Best and Most Versatile (BMV) agricultural land (Class 1, 2 or 3a). A Survey may also be required where necessary (further advice is contained within the Natural England guidance (Guide to assessing development proposals on agricultural land) in the link below.

Policy Background

Government Policy or Guidance

National Planning Policy Framework – Section 15 Conserving and enhancing the natural environment

National Guidance – Natural Environment Reference ID8 https://www.gov.uk/guidance/natural-environment

Natural England Guidance - Guide to assessing development proposals on agricultural land (including survey requirements)
https://www.gov.uk/government/publications/agricultural-land-assess-proposals-for-development/guide-to-assessing-development-proposals-on-agricultural-land

Natural England Guidance - Agricultural Land Classification
https://publications.naturalengland.org.uk/publication/6257050620264448

Agricultural Land Classification detailed Post 1988 ALC survey
https://publications.naturalengland.org.uk/category/6249382855835648

Natural England Guidance - Provisional Agricultural Land Classification (ALC) (England);
https://naturalengland-defra.opendata.arcgis.com/datasets/Defra::provisional-agricultural-land-classification-alc-england/about

Adopted Hartlepool Local Plan (2018) Policies:

HLP Policy RUR1 - Development in the rural area
HLP Policy NE1 – Natural environment

11. Archaeological Assessments

When is this required?

- Planning applications that may affect the significance of any heritage asset, including its setting.
- This will include Scheduled Monuments, sites on the Hartlepool Historic Environment Record and development in the vicinity of such sites, and sites with the potential to include heritage assets with archaeological interest.
- A basic copy of the HER is available for viewing on the Tees Archaeology website https://teesarchaeology.com/historical-environmental-record-her/
- Early discussion should take place with Tees Archaeology to determine if an Archaeological Assessment is required

What Information is required?

There are two stages in assessing the archaeological impact of a development, **Desk Based Assessment** and if required either **Archaeological Evaluation** and/or **Archaeological Building Assessment.**

1. Archaeological Desk Based Assessment

An **Archaeological Desk Based Assessment** should include details of any heritage assets affected by the development and an assessment of their significance, it should be produced by an experienced professional archaeologist. The level of detail should be proportionate to the assets' importance and sufficient to understand the impact of the proposal on their significance. It should make recommendations for any further work. A search of the Tees Archaeology HER should be conducted to inform the **Desk Based Assessment**. Tees Archaeology should be contacted directly for complete and up to date records within the search area; the online HER is not to be used for the preparation of planning documents.

Further information about the purpose and contents of a **Desk Based Assessment** can be found on the website of the Chartered Institute for Archaeologists:-

http://www.archaeologists.net/codes/cifa

Where there is insufficient information to properly assess the significance of the heritage asset or the impact of the proposal on it then an **Archaeological Evaluation** or **Archaeological Building Assessment** will be required.

2. Archaeological Evaluation

An **Archaeological Evaluation** will be required where there is insufficient information to allow an **Archaeological Desk Based Assessment** to fully assess the significance of a heritage asset or the impact of the proposal on it, or where a site has the potential to include heritage assets with archaeological interest.

Archaeological Evaluation can include fieldwalking, earthwork survey, geophysical survey and/or trial trenching. It must be carried out by experienced professional archaeologists. The intent of archaeological evaluation is to define the character, extent, quality and preservation of any archaeological remains and allow an assessment of their significance.

- The requirement for some form of archaeological evaluation may be set out in the **Desk Based Assessment or**
- May arise from discussion of the **Desk Based Assessment** with Tees Archaeology

The nature and extent of any **Archaeological Evaluation** will be agreed with Tees Archaeology.

3. Archaeological Building Assessment

An **Archaeological Building Assessment** will be required where a structure of heritage interest is identified in the **Archaeological Desk Based Assessment** but where there is insufficient information to fully assess the significance of a heritage asset or the impact of the proposal on it.

This is a programme of work to establish the character, history, dating, form and archaeological development of a specified building, structure or complex and its setting. It must be undertaken by an experienced professional archaeologist or buildings historian.

This does not apply to Listed Buildings or buildings in a Conservation Area. These would fall under the requirement for a Heritage Statement.

- The requirement for some form of archaeological building assessment may be set out in the **Desk Based Assessment or**
- May arise from discussion of the **Desk Based Assessment** with Tees Archaeology

The type and extent of any **Archaeological Building Assessment** will be agreed with Tees Archaeology

Applicants are advised to discuss proposals with a planning officer or Tees Archaeology if they are uncertain of any requirements.

Policy Background

Government policy or guidance:

- National Planning Policy Framework – Section 16. Conserving and Enhancing the Historic Environment
- National Planning Practice Guidance – Conserving and enhancing the historic environment section.
- Historic England Good Practice in Planning Notes 1,2 and 3;

https://historicengland.org.uk/advice/planning/planning-system/

- Historic England Advice Note 17;

https://historicengland.org.uk/images-books/publications/planning-archaeology-advice-note-17

Adopted Hartlepool Local Plan (2018) Policies:
HE2: Archaeology
QP4: Layout and Design of Development
QP6: Technical Matters

Area specific requirements and further information:
- Rosie Banens, Archaeologist (Planning), Tees Archaeology, Sir William Gray House, Clarence Road, Hartlepool, TS24 8BT
Email rosie.banens@hartlepool.gov.uk | Tel 01429 523457 |
https://teesarchaeology.com/historical-environmental-record-her/

12. Ecological Survey Assessment (& Mitigation Report & Protected Species Survey Assessment & Mitigation Report) and Biodiversity Net Gain Requirements

The planning authority has a duty to consider the conservation of biodiversity when determining a planning application. This includes having regard to the safeguard of designated sites and species protected under the Wildlife and Countryside Act 1981 (amended), the Conservation of Habitats and Species Regulations 2017 (amended) the Badger Act 1992 and Hedgerow Regulations 1997 as well as to safeguard designated sites and habitats and species of Principal Importance under Section 41 of the Natural Environment and Rural Communities Act (2006).

When could either of these be required?

Protected species are defined here as species which have protection under the Conservation of Habitats and Species Regulations and the Wildlife and Countryside Act, which in Hartlepool includes all species of typical bat, otter, great crested newt, water vole, barn owl and others. Applications that involve modification / demolition (including in part) of the following must provide a protected species survey, assessment and mitigation report unless an exception applies:

- Permanent agricultural buildings;
- Buildings with weather boarding, wooden cladding and/or hanging tiles within 200 metres of woodland or water;
- Pre-1980 buildings within 200 metres of woodland or water and pre-1919 buildings within 400 metres of woodland or water; buildings/structures of any age within or immediately adjacent to woodland and/or water;
- Tunnels, mines, kilns, ice houses, adits, military fortifications, air raid shelters, cellars and similar underground ducts and structures;
- Bridges, aqueducts and viaducts;
- Buildings known to support roosting bats.

Applications that include the following must provide a protected species survey, assessment and mitigation report unless an exception applies:

- Floodlighting within 50 metres of woodland, water or hedgerows / lines of trees with an obvious connection to woodland or water;
- Works to fell or lop veteran trees, trees with obvious cracks, holes and cavities, or trees with a diameter greater than a metre at chest height;
- Major proposals within 500 metres of the perimeter of a pond, or 200 metres of rivers, streams, canals, lakes or other aquatic habitats such as wetlands;
- Minor proposals within 100 metres of a pond or adjacent to rivers, streams, canals, lakes or other aquatic habitats such as wetlands;
- Proposals for wind turbines.

Applications affecting any of the following must provide an ecological survey assessment and mitigation report, unless an exception applies:

- An Internationally or European protected sites or candidate sites: Special Protection Area (SPA)/Ramsar Site, Special Area of Conservation (SAC) – Habitats Regulations Assessment (HRA) required.
- Site of Special Scientific Interest (SSSI);
- Local Wildlife Sites (LWS);
- Local Nature Reserve (LNR)
- Wildlife Corridors;
- Habitats and species of Principal Importance ('Priority') as defined in Section 41 of the Natural Environment and Rural Communities Act 2006 and the Priority habitats and species in the Tees Valley, (Biodiversity Action Plan (BAP)).

Exceptions:

A survey assessment & mitigation report may be waived if:

- Following consultation at the pre-application stage, it is confirmed in writing by the Council that a survey/report is not required;
- A reasoned risk assessment, undertaken by a suitably qualified ecologist, is submitted demonstrating that no protected species are present, or that none would be adversely affected by the proposal.

Please seek pre-application advice from the Local Planning Authority for clarification on when a survey assessment and mitigation report or a HRA screening would be required.

What information is required?

Where a development has the potential to impact on protected sites, priority habitats or species, appropriate surveys and assessments will be required with the application. Reports should adhere to Chartered Institute of Ecology and Environmental Management (CIEEM) guidelines and the British Standard BS 42020:2013 Biodiversity: Code of Practice for planning and development.

The survey assessment must identify and describe potential impacts from the proposal likely to harm designated sites, priority habitats, priority species and/or their habitats and other listed biodiversity features identified by the survey (these should include both direct and indirect effects both during construction and afterwards) where harm is likely.

Survey assessment must also record any W&C Act Schedule 9 invasive species and how the report show how they will be dealt with as part of the application.

The report must include detail regarding alternative designs or locations, how adverse effects will be avoided, how unavoidable impacts will be mitigated or reduced and how the impacts that cannot be avoided or mitigated will be compensated. The assessment should indicate if there will be a net loss or a net gain for biodiversity.

Appropriate, accompanying plans should show any wildlife habitats or features and the location of protected habitats and/or species to the development.

Where protected or priority species are known or have a reasonable likelihood of occurring, a detailed survey and assessment must be carried out by a specialist (species which are not

detectable due to the time of year and are not in the biological record database, but never the less could reasonably expected to occur, must be included). Species surveys cannot be conditioned as the findings could impact upon the design of the scheme. The use of eDNA sampling techniques for assessing great crested newt presence/ absence in ponds may be appropriate. If this technique is used, the full set of results should be appended to the report. The application may require an in-combination assessment of species, if the species is impacted by multiple applications, for example breeding farmland birds.

Failure to provide information regarding priority species and habitats at the outset can significantly delay the processing of your planning application. Depending on the results of the initial survey, further surveys may be required. The results from these may require design and layout changes to accommodate impacts that have not been addressed in the original proposal.

BNG Requirements

Regulations introduced on the 12th February 2024 include national **(N)** and local **(L)** validation requirements for Biodiversity Net Gain (see associated HBC web page https://www.hartlepool.gov.uk/info/20222/planning/1238/biodiversity_net_gain.

These are outlined below.

The most up to date **Statutory Biodiversity Metric** tool for calculating biodiversity losses and gains should be used for all major applications in order to assess habitats to the nationally agreed standard. The **Small Sites Metric** (**Statutory Biodiversity Metric)** is a simplified version of the Statutory Biodiversity Metric. It has been specifically been designed for use on small development sites where the project chooses to do so. Such sites are defined (for the purposes of this Small Sites Metric) as small sites where certain criteria are met (primarily non 'major' residential and non-residential development). For further information, see the link at the bottom of this section.

Where applicants consider that development would not be subject to the general Biodiversity Gain Plan Condition the regulations provide that the applicant must provide a **statement** as part of their application setting out why they believe this is the case. An applicant would be expected in this statement to set out what exemption(s) or transitional provision(s) apply to the development. In some cases, the exemption or transitional provision will be evident as they relate to the type of permission: the planning application form for household development already includes a pre-populated statement. In other cases, evidence may need to be provided. (Where not already done so in due course, planning application forms will be issued which will include relevant biodiversity net gain question's which will allow space for this statement) **(N).**

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

- a statement as to whether the applicant believes that planning permission, if granted, would be subject to the biodiversity gain condition **(N)**;

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

In addition, the following local validation requirements should be adhered to:

- a draft Habitat Management and Monitoring Plan as part of the application which sets out the proposals for long term maintenance of habitats to be secured through planning condition or planning obligation **(L)**;
- where off-site biodiversity gains are proposed applicants are encouraged to provide the local planning authority with draft heads of terms clearly setting out the obligations that they are likely to be bound by in a section 106 agreement or conservation covenant, should permission be granted **(L)**;
- An Ecological Impact Assessment Report containing the following information **(L)**;
    - Up to date information on national and local designated sites on and close to the application site.
    - A baseline assessment of habitats on site and links to nearby habitats off site (using the Statutory Biodiversity Metric for major applications);
    - A baseline assessment of Priority species present or likely to be present on the site and adjacent to the red line boundary;
    - Desktop local wildlife records searches covering an appropriate distance from the centre of the site
    - Assessment of likely adverse impacts and the agreed remedial measures following the mitigation hierarchy (avoid, mitigate, compensate).
    - Biodiversity enhancement measures.
    - All mitigation measures must be agreed by the applicant and the Report must be marked 'Final'.

Surveys and supporting information outlined above should be undertaken by competent persons with suitable qualifications and experience (with names and qualifications provided, and where relevant Licence details of the ecologist completing the surveys) and must be carried out at the correct time of year (with the date undertaken given), as well as in suitable weather conditions

using recognised survey methodologies and guidelines; some surveys can only take place at certain times of the year.

Further information on appropriate survey methods can be found in Guidance on Survey Methodology published by the Chartered Institute of Ecology and Environmental Management (CIEEM) (https://www.cieem.net/general-survey-advice) as well as British Standard BS 42020:2013 Biodiversity - Code of practice for planning and development.

Discharging the Biodiversity Gain Plan Condition

The regulations apply a pre-commencement condition to all in scope development this will require a Biodiversity Gain Plan to be submitted and approved by the Local Planning Authority prior to the commencement of development. It is treated as a discharge of condition application and attracts the same fee. A discharge of conditions application form should be used.

The following content of a Biodiversity Gain Plan is required for standard development which is not to proceed in phases. Where planning permission is granted that has the effect of permitting development in phases, there are different requirements for the Biodiversity Gain Plan (please see Planning Practice Guidance link below).

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

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

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

- name and address of the person completing the Plan, and (if different) the person submitting the Plan
- the reference number of the planning permission to which the plan relates;
- a description of the development to which the plan relates
- the completed Statutory Biodiversity Metric Calculation Tool, stating the version of the biodiversity metric used and showing the calculation of the pre-development and post-development biodiversity value

- a description of arrangements for maintenance and monitoring of habitat enhancement to which paragraph 9(3) of Schedule 7A to the 1990 Act applies (habitat enhancement which must be maintained for at least 30 years after the development is completed)
- (in cases where there is no irreplaceable habitat on the development site) how the biodiversity gain hierarchy will be followed and where to the extent any actions in that hierarchy are not followed, the reason for that
- the relevant date for the purposes of calculating the pre-development biodiversity value of onsite habitats
    - pre-development and post-development plans —
        - showing the location of onsite habitat;
        - drawn to an identified scale and showing the direction of North; and
    - in relation to any part of the development for which planning permission is granted where the onsite habitat of that part is irreplaceable habitat arrangements for compensation for any impact the development has on the biodiversity of the irreplaceable habitat

There is a standard **Biodiversity Gain Plan template** available to complete which brings together many of these matters into one document. See link below;
https://www.gov.uk/government/publications/biodiversity-gain-plan

A Biodiversity Gain Plan must be submitted no earlier than the day after the relevant planning permission has been granted. Once approved it cannot be amended however a new Biodiversity Gain Plan can be submitted to the planning authority for approval. When submitting this it should be made clear that the intention is that the new plan will supersede any previously approved plan.

Where an application is **phased**, additional requirements will apply which will be clarified in due course. In the meantime, draft guidance including national information and validation requirements can be viewed here;
https://www.gov.uk/guidance/draft-biodiversity-net-gain-planning-practice-guidance

Habitats Regulations Assessment (HRA)

Where a development could impact upon an Internationally or European Protected Site or candidate site a HRA will be required. This includes housing developments which have an indirect impact on Sites through off-site recreational disturbance caused by house owners. The HRA is an overall assessment process, which involves four stages, including screening and Appropriate Assessment. The process seeks to identify and mitigate any potential 'likely significant effects' (LSE) which may impact upon the designated site, either alone or in-combination with other plans and projects. The Council runs a Coastal Mitigation Project to which financial contributions can be made to mitigate LSE.

For further details please contact the Local Planning Authority at pre-application stage.

Policy Background

Government policy or guidance:

- National Planning Policy Framework – Section 15: Conserving and enhancing the natural environment
- National Planning Practice Guidance – Natural Environment section

Adopted Hartlepool Local Plan (2018) Policies:

Policy NE1: Natural Environment
Policy NE2: Green Infrastructure
Policy NE3: Green Wedges
Policy NE4: Ecological Networks
Policy NE5: Playing Fields
Policy NE6: Protection of Incidental Open Space
Policy NE7: Landscaping along main transport corridors
QP6: Technical Matters

Area specific requirements and further information:

HBC BNG Guidance Page;
https://www.hartlepool.gov.uk/info/20222/planning/1238/biodiversity_net_gain

Natural England website
https://www.gov.uk/government/organisations/natural-england

The Statutory Biodiversity Metric user guide and calculation tool can be found from the following link;
https://www.gov.uk/government/publications/statutory-biodiversity-metric-tools-and-guides

The Small Sites Metric (Statutory Biodiversity Metric) user guide and calculation tool can be found from the following link;
https://www.gov.uk/government/publications/statutory-biodiversity-metric-tools-and-guides

CIEEM Website: Guide to Ecological Surveys and Their Purpose
https://cieem.net/resource/guide-to-ecological-surveys-and-their-purpose/

13. Fire Statement – High Rise Residential Buildings

When is this required?

Fire statements support the consideration of information on fire safety matters, as they relate to land use planning. They are a national requirement for all planning applications that:

- Contain two or more dwelling or educational accommodation; and
- Meet the height condition of 18m or more in height, or 7 or more storeys.

"Dwellings" includes flats, and "educational accommodation" means residential accommodation for the use of students boarding at a boarding school or in later stages of education (for definitions see article 9A(9) of the Town and Country Planning Development Management (England) Procedure Order 2015 as amended by article 4 of the 2021 Order.

What information is required?

Fire statements must include information about (not exhaustive list):

- The principles, concepts and approach relating to fire safety that have been applied to each building in the development;
- The site layout;
- Emergency vehicle access and water supplies for firefighting purposes;
- What, if any, consultation has been undertaken on issues relating to the fire safety of the development; and what account has been taken of this; and
- How any policies relating to fire safety in relevant local development documents have been taken into account.

Fire statements will be required to include information on the entire development as set out on the plan which identifies the land to which the application relates.

The Secretary of State has provided a form which can be used as a fire statement, although a form of similar effect may be accepted; https://www.gov.uk/government/publications/planning-application-forms-templates-for-local-planning-authorities

Policy Background

Government Policy and Guidance:

- National Planning Policy Framework - Section 8. Promoting healthy and safe communities
- National Planning Practice Guidance – Fire safety and high-rise residential buildings

Adopted Hartlepool Local Plan (2018) Policies:

Policy QP5: Safety and Security
Policy QP6: Technical Matters

14. Flood Risk and Drainage Assessments

Flood Risk Assessment

When is this required?

All planning applications for:

- Development within a local authority's own identified critical drainage area, Flood Zones 2 & 3 or areas affected by 'flood risk from surface water' or 'flood risk from reservoirs'; https://flood-map-for-planning.service.gov.uk/
- Development on sites of 1ha or greater;
- Development or changes of use to a more vulnerable class that may be subject to other sources of flooding (see relevant section of National Planning Practice Guidance on Flood Risk and Coastal Change - https://www.gov.uk/guidance/flood-risk-and-coastal-change/

What information is required?

For both residential extensions and non-residential extensions of less than 250 square metres in a local authority identified critical drainage area and Flood Risk Zones 2 and 3, a simple flood risk assessment is required. Further advice, including updated advice from the Environment Agency in August 2025, can be obtained using the links below:

The EA guidance directs users to the Planning Portal which includes guidance on 'What to include in your flood risk assessment' - https://www.planningportal.co.uk/permission/commercial-developments/understanding-and-assessing-flood-risk/your-flood-risk-assessment

This in turn advises that an FRA should contain the information set out in the site-specific flood risk assessment checklist; https://www.gov.uk/guidance/flood-risk-and-coastal-change#Site-Specific-Flood-Risk-Assessment-checklist-section
+
https://www.gov.uk/guidance/flood-risk-assessment-for-planning-applications

Otherwise, a Flood Risk Assessment should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account.

A Flood Risk Assessment should include the following information:

Zone 1

- Existing flood risk to the site from localised sources & impact of development upon run off rates;
- Design measures proposed to mitigate run off rates (SUDS).

Zone 2

- Existing flood risk to the site from all sources & potential impact of development upon flood risk only (High level assessment only);
- Design measures proposed to mitigate risk of flooding, and their impact (details should include floor levels, ground levels, evacuation routes, SUDS.

Zone 3

- Existing flood risk to the site from all sources (e.g. flood depth, flow routes, flood velocity, defence failure);
- Potential impact of development upon flood risk;
- Design measures proposed to mitigate risk of flooding, and their impact (details should include floor levels, ground levels, evacuation routes, SUDS).

Applications for new development in Flood Zones 2 and 3 should contain a sequential testing statement (except for householder extensions, non-residential extensions of less than 250sq. metres or renewable energy proposals) which should demonstrate to the local authority that there are no reasonably available alternative sites where the proposed development could be sited within an area of lower flood risk. It is recommended that applicants consider and apply the sequential approach prior to the submission of a full application to avoid unnecessary costs due to planning permission being refused.

The applicant needs to submit the following evidence to allow the local authority to consider the sequential test:

- A written statement explaining the area of search;
- A map identifying all other sites considered within lower areas of flood risk;
- A written statement explaining why the alternative sites listed within lower areas of flood risk are not reasonably available.

However, if the sequential test is passed there are still some vulnerable types of development that should not normally be allowed in Flood Zones 2 and 3 unless there are exceptional circumstances. These circumstances are established by using the Exception Test. More information on this can be found in the guidance links at the bottom of this section.

For the exception test to be passed it has to satisfy each of the following three tests:

- It must be demonstrated that the proposed development provides significant wider sustainability benefits to the community that outweighs flood risk;
- The development must be on previously developed land;
- A Flood Risk Assessment submitted with the application must demonstrate that the development will be safe without increasing flood risk elsewhere and where possible reduce flood risk overall.

Policy Background

Government policy or guidance:

- National Planning Policy Framework – Section 14. Meeting the challenge of climate change, flooding and coastal change
- National Planning Practice Guidance – Flood Risk and Coastal Change section
- Environment Agency Standing Advice Development and Flood Risk

https://www.gov.uk/guidance/flood-risk-and-coastal-change#Site-Specific-Flood-Risk-Assessment-checklist-section
+
https://www.gov.uk/guidance/flood-risk-assessment-for-planning-applications

Adopted Hartlepool Local Plan (2018) Policies:
CC1: Minimising and adapting to climate change
CC2: Reducing and mitigating flood risk
QP6: Technical Matters

Area Specific requirements and further information:
- Scott Parkes, HBC Consultancy Manager
  Email scott.parkes@hartlepool.gov.uk

Surface Water Drainage Assessment

When is this required?

All major development as set out in the Town and Country Planning (Development Management Procedure) (England) Order 2015.

A basic surface water drainage strategy may be required for certain non-major applications with further advice set out below.

What information is required?

To ensure the Local Planning Authority (LPA) can determine an application in a timely manner, and for the Lead Local Flood Authority (LLFA) to be able to fulfil its role as a statutory consultee, it is necessary for sufficient surface water drainage information to be submitted in support of an application.

In addition to any requirement for a Flood Risk Assessment (FRA), the following information with regard to surface water drainage must be submitted as part of a major planning application.

All design development should be in accordance with the following documents:
Non Statutory technical standards for sustainable drainage systems March 2015
Link: https://www.gov.uk/government/publications/sustainable-drainage-systems-non-statutory-technical-standards

LASOO Non Statutory technical standards for sustainable drainage systems Practice Guidance

Link: http://www.lasoo.org.uk/non-statutory-technical-standards-for-sustainable-drainage

Information needs to be submitted to evidence all surface water shall be managed for the development. The drainage hierarchy is:

1. Infiltration
2. Watercourse
3. Surface water sewer
4. Combined sewer

It requires infiltration systems to be investigated before controlled attenuation discharge to watercourse is considered. Only then if these forms of flood attenuation are not possible should developments consider surface water and eventually combined sewer means of surface water drainage.

For greenfield developments, the peak runoff rate from the development to any highway drain, sewer or surface water body for the 1 in 1 year rainfall event and the 1 in 100 year rainfall event should never exceed the peak greenfield runoff rate for the same event.

For developments which were previously developed, the peak runoff rate from the development to any drain, sewer or surface water body for the 1 in 1 year rainfall event and the 1 in 100 year rainfall event must be as close as reasonably practicable to the greenfield runoff rate from the development for the same rainfall event, but should never exceed the rate of discharge from the development prior to redevelopment for that event.

1. Infiltration

If the development discharges to an existing soakaway, evidence that it has sufficient capacity to cater for any additional flow must be submitted. Evidence which verifies the condition of the soakaway may also be requested.

Where new infiltration assets are proposed, percolation tests should be undertaken in accordance with the testing method set down in BRE 365. The results of such tests should be included in the Drainage Assessment. Infiltrations systems must be designed with sufficient capacity to accommodate a critical rainfall event of 1:100 year + 40% allowance for climate change. Supporting calculations should be included in the Drainage Assessment and form part of the planning application.

2. Discharge to watercourse

The existing greenfield run off rate for the site should be calculated. Attenuation systems should be designed to accommodate a critical rainfall event of 1:100 year + 40% allowance for climate change.

Written consent, in principal, must be obtained from either the EA or LLFA if the point of discharge is to an ordinary watercourse or main river. Supporting calculations should be included in the Drainage Assessment

3. Discharge to sewer

It should be noted that in most circumstances surface water is not permitted to be connected to the public combined or foul sewers. Only where there is no other feasible option will this be considered and where it can be proved that all other options have been explored. Evidence will need to be submitted which confirms the outcome of the other investigations undertaken and reasons why discharge to the sewer is the only feasible option.

Written evidence from Northumbrian Water Ltd. or the owner of the sewer will also be required that confirms that the proposed development can be connected to the water sewer network. Confirmation of the agreed discharge rate must be supplied.
For all approaches to drainage the following will be required:

- Drainage design statement – This should outline how the development will comply with the DEFRA non statutory technical standards, Planning Practice Guidance (ID: 7-051-20150323- ID: 7-086-20150323. and The SuDS Manual (C753).
- Detailed design drawings - layout of drainage network, details of drainage features including SUDS components (if applicable), inlets and outlets and flow controls.

- Detailed infiltration assessment of SUDS infiltration components (if applicable).
- Construction details and planning including phasing of development and Construction Management Plan (refer to CIRIA guidance – Construction Method Statements RP992/22 or update) and The SuDS Manual (C753).
- SUDS Management Plan should set out ownership and management of SUDS components and maintenance requirements over the lifetime of the development. This should include the maintenance plan setting minimum standards of maintenance over the lifetime, integrating with other green infrastructure and long term funding plan (including annual charges and replacement of SUDS) (refer to CIRIA guidance on maintenance plan RP992/21 or update) and The SuDS Manual (C753).
- Details of the proposed management and maintenance of the drainage system.

Minor Applications - Surface Water Drainage Strategy

A basic surface water drainage strategy (or drainage statement) for a non-major application should demonstrate how a development will manage surface water runoff to prevent increased flood risk, typically using Sustainable Drainage Systems (SuDS). The strategy must show that post-development runoff will not exceed pre-development (greenfield) rates, or be at a rate that adversely affects flood risk if not possible. It should outline SuDS techniques, infiltration trenches, or attenuation tanks, and include site plans showing how runoff is managed from roofs, roads, and car parks. The requirement for this will be based on individual site characteristics and the nature of the development proposed.

Policy Background

Government policy or guidance:
- National Planning Policy Framework – Section 14. Meeting the challenge of climate change, flooding and coastal change
- National Planning Practice Guidance – Flood Risk and Coastal Change section
- SUDS technical standards

https://www.gov.uk/government/publications/sustainable-drainage-systems-non-statutory-technical-standards

Adopted Hartlepool Local Plan (2018) Policies:
CC1: Minimising and adapting to climate change
CC2: Reducing and mitigating flood risk
QP6: Technical Matters

Area specific requirements and further information:
Scott Parkes, HBC Consultancy Manager
Email scott.parkes@hartlepool.gov.uk

Tees Valley Authorities Local Standards for Suitable Drainage;

https://www.hartlepool.gov.uk/info/20226/flooding/615/tees_valley_authorities_local_standards_for_suitable_drainage

Please note that beyond the basic advice provided at the One Stop Shop service, for detailed advice on sections 13 (above) and 15 (below), the above team offers a chargeable service for further detailed engineering pre-application advice. For more information please contact the Hartlepool Borough Council consultancy? department.

Foul Water Drainage Assessment

When is this required?

All major development as set out in the Town and Country Planning (Development Management Procedure) (England) Order 2015.

What information is required?

Confirmation that capacity exists both on and off site in the sewerage network to serve the proposed development. Where capacity does not exist the assessment should include information on what infrastructure needs to be upgraded and how this upgrade will be delivered.

If an application proposes to connect a development to the existing drainage system then details of the existing system should be shown on the application drawing(s).

Where the development involves the disposal of trade waste or the disposal of foul sewage effluent other than to the public sewer, then a fuller foul drainage assessment will be required including details of the method of storage, treatment and disposal. A foul drainage assessment should include a full assessment of the site, its location and suitability for storing, transporting and treating sewage. Where connection to the mains sewer is not practical, then the foul/non-mains drainage assessment (FDA1 Form) will be required to demonstrate why the development cannot connect to the public mains sewer system and show that the alternative means of disposal are satisfactory including percolation tests.

If the proposed development results in any changes/replacement to the existing system or the creation of a new system, scale plans of the new foul drainage arrangements will also need to be provided. This will include a location plan, cross sections/elevations and specification.

Policy background

Government policy or guidance:

National Planning Policy Framework – Section 14. Meeting the challenge of climate change, flooding and coastal change

National Planning Practice Guidance – Flood Risk and Coastal Change section

Foul drainage assessment form (FDA1);
https://www.gov.uk/government/publications/foul-drainage-assessment-form-fda1

Adopted Hartlepool Local Plan (2018) Policies:

CC1: Minimising and adapting to climate change
CC2: Reducing and mitigating flood risk
QP6: Technical Matters

Area Specific requirements and further information:

Northumbrian Water Limited Water Developer Services on telephone number 0345 733 5566 or visit www.nwl.co.uk/buisness/dev-water-mains-and services

15. Heritage Statement

When is this required?

A Heritage Statement is required for:

- Listed Building Consent applications;
- Planning applications for developments within or otherwise affecting conservation areas; including demolition, and where the proposal would materially affects its appearance;
- Planning applications that may affect the significance of any heritage asset, including its setting for example Locally Listed Buildings.
- This will also include Scheduled Monuments, sites on the Hartlepool Historic Environment Record (HER) and development in the vicinity of such sites, and sites with the potential to include heritage assets.

What information is required?

A Heritage Statement could form part of a more comprehensive Design and Access Statement (see also requirement 14), where this is also needed.

A Heritage Statement will describe the significance of any heritage assets affected, including any contribution made by their setting. The level of detail should be proportionate to the assets' importance and no more than is sufficient to understand the potential impact of the proposal on their significance.

As a minimum the relevant historic environment record (HER) should have been consulted and the heritage assets assessed using appropriate expertise, where necessary.

For details of Hartlepool's Conservation Areas, the associated character appraisals and management plans can be viewed here;
https://www.hartlepool.gov.uk/info/20065/conservation/97/conservation_areas/1

A list of Hartlepool's Locally Listed Buildings can be viewed here;
https://www.hartlepool.gov.uk/info/20065/conservation/1174/locally_listed_buildings

The National Heritage List for England (NHLE) is the only official, up to date, register of all nationally protected historic buildings and sites in England - listed buildings, scheduled monuments, protected wrecks, registered parks and gardens, and battlefields. Details can be viewed on Historic England's NHLE webpage;
https://historicengland.org.uk/advice/hpg/heritage-assets/nhle/
+
https://historicengland.org.uk/listing/the-list/

Although a basic version of the HER can be viewed on the following link - https://teesarchaeology.com/historical-environmental-record-her/ – the online HER is not to be used for the preparation of planning documents, and Tees Archaeology should be contacted directly for complete and up to date records within the search area.

Works to a Listed Building

Applications for Listed Building Consent may need to, as appropriate, include some or all of the following elements within the Heritage Statement:

- A schedule of works to the listed building, and an analysis of the impact of these works on the significance of the archaeology, history, architecture and character of the building/structure along with a statement explaining the justification for the proposed works and principles which inform the methodology proposed for their implementation;
- Contextual and detailed photographs of the buildings/structure as existing to illustrate any features which are proposed to be altered or removed;
- Where reinstatement of lost or damaged features is proposed historic evidence to support the detail of reinstatement should be provided where possible i.e. historic plans or photographs;
- For any alterations, replacement, or installation of features such as windows, doors and shopfronts, elevation plans and sectional drawings to a scale of 1:20 or less. Further details of features such as architrave, cills, horns, glazing bars, lintels, transom, mullions, panelling, mouldings, meeting rails etc. may need to be at a scale of 1:5 or less;
- A detailed specification for all proposed materials including, where appropriate samples;
- Photomontages illustrating the proposed works in context.

Planning Applications for development within conservation areas or works to a locally listed building or structure

For developments including or solely for demolition, the statement should assess the contribution that the building in question makes to the character and appearance of the conservation area and provide justification for demolition. For planning applications within conservation areas or impacting on a locally listed building, the statement should address how the proposal has been designed to have regard to the character and/or appearance of the conservation area or locally listed building and to explain how the proposal enhances or preserves the character or appearance of the conservation area or locally listed building. Appropriate photographs should accompany the appraisal.

Applications affecting the setting of heritage assets

For applications impacting on the setting of heritage assets a written statement that includes plans showing historic features that may exist on or adjacent to the application site including listed buildings and structures, locally listed buildings and structures, historic parks and gardens, historic battlefields and scheduled ancient monuments. 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 heritage asset, its setting and the setting of adjacent heritage assets may be required.

The scope and degree of detail necessary in the appraisal will vary according to the particular circumstances of each application. Applicants are advised to discuss proposals with a planning officer and/or a conservation officer before any application is made.

Policy Background

Government policy or guidance:

- National Planning Policy Framework – Section 16. Conserving and Enhancing the Historic Environment
- National Planning Practice Guidance – Conserving and enhancing the historic environment section
- Historic England Advice Note 12 on Statements of Heritage Significance- https://historicengland.org.uk/images-books/publications/statements-heritage-significance-advice-note-12/
- Historic England Advice Notes 1 – 10 https://historicengland.org.uk/advice/planning/planning-system/

Adopted Hartlepool Local Plan (2018) Policies:

Policy QP4: Layout and Design of Development
Policy QP6: Technical Matters
Policy HE1: Heritage Assets
Policy HE2: Archaeology
Policy HE3: Conservation Areas
Policy HE4: Listed Buildings and Structures
Policy HE5: Locally Listed Buildings and Structures
Policy HE6: Historic Shopping Parades
Policy HE7: Heritage at Risk

16. Land Contamination Assessment

When is this required?

Subject to prior pre-application discussions, all new development with a sensitive end use (including dwellings, allotments, schools, nurseries, playgrounds, hospitals and care homes) require a minimum of a Phase 1 Land Contamination Assessment (often referred to as a Preliminary Risk Assessment) to be submitted. Also subject to pre-application discussions, new development on land that has been identified on the public register as being contaminated or land that is adjacent to, a Phase 1 Assessment will be required as a minimum.

What information is required?

The Phase 1 Land Contamination Assessment should include a desktop study, site walkover and a conceptual site model.

The purpose of a Phase 1 Land Contamination Assessment is to establish the previous uses of the land under consideration or land adjacent to, and to initially identify potential sources of contamination, receptors and pathway that could be risks to human health, surface or ground waters, buildings or protected species (the receptors).

As part of the desktop study and site walkover it is important to identify all past uses of the site, and adjacent or nearby sites, since pollutants have the potential to travel away from the source, depending on the geology, groundwater and surface water of the area.

The desktop study and the site walkover should be the first stages of any site assessment and should enable a 'conceptual site model' of the site to be produced that provides a clear interpretation of all plausible pollutant linkages at the site. Off-site sources and receptors should also be considered.

The Phase 1 Land Contamination Assessment compiled following the completion of the conceptual model will determine whether a Phase 2 Intrusive Site Investigation is required.

Where significant contamination is known or is likely to be present, it may be necessary to carry out some site investigations before the submission of an application, as significant contamination may limit the allowable land uses.

Some sites which are potentially contaminated may also be of archeological interest and therefore co-ordination is desirable to prevent site investigation in relation to the former adversely affecting the latter.

Please seek pre-application advice from the Local Authority (HBC Engineering Consultancy) to address potential pollution matters early in the planning process. For further details on contamination and site investigation reports please contact;
Scott Parkes, HBC Consultancy Manager
Email scott.parkes@hartlepool.gov.uk

Policy Background

Government policy or guidance:

- National Planning Policy Framework – Section 15. Conserving and enhancing the natural environment
- National Planning Practice Guidance – Land affected by contamination section

Adopted Hartlepool Local Plan (2018) Policies:

Policy QP6: Technical Matters
Policy NE1: Natural Environment

Area specific requirements and further information:

If you require any information or advice about contaminated land please ring 01429 523207.

https://www.hartlepool.gov.uk/info/20213/contaminated_land/94/contaminated_land

The Council maintains a register of contaminated land and regularly inspects and determines land that may be contaminated and takes necessary remediation action.

Occupiers or their representatives can request information from Hartlepool Borough Council about the historic and current condition of the land, however there may be a charge for this service.

- Environment Agency website: https://www.gov.uk/government/collections/land-contamination-technical-guidance

17. Landscaping Details

When is this required?

Planning applications (except those for the change of use or alteration to an existing building), where landscaping would be a significant consideration in the assessment of the application.

What information is required?

The submitted scheme shall, as applicable, include: existing trees, shrubs and other landscape features (indicating which are to be retained and which removed); planting plans, specifications and schedules; existing and proposed levels and contours; means of enclosure, walls, retaining walls and boundary treatment; paving and other surface treatment including car parking and circulation layouts; items of landscape furniture, equipment, storage, signage, and lighting; services and drainage; location of site cabins and compounds. The location of any watercourse and associated landscaping as existing and proposed should also be shown. These details should be cross-referenced with the Design and Access statement where submitted.
Existing trees and other vegetation of amenity value should, wherever possible, be retained in new developments and will need to be protected during the construction of the development.
Landscape schemes should aim to prioritise native species of local provenance in their design where they lie in rural areas.

Policy Background

Government policy or guidance:
- National Planning Policy Framework – Section 12. Achieving well-designed and beautiful places.

Adopted Hartlepool Local Plan (2018) Policies:
Policy NE1: Natural Environment
Policy NE2: Green Infrastructure
Policy NE3: Green Wedges
Policy NE4: Ecological Networks
Policy NE5: Playing Fields
Policy NE6: Protection of Incidental Open Space
Policy NE7: Landscaping along main transport corridors
Policy QP4: Layout and Design of Development
Policy QP5: Safety and Security
Policy QP6: Technical Matters

Area specific requirements and further information:

Trees and Development Guidelines Supplementary Planning Document;
https://www.hartlepool.gov.uk/downloads/file/191/trees_and_development_guidelines_spd

18. Lighting Impact Assessment

When is this required?

A lighting impact assessment, prepared by a suitably qualified person, should support applications that raise issues of disturbance, or are considered to be light sensitive developments. A light survey and any associated mitigation details may be required for the following types of application:

- New or replacement Flood Lights or security lighting
- Significant external lighting installations particularly in sensitive locations like the open countryside, near residential dwellings, or heritage assets.
- New industrial development close to existing residential development.
- Development near designated wildlife sites where permanent lighting is proposed
- Lighting proposals adjacent to the strategic road network and main roads

What information is required?

A lighting impact assessment prepared by a suitably qualified person should support applications that raise issues of disturbance or are considered to be light sensitive developments. Light insulation/mitigation details may be required for the types of application named in the above list. The assessment should be prepared in line with the Institute of Lighting Professionals' Guidance Note for the Reduction of Obtrusive Light' (2021).

The Light Impact Assessment should outline the potential sources of light generation and light spillage, hours of illumination, lighting specification and how these may have a negative effect on local amenity and environmental receptors particularly on sites in close proximity to nationally and internationally designated sites. The assessment should also outline how the developer intends to overcome these issues including details of lighting covers, cowling and any other mitigation measures.

For developments likely to be affected by light associated with the strategic road network, please contact Highways England for details of its lighting assessment requirements.

Policy Background

Government policy or guidance:

- National Planning Policy Framework – Section 15. Conserving and enhancing the natural environment
- National Guidance – Light Pollution https://www.gov.uk/guidance/light-pollution

Adopted Hartlepool Local Plan (2018) Policies:

Policy QP4: Layout and Design of Development
Policy QP6: Technical Matters

Other Guidance

The Institute of Lighting Professionals' Guidance Note for the Reduction of Obtrusive Light' (2021).

19. Local Landscape Visual Assessment (LVA) + Residential Visual Amenity Assessment

When is this required?

Planning applications where the location of the development would be a significant consideration in the assessment of the application. Such developments include, but are not limited to, housing schemes (larger schemes or schemes in rural or sensitive areas), industrial and commercial schemes involving large structures, renewable energy schemes not covered by EIAs, and engineering or other operations likely to result in an impact on landscape character and views.

What information is required?

The provision of a Landscape Visual Assessment to determine the likely impact of a development on the landscape and associated views may be required for certain applications. This would be for applications of sufficient scale, mass or visual impact in locations where landscape character and views are considerations but where a full Landscape and Visual Impact Assessment as part of an Environmental Impact Assessment is not necessary. Such developments include, but are not limited to, housing schemes (larger schemes or schemes in rural or sensitive areas), industrial and commercial schemes involving large structures, renewable energy schemes not covered by EIAs, and engineering or other operations likely to result in an impact on landscape character and views. The purpose of a local Landscape Visual Assessment is to ensure that such issues have been considered as part of the application and to provide a clear evidence base for the decision making process.

A local LVA would require the determination of key viewpoints in agreement with the local authority and provision of basic photomontage type information to convey the likely impacts of the development from the various viewpoints. The perceived visual impact from each viewpoint should also be assessed and provided within the LVA submission. Any mitigation measure deemed necessary should also be included.

In addition to a local LVA and in some instances for developments such as solar farms, on shore wind proposals and other large scale developments, a **Residential Visual Amenity Assessment (RVAA)** may be required to consider and evaluate any potential effects on outlook/the visual amenity experienced in and around residential properties. This will be considered on a case by case basis. Where required, such Assessments should be carried out in accordance with the Landscape Institute's Technical Guidance Note (TGN) 02/2019 Residential Visual Amenity Assessment.

Policy Background

Government policy or guidance:

- National Planning Policy Framework – Section 12. Achieving well-designed places

Adopted Hartlepool Local Plan (2018) Policies:

Policy NE1: Natural Environment

Policy NE2: Green Infrastructure
Policy NE3: Green Wedges
Policy NE4: Ecological Networks
Policy NE6: Protection of Incidental Open Space
Policy QP4: Layout and Design of Development
Policy QP6: Technical Matters
Policy RUR1: Development in the Rural Area
Policy RUR2: New Dwellings Outside of Development Limits
Policy RUR3: Farm Diversification
Policy RUR4: Equestrian Development

Other Guidance

Landscape Institute's Technical Guidance Note (TGN) 02/2019 Residential Visual Amenity Assessment; https://www.landscapeinstitute.org/technical-resource/rvaa/

20. Marketing Information

When is this required?

Planning applications for:

- Conversion to residential use of rural buildings, including outside the development limits as defined on the policies map;
- Changes of use within any of the Retail and Commercial areas as delineated/defined in the Hartlepool Local Plan policies map where the use proposed is not aligned with the relevant policy for that location within the Hartlepool Local Plan;
- Non B1 (Business), B2 (General Industrial) and B8 (Storage or Distribution) uses on land allocated for such purposes in the development plan;
- Demolition of listed and locally listed buildings and buildings in conservation areas.
- Removal of restrictive agricultural occupancy conditions.

With regard to the first three bullet points marketing information may not always be required and the need for such evidence should be clarified with the Local Planning Authority at pre-application stage including the scope of the marketing exercise and timescales.

What information is required?

It should be demonstrated that the property/land has been advertised for sale or lease on the open market for uses appropriate to the use allocated in the development plan. Details of the marketing and all offers received, if applicable, should be submitted along with a written assessment. It is expected that in most instances, marketing will have been undertaken for a minimum of 12 months (again, in certain instances, a period of 6 months may be appropriate but advice should be sought from the LPA through pre-application advice).

Policy Background

Government policy or guidance:

- National Planning Policy Framework
- National Planning Practice Guidance – paragraph 016 in Conserving and enhancing the historic environment

Adopted Hartlepool Local Plan (2018) Policies:

Policy RUR2: New Dwellings Outside of Development Limits
Policy HE4: Listed Buildings and Structures
Policy HE5: Locally Listed Buildings and Structures
Policy HE7: Heritage at Risk
Policies RC1-18 (inclusive): Retail and Commercial Development

Other Information;

HBC New Dwellings Outside of Development Limits SPD - Adopted Version 2015;

https://www.hartlepool.gov.uk/downloads/file/424/new_dwellings_outside_of_development_limits_spd_-_adopted_version_2015

21. Noise Assessment

When is this required?

A noise impact assessment prepared by a suitably qualified acoustician should support applications that raise issues of disturbance, or are considered to be noise sensitive developments. A noise survey/sound insulation details may be required for the following types of application:

- Changes of use to restaurants, snack bars, cafes, nightclubs, hot food takeaways, places of worship, church halls, clinics, health centres, crèches, day nurseries, consulting rooms, cinemas, music, concert halls, dance, sports halls, swimming baths, skating rinks, gymnasiums, other indoor and outdoor sports and leisure uses, bingo halls and casinos;
- New residential development adjacent to classified roads (including trunk roads), or adjacent to railway lines or existing industrial uses (except Class B1);
- New residential development near to licensed premises and cultural venues;
- New industrial development close to existing residential development.
- Minerals and waste development
- Energy generation development

In addition, a vibration survey may be required if a development is proposed adjacent to a railway line.

What information is required?

A noise impact assessment prepared by a suitably qualified acoustician should support applications that raise issues of disturbance or are considered to be noise sensitive developments. Sound insulation details may be required for the types of application named in the above list.

The Noise Impact Assessment should outline the potential sources of noise generation, and how these may have a negative effect on local amenity and environmental receptors particularly on sites in close proximity to nationally and internationally designated sites. The assessment should also outline how the developer intends to overcome these issues. For developments likely to be affected by noise associated with the strategic road network, please contact Highways England for details of its noise assessment requirements.

Policy Background

Government policy or guidance:

- National Planning Policy Framework – Section 15. Conserving and enhancing the natural environment
- National Planning Practice Guidance – Noise section

Adopted Hartlepool Local Plan (2018) Policies:

Policy QP6: Technical Matters

22. Nitrate Pollution of the Teesmouth & Cleveland Coast SPA/Ramsar site

When is this required?

A Nutrient Neutrality assessment should be prepared by a competent person, with the relevant experience for applications that are likely to increase the input of nitrate and/or phosphate into the River Tees catchment area. A Nutrient Neutrality assessment is required for the following types of 'in scope' applications:

- New dwellings, student accommodation, care homes, tourism attractions and tourist accommodation and permitted development (which gives rise to new overnight accommodation) and agriculture and industrial plans and projects that have potential to release additional nitrogen and or phosphorous into the system.

- Other types of business or commercial development, not involving overnight accommodation, will generally not need to be included in the assessment unless they have other (non-sewerage) water quality implications.

What information is required?

A Nutrient Neutrality assessment should be prepared by a competent person, with the relevant experience for applications that are likely to increase the input of nitrate and/or phosphate into the River Tees catchment area.

i) If you are proposing to bring forward 'in scope' development where foul water from a development (or foul and surface water) discharges to the Seaton Carew or Billingham WWTW and the development is below the EiA thresholds, and you intend to incorporate SuDS within the development you will need to submit a **Nutrient Neutrality Statement**. This statement should include:

- Location of development in relation to the River Tees catchment;
- Details of proposed application;
- Details of the current land use (please show where there is a difference in land use over the last 10 years);
- Details of how foul and surface water drainage will be disposed of;
- Details of any proposed SuDS incorporated in the development

ii) If you are proposing to bring forward in scope development which exceeds the EiA thresholds, or which does not discharge to the Seaton Carew or Billingham WWTW, or does not incorporate SuDS you will need to complete and submit the **Nutrient Neutrality Budget Calculator** for the Tees catchment. You will also need to submit a **Nutrient Neutrality Statement** with the calculator results. This Statement should include:

- Location of development in relation to the River Tees catchment;

- Details of proposed application;
- Details of the current land use (please show where there is a difference in land use over the last 10 years);
- Details of how foul and surface water drainage will be disposed of;
- Details of the nitrate budget calculation including a table of key findings;
- Details of any mitigation if appropriate; and
- Overall justification of the proposed land use and number of dwellings.

The completion of the Nutrient Neutrality Budget Calculator and the Nutrient Neutrality Statement should be carried out by a competent person with the relevant experience.

If the results show no increase in nitrates, subject to the LPA's verification, no mitigation is required, please submit nitrates calculator results with your application.

If the results show an increase in nitrates, mitigation needs to be considered and secured. If mitigation cannot be achieved on site or off site through alternative owned landholdings within the river catchment of the development site, you would be advised not to submit the application. The LPA cannot determine the application favourably with no mitigation secured.

The calculator and up to date guidance/details can be found at https://www.hartlepool.gov.uk/nitratepollution

Mitigation proposals can be discussed with Natural England via the link on the same page.

Policy Background

Government policy or guidance:

- National Planning Policy Framework – Section 15. Conserving and enhancing the natural environment
- National Planning Practice Guidance – Appropriate Assessment; Natural Environment; and Strategic Environmental Assessment and Sustainability Appraisal

Adopted Hartlepool Local Plan (2018) Policies:
Policy SUS1: The Presumption in Favour of Sustainable Development
Policy NE1: Natural Environment
Policy NE2: Green Infrastructure

Other Information:
Hartlepool Borough Council website on Nutrient Neutrality. including the Budget Calculator and associated guidance- https://www.hartlepool.gov.uk/nitratepollution

The Conservation of Habitats and Species Regulations 2017 - https://www.legislation.gov.uk/uksi/2017/1012/contents/made

23. Open Space Assessment

When is this required?

All planning applications for development on existing open space.

Open space can be taken to mean all open space of public value, including not just land, but also areas of water such as rivers, canals, lakes and reservoirs, that can offer important opportunities for sport and recreation and can also act as a visual amenity.

What information is required?

Proposals should be accompanied by plans (to scale and also including area measurements), showing any areas of existing or proposed open space within or adjoining the application site.

Planning permission is not normally given for the development of existing open spaces that local communities need. In the absence of a robust and up-to-date assessment by a local authority, an applicant for planning permission may seek to demonstrate through an independent assessment that the land and buildings are surplus to local requirements. Any such evidence should accompany the planning application.

Policy Background

Government policy or guidance:

- National Planning Policy Framework – Section 8. Promoting healthy and safe communities and Annex 2 Glossary.
- National Planning Practice Guidance - Open space, sports and recreation facilities, public rights of way and local green space section

Adopted Hartlepool Local Plan (2018) Policies:

Policy QP5: Safety and Security
Policy QP6: Technical Matters
Policy NE2: Green Infrastructure

Other Information:

Hartlepool Green Infrastructure Supplementary Planning Document 2014.
https://www.hartlepool.gov.uk/info/20209/local_plan/312/local_plan_planning_policy

24. Planning Obligations – Draft Head of Terms

When is this required?

Applications for planning permission where the local authority have indicated at pre-application stage that a Section 106 agreement would be necessary. Please seek clarification from the Local Planning Authority.

What information is required?

Planning obligations (Section 106 agreements) are private agreements negotiated between Local Planning Authorities and persons with an interest in a piece of land that seek to address various planning issues such as affordable housing, public open space provision, highway works or landscape and nature conservation mitigation.
To make the planning application process quicker, it is expected that a draft head of terms will be submitted along with the application and the ownership and contact details necessary for the planning obligation to be progressed.

Please seek pre-application advice from the Local Planning Authority for further details on what contributions would be required.

Policy Background

Government policy or guidance:
- National Planning Policy Framework – Section 4. Decision Making
- National Planning Practice Guidance – Planning obligations section

Adopted Hartlepool Local Plan (2018) Policies:
Policy QP1: Planning Obligations

Other Information;
Planning Obligations SPD Nov 2015;
https://www.hartlepool.gov.uk/downloads/file/907/planning_obligations_spd_nov_2015

25. Planning Statement

When is this required?

A Planning Statement is required for all Major and Non-Major planning applications (except those for trees and householder applications) including small dwelling sites, changes of use, proposals in sensitive locations (for example beyond the development limits) to assist in allowing the applicant to explain/justify the proposals in further detail.

What information is required?

A supporting Planning Statement provides the opportunity for the applicant to present the case for the proposal. The Planning Statement should include;

- Identify the context and need for a proposed development and include an assessment of how the proposed development relates to relevant national and local planning policies (those of the Hartlepool Local Plan and the Hartlepool Rural Neighbourhood Plan) and relevant SPDs and other supporting documents.
- Where applications relate to new dwellings in the open countryside, the Planning Statement should explicitly reference and consider the 'tests' of the Council's 'New Dwellings outside of Development Limits Supplementary Planning Document'
- It may also include details of consultations with the Local Planning Authority and wider community/statutory consultees undertaken prior to submission. This can be in the form of a Statement of Community Involvement (SCI; see Item 26).
- The Planning Statement can also include information on employment creation as well as economic and regeneration benefits. Applicants can also submit an Economic Statement to highlight the economic benefits of a scheme if they so wish but this would not be required for validation purposes.
- It may include reference to any ecological features present (or not present) on site and reference any accompanying supporting surveys

The Planning Statement can also be merged with/include a Sustainability Statement (see Item 24).

The LPA strongly encourages applications relating to residential developments to provide and incorporate an assessment of the scheme against Nationally Described Space Standards as well as providing a Building For a Healthy Life Assessment.

Policy Background

Government policy or guidance:

- National Planning Practice Guidance – Section 4 Decision Making
- Residential Design Guide Supplementary Planning Document (2019)

- Building For a Healthy Life Assessment

https://www.udg.org.uk/publications/othermanuals/building-healthy-life

Adopted Hartlepool Local Plan (2018) Policies:
Policy SUS1: The Presumption in Favour of Sustainable Development
Policy QP6: Technical Matters

New Dwellings Outside of Development Limits SPD - Adopted Version 2015
https://www.hartlepool.gov.uk/downloads/file/424/new_dwellings_outside_of_development_limits_spd_-_adopted_version_2015

26. Statement of Community Involvement

When is this required?

A Statement of Community Involvement (SCI) would be required for some major development applications as advised at pre-application stage by the Local Planning Authority. Further advice can be found in the SCI document itself. Although not always required, the LPA encourages developers to undertake pre-application discussions and community involvement. The LPA urges developers to involve the community as early as possible in the process of the application and allow the community to help shape the proposal.

What information is required?

A SCI will explain how the applicant has complied with the requirements for pre-application consultation set out in the Local Planning Authority's Statement of Community Involvement and seek to demonstrate that the views of the local community have been sought and taken into account in the formulation of development proposals.

Policy Background

Government policy or guidance:

- National Planning Practice Guidance – Consultation and pre-decision matters section

Adopted Hartlepool Local Plan (2018) Policies:
Policy QP6: Technical Matters

Area specific requirements and further information:
Hartlepool Statement of Community Involvement (2019);
https://www.hartlepool.gov.uk/downloads/file/4844/statement_of_community_involvement_-_adopted_september_2019

27. Structural Survey

When is this required?

All applications that involve:

- The change of use or conversion of rural buildings (e.g. barn conversions), including those on safeguarded land;
- The demolition, or proposals that may affect the structural integrity, of a building or structure in a Conservation Area;
- Any listed or locally listed building or structure, where works are proposed that involve demolition or would affect the structural integrity of the building or structure.

Please seek pre-application advice from the Local Planning Authority for further details on when this would be required.

What information is required?

A full structural engineers survey by a suitably qualified professional. This should include each of the following where appropriate:

- General description and age of building;
- Condition - structural integrity, foundations, damp proofing, walls, joinery, timbers, roof structure and roof covering;
- Assessment of repairs necessary to ensure retention of the building;
- Assessment of structural and other alterations necessary to implement the proposed conversion;
- Assessment of percentage of building that needs to be rebuilt - including walls and timbers;
- Opinion as to the suitability of building for proposed conversion;
- Photographs are often helpful but not essential;
- A schedule of works necessary to preserve the building;
- A schedule of works necessary to carry out the applicant's proposals (including those necessary to meet building regulation approval).

Policy Background

Government policy or guidance:

- National Planning Policy Framework – Section 15. Conserving and enhancing the natural environment

Adopted Hartlepool Local Plan (2018) Policies:

Policy QP6: Technical Matter

28. Sustainability Statement

When is this required?

All major planning applications.

What information is required?

A Sustainability Statement must be submitted with all major planning applications (and where appropriate other types of application as set out in section 25). The statement must outline how the proposed development will be designed and built to achieve high energy efficiency and how on site renewable energy provision will be incorporated.

All developments, where feasible and viable, will be expected to
1) Ensure that the layout, building orientation, scale and form minimises energy consumption and makes the best use of solar gain, passive heating and cooling, natural light and natural ventilation.
2) Ensure that green infrastructure is used appropriately to assist in ensuring energy efficiency.
3) Incorporate sustainable construction and drainage methods.

The Sustainability Statement can be incorporated into the Design and Access statement, Planning Statement or any other supporting document as appropriate.

Without such information it could be difficult to understand how development will contribute to reducing its impact on climate change and how a development would mitigate against any impacts.

The statement should include an outline strategy to reduce Co2 emissions to include building design and materials, energy demand reduction, and renewable energy supply and generation

Policy Background

Government policy or guidance:

- National Planning Policy Framework – Section 14. Meeting the challenge of climate change, flooding and coastal change
- National Planning Practice Guidance – Climate change section

Adopted Hartlepool Local Plan (2018) Policies:

Policy CC1: Climate Change
Policy QP6: Technical Matters
Policy QP7: Energy Efficiency
Policy SUS1: The Presumption in Favour of Sustainable Development

29. Telecommunications Development Statement

When is this required?

Planning applications for mast and antenna development by mobile phone network operators.

What information is required?

Telecommunications applications will need to be accompanied by:

- Area of search;
- Details of the proposed structure;
- Technical justification;
- Evidence of mast sharing;
- Details of any consultation undertaken;
- A signed declaration that the equipment and installation has been designed to comply with the requirements of the radio frequency (RF) public exposure guidance of the International Commission on Non-Ionizing Radiation Protection (ICNIRP).

Policy Background

Government policy or guidance:
National Planning Policy Framework - Section 10. Supporting high quality infrastructure

Adopted Hartlepool Local Plan (2018) Policies:
Policy INF5: Telecommunications

Area specific requirements and further information:
Code of Best Practice on Mobile Network Development in England (Mobile Operators Association) (2016)
http://www.mobileuk.org/cms-assets/documents/259876-147086.code-of-best-practice-2016-edition-pub

30. Town Centre Use Assessment (Sequential Test and Impact Assessment)

When is this required and what information should be supplied?

Paragraph 87 of NPPF states that local planning authorities should apply a **sequential test** to planning application for main town centre uses that are not in an existing centre and not in accordance with an up-to-date Local Plan.

Paragraph 94 of NPPF states that when assessing applications for retail, leisure and office development outside of town centres, which are not in accordance with an up-to-date Local Plan, local planning authorities should require an **impact assessment** if the development is over a proportionate locally set threshold.

Policy RC1 of the Hartlepool Local Plan (2018) states that:

- Proposals for main town centre uses, not located within a designated centre
- Proposals for main town centre uses, within a local centre, with a floor area of 300m² or above.
- Proposals for main town centre uses, within an edge of centre or retail and leisure parks, with a floor area of below 250m2

  Will be required to provide a robust sequential test

- Proposals for retail, leisure and office development located in local centres, with a floor area of 300m² or above
- Proposals for retail, leisure and office development with a floor area of 200m² or above, not located in the Town Centre or a local centre,

  Will be required to provide a robust impact assessment

Main Town Centre uses are:

- Retail development (including warehouse clubs and factory outlet centres);
- Leisure, entertainment facilities, and the more intensive sport and recreation uses (including cinema, restaurants, drive through restaurants, bars and pubs, night clubs, casinos, health and fitness centres, indoor bowling centres and bingo halls);
- Offices;
- Arts, culture and tourism development (including theatres, museums, galleries and concert halls, hotel and conference facilities.

The following tables set out the thresholds for when a sequential test and an impact assessment will be required in line with the Council's adopted Local Plan Policies;

	Robust Sequential Test Required?
Proposals for main town centre uses not located within a designated centre	Yes*. Refer to Policy RC1 of the Local Plan (2018).
Proposals for main town centre uses within a local centre	Yes**, if proposal has a floor area of 300m2 or above. Refer to Policy RC1 of the Local Plan (2018).
Proposals for main town centre uses within an edge of centre or retail and leisure parks	Yes***, if proposal has a floor area of 250m2 or below. Refer to Policy RC1 of the Local Plan (2018).

*The test must consider all of the Borough's designated centres and follow the sequential hierarchy. Where it is established that no suitable sites are available within the designated centres, an alternative acceptable location may be a location accessible by a choice of means of transport and/or which offers significant regeneration benefits.

** The test must consider all of the Borough's designated centres and follow the sequential hierarchy. Where it is established that no suitable designated centres are available to accommodate the proposals, an alternative centre, accessible by a choice of transport and/or which offers significant regeneration benefits, may be acceptable.

***The test must consider all of the Borough's designated centres and follow the sequential hierarchy. Where it is established that no suitable designated centres are available to accommodate the proposals, an alternative centre, accessible by a choice of transport and/or which offers significant regeneration benefits, may be acceptable.

	Robust Impact Assessment Required?
Proposals for retail, leisure and office development local in local centres	Yes*, if floor area exceeds 300m2 or above. Refer to Policy RC1 of the Local Plan (2018).
Proposals for retail, leisure and office development not located in the Town Centre or a local centre	Yes**, if floor area exceeds 200m2 or above. Refer to Policy RC1 of the Local Plan (2018).

* In some instances it may be necessary to assess the impact of the proposal on the Town Centre, other designated centres and village businesses and community facilities. Proposals which would undermine Town Centre vitality and viability will not be permitted.

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to assess the impact of the proposal on the Town Centre and other
designated centres. Proposals which would undermine Town Centre vitality
and viability will not be permitted.

The sequential approach should not be applied to applications for small scale rural offices or other small scale rural development.

Policy Background

Government policy or guidance:

- National Planning Policy Framework – Section 7. Ensuring the vitality of town centres
- National Planning Practice Guidance – Ensuring the vitality of town centres section – paragraphs 001, 006, 008, 010, 011, 013 and 015 to 018

Adopted Hartlepool Local Plan (2018) Policies:

Policy QP6: Technical Matters
Policy RC1: Retail and Commercial centre Hierarchy
Policy RC2: The Town Centre
Policy RC3: Innovation and Skills Quarter
Policy RC4: Avenue Road / Raby Road Edge of Town Centre Area
Policy RC5: The Brewery and Stranton Edge of Town Centre Area
Policy RC6: East of Stranton Edge of Town Centre Area
Policy RC7: Lynn Street Edge of Town Centre Area
Policy RC8: Mill House Edge of Town Centre Area
Policy RC9: Park Road West Edge of Town Centre Area
Policy RC10: West Victoria Road Edge of Town Centre Area
Policy RC11: York Road South Edge of Town Centre Area
Policy RC12: The Marina Retail and Leisure Park
Policy RC13: West of Marina Way Retail and Leisure Park
Policy RC14: Trincomalee Wharf Retail and Leisure Park
Policy RC15: Tees Bay Retail and Leisure Park
Policy RC16: The Local Centres
Policy RC17: Late Night Uses Area
Policy RC18: Hot Food Takeaway Policy
Policy RC19: Main Town Centre Uses on Employment Land
Policy RC20: Business Uses in the Home
Policy RC21: Commercial Uses in Residential Areas

31. Transport Assessments & Statements, Travel Plans, Parking & Highways

When is this required?

For new development, changes of use of buildings or land and alterations to existing buildings, the transportation and accessibility outcomes of development needs to be set out as part of your planning application. This information is used to assess the suitability of the development and to ensure it is in accordance with policy and other related guidance.

Where a new development is likely to have significant transportation implications, a Transport Assessment (TA) and Travel Plan (TP) should be prepared. In some instances a simplified report in the form of a Transport Statement (TS) may be sufficient, which can be incorporated into the Design & Access Statement where applicable. These documents are used to determine whether the impact of the development is acceptable.

The scale and type of development will normally determine the requirement for a TS, TA or TP, and the relevant thresholds can be found on the link below to the Council's Transport Assessments and Travel Plans Supplementary Planning Document.

Please seek pre-application advice from the Local Planning Authority for definitive advice on the scope of these documents in order to avoid abortive work.

What information is required?

A **Transport Statement** should cover matters such as trip generation resulting from the development, improvements to site accessibility, car parking provision and internal vehicular circulation, traffic impacts of servicing requirements and the net level of change over any current development within the site.

A **Transport Assessment** should quantify and assess the impact of the proposals on traffic movement and highway safety, quantify and assess how the development could be accessed by alternative transport modes and how such alternative modes would be promoted and provide details of any proposals for access or transport improvements. This may need to include Road Safety Audits (summary stage 1 and 2).

A **Travel Plan** is a long term management strategy which aims to increase sustainable travel to a site through positive actions. It is set out in a document that is reviewed regularly. The starting point is a Transport Assessment which shows what the issues are. There are a number of types of travel plan:

- Full Travel Plan;
- Interim Travel Plan;
- Framework Travel Plan;
- Travel Plan Statement;
- Area Wide Travel Plan (for a defined geographic area).

Where applicable, the contents of these should include:

- Site location plan (strategic and local context);
- Site audit to include transport links, transport issues, barriers to non-car use and possible improvements to encourage sustainable modes;
- Travel surveys – include example of distributed survey, means of distribution, number distributed, number of responses, results and analysis etc;
- Clearly defined objectives, targets and indicators;
- Details of committed measures, timetable for implementing, marketing proposals and budget;
- Travel Plan Coordinator - definition of role, contact details etc.
- Monitoring plan and mitigation proposals if targets not reached.

Parking and servicing requirements

Parking and servicing need to be considered as an important part of any scheme. Car parking provision needs to be at an appropriate level to cater for the development and visitors whilst taking into account the location, circumstances in the surrounding area, nature of the development, sustainability, impact on residential amenity and highway safety, and the availability of public transport. Servicing requirements need to be fully considered so they are not a danger or inconvenience. Information on parking and servicing can be combined within the Transport Assessment or Transport Statement where required or provided in a supporting document and/or annotated plans.

Information that may be sought includes:

- Setting out the rationale for the approach to parking provision (car, cycle, disabled and motorcycle provision);
- Car parking accumulation information;
- Car parking layout plan;
- Cycle parking layout plan;
- Servicing plan covering deliveries, refuse collection and taxi pick up and drop off (Auto tracks may be required in some instances);
- Parking and servicing management plan;
- Existing and proposed Traffic Regulation Orders Plan for a defined area;
- Details of Car Club and Electric Charging Point Facilities.

Applications for those changes of use to apartments and HMOs which claim they are for social housing requiring lower levels of parking provision, will need to be supported with suitable evidence.

<u>Policy Background</u>

Government policy or guidance:

- National Planning Policy Framework – Section 9. Promoting sustainable transport
  National Planning Practice Guidance – Travel plans, transport assessments and statements in decision-taking section.

Adopted Hartlepool Local Plan (2018) Policies:

Policy INF2: Improving Connectivity in Hartlepool

Policy QP3: Location, Accessibility, Highway Safety and Parking

Policy QP4: Layout and Design of Development
Policy QP5: Safety and Security
Policy QP6: Technical Matters

Area specific requirements and further information:
Transport Assessments and Travel Plans Supplementary Planning Document;
https://www.hartlepool.gov.uk/downloads/file/395/spd_travel_plan_jan_2010

Tees Valley Design Guide and Specification for Residential and Industrial Estates;
https://www.hartlepool.gov.uk/downloads/file/1380/highway_design_guide_-_specification

32. Tree Survey and/or Statement of Arboricultural Impact of Development

Wherever there are trees are on or close to a development that may be affected arboricultural information is needed in support of the application to allow the council to consider the direct and indirect effects that the proposal may have on the trees as a material planning consideration in line with BS5837:2012 Trees in relation to design, demolition and construction – recommendations. A good topographical survey will inform if trees are present and/or close to the site.

When is this required?

1. Trees on the development site
2. Trees on neighbouring land that overhang the property
3. Trees within 20 metres of the proposal with soft ground between (Grass, soil, paving stones, footpaths, etc.)
4. Trees within 10 metres of proposal with hard ground between (Concrete, houses, roads etc.)

If trees are located as mentioned above then all trees should be plotted on the block plan: labelled with species, diameter at 1.5 metres from ground level and the root protection area of 12 times the diameter marked on. This will provide the relevant information for the council to decide if more arboricultural information is needed.

What information may be required?

- Tree Survey – in line with BS5837:2012 Trees in relation to design, demolition and construction – recommendations. Must include: Species, height, diameter at breast height, branch spread at the 4 cardinal points, age class, condition, remaining contribution and category rating.
- Tree Retention/Removal Plan – identification of which trees are to be retained and which trees are to be removed as part of the proposal.
- Arboricultural Impact Assessment – assessment of the effects of any tree losses required to implement design, potentially damaging activities in the vicinity of retained tree and any future above and below ground constraints.
- Tree Protection Plan – a plan for the protection of any trees that are to be retained shown on a proposed layout that shows the type of protection, exclusion zones and any ground protection measures. This should be adequate enough to protect from the proposed works above and below ground.
- Arboricultural Method Statement - Any operations, including access, proposed within the RPA (or crown spread where this is greater) should be described within an arboricultural method statement, in order to demonstrate that the operations can be undertaken with minimal risk of adverse impact on trees to be retained.
- Tree Planting Plan – Tree planting plans should include species to be planted, size of stock, location, planting method and future maintenance covering a period of 5 years post planting.

Policy Background

Government policy or guidance:

National Planning Policy Framework – Section 12. Achieving well-designed places and Section 15 Conserving and enhancing the natural environment.

Adopted Hartlepool Local Plan (2018) Policies:
Policy QP6: Technical Matters
Policy NE1: Natural Environment
Policy NE7: Landscaping along main transport corridors

British standards:

- BS5837:2012 Trees in relation to design, demolition and construction – recommendations
- BS3998:2010 Tree work – recommendations
- BS3936 1992 Nursery Stock – Part 1: Specification for trees and shrubs
- BS8545:2014 Trees: from nursery to independence in the landscape – recommendations

Area specific requirements and further information:

- Paragraph 4.2.4 of BS 5837: 2012 'Trees in relation to construction - Recommendations' offers advice on how to identify trees on adjacent land that could influence the development;
- Sections 4 to 6 of BS 5837: 2012 contain detailed guidance on survey information and plans that should be provided. Using the methodology set out in the Standard should help to ensure that development is suitably integrated with trees and that potential conflicts are avoided;
- Sections 7 and 8 of BS 5837: 2012 contain detailed guidance on protecting trees that are to be retained both within and outside the proposed site that could be affected by the development.

Area specific requirements and further information:

- Trees and Development Guidelines Supplementary Planning Document; https://www.hartlepool.gov.uk/downloads/file/191/trees_and_development_guidelines_spd
- Hartlepool Local Development Framework – Trees and development guidelines
- Trees and Design Action Group – First steps in trees and new developments
- Trees and Design Action Group – Trees, planning and development: A guide for delivery – Section 1 and 2
- Trees and Design Action Group – Trees in hard landscapes, a guide for delivery
- Trees and Design Action Group – Tree species selection for green infrastructure: A guide for specifiers

33. Ventilation / Extraction Details

When is this required?

Planning applications where ventilation or extraction equipment is to be installed, including those for the sale or preparation of cooked food, launderettes, and significant retail, business, industrial or leisure developments.

Where a hot food takeaway or restaurant or pub is proposed close to an existing residential property, details of extraction facilities will normally be required for validation purposes

What information is required?

Details of the position and design of ventilation and extraction equipment. This may include technical specification including an acoustic assessment of the extraction system, noise mitigation measures and odour abatement techniques where required. Elevation drawings showing the size, location and external appearance of plant and equipment will also be required, drawn to a scale of 1:50 or 1:100 (in line with requirement 8).

Policy Background

Government policy or guidance:

- National Planning Policy Framework – Section 15. Conserving and enhancing the natural environment
- National Planning Practice Guidance – Noise section

Adopted Hartlepool Local Plan (2018) Policies:

Policy QP6: Technical Matters

34. Waste Audit

When is this required?

- Applications for major development as defined in article 2 of the Town and Country Planning (Development Management Procedure (England) Order 2015;

- The provision of dwellinghouses where –
  (i) the number of dwellinghouses to be provided is 10 or more; or
  (ii) the development is to be carried out on a site having an area of 0.5 hectares or more

- The provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more;

- Development carried out on a site having an area of 1 hectare or more (excluding minerals, mining or waste development applications)

- The winning and working of minerals or the use of land for mineral-working deposits

- Waste development

What information is required?

The audit should identify the amount and type of waste which is expected to be produced by the development, both during the construction phase and once it is in use. The audit should set out how this waste will be minimised and where it will be managed, in order to meet the strategic objective of driving waste management up the waste hierarchy.

Policy Background

Government policy or guidance:

- National Planning Policy Framework – Section 17. Facilitating the sustainable use of minerals

Tees Valley Joint Minerals and Waste Development Plan Documents Policies & Sites DPD (2011):

- MWP1: Waste Audits