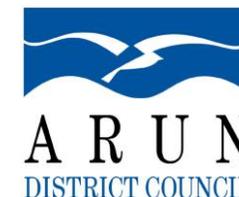


LOCAL VALIDATION REQUIREMENTS LIST UPDATED 2017



This Local Validation Requirements list (LVR) is produced in accordance with the requirements of the Planning Practice Guidance and the National Planning Policy Framework (NPPF). For the avoidance of doubt this LVR applies to all forms of planning applications but not Listed Building Consent, advertisement applications, householder applications, non-material amendments, certificates of lawfulness, notification applications and applications for matters reserved by condition. There are separate local validation requirement lists for Householder and Listed Building applications.

The Council will take a proportionate approach to information in support of applications: Applicants will be asked only to provide supporting information that is relevant, necessary and material to the application.

Any supporting information should add to the Council's understanding of the development scheme submitted for determination. The information requested and provided should help to explain the nature of the proposed development, its anticipated impacts – positive and negative – and any measures proposed to mitigate any anticipated adverse impacts. The National Planning Policy Framework (NPPF) provides further guidance on matters relating to applications.

Major and minor development types are defined as follows:

Major developments:

- provision of more than ten dwellings or the provision of residential on a site of 0.5 hectares or more
- provision of commercial floor space in excess of 1000m²
- any development involving a combination of both of the above categories

Minor developments:

- any new build residential schemes involving one to nine new dwellings
- changes of use

- flat conversions (where the number of flats proposed is nine or less)
- any new build commercial involving less than 1000m² of floor space
- extensions to non-residential buildings

Information Item	Types of Application that require this information	Geographic locations where this information is required	What information is required?	Where to look for further assistance
1. Affordable Housing Provision	<p>11-14 units a level of 20% provision is required on site or the equivalent commuted sum.</p> <p>15 or more units will require a provision of 30% affordable housing units.</p>	All areas of the District	<p>For schemes of 11-14 units and 15 or more units a Planning Obligation (often referred to as s.106 agreements) will be required to secure the necessary provision whether this be on-site or a commuted sum payment for off-site provision.</p> <p><u>Affordable Housing Statement Requirement</u></p> <p>Where affordable housing is being provided on site, a statement setting out the following is required:</p> <ul style="list-style-type: none"> Number and mix of affordable units. Mix of tenure of affordable units. Plans showing location of units. Details of floor space provision for each unit type. Proposed Registered Social Landlord partner. Details of contact with this Council's Housing Enabling staff. Details of funding provision (if available). Heads of terms for S106 including any cascade arrangements if necessary. <p>Please note where developers provide viability appraisals because the application fails to meet the council's affordable housing policy these will be published in full on the website as part of the planning application.</p>	<p>Council's Housing Enabler Officer – for confirmation of mix and format of provision. 01903 737714</p> <p>NPPF March 2012</p> <p>Arun Affordable Housing policy 18th August 2010 and associated documentation available at http://www.arun.gov.uk/affordable-housing</p>

2 . Biodiversity Survey and Report	A) All applications for planning permission, Notifications of demolition (residential uses).	All areas of the District	The Biodiversity Checklist must be submitted. Below is the link to the guidance notes and the actual checklist http://www.arun.gov.uk/biodiversity-checklist	Advice on the types of surveys can be examined as part of the Council's pre-application advice service. Expanded guidance, including the full Natural England standing advice, can be found at http://www.naturalengland.gov.uk/
	Any type of application where the completion of the Biodiversity Checklist indicates that surveys are required.	Where, having completed the Biodiversity Checklist, there are any 'yes' answers those relevant surveys must be submitted.	Information submitted should be based on completion of the Biodiversity Checklist. If surveys are required they must be submitted.	
	B) Any type of application with the exception of applications/notifications for: 1-5 dwellings within the defined urban areas, alterations to existing retail, industrial or other commercial premises, temporary location of a mobile home if outside the designated area, changes of use where there is no operational development, telecommunication development outside of the designated area, replacement buildings of the same footprint, advertisements, listed building consent .	Applications inside or within 2km of the boundary of a SSSI	Copies of pre-application advice from Natural England and/or information setting out the impact and mitigation measures proposed on the SSSI	You can search for the location of SSSIs at http://www.naturalengland.gov.uk/information_for/sssi_owners_and_occupiers/default.aspx

3. Land Contamination Assessment (LCA)	Major and minor applications for planning permission for operational development.	Required where the previous use of the land or adjacent land is likely to have resulted in contamination including fuel filling stations, gas works, landfills, industrial sites, etc. Or where there would be any significant ground disturbance or changes to the groundwater regime.	A desk study report incorporating the findings of a site walkover by a suitably qualified practitioner that is sufficient to conclude whether contamination is likely to be present. If contamination is suspected, the report should incorporate a preliminary risk assessment in the form of a conceptual model of the pollutant linkages as well as proposed means by which any identified pollutant linkages can be broken.	Environmental Health http://www.arun.gov.uk/land-contamination
4. Economic Development Statement	A) All types of applications involving the loss of commercial premises.	Commercial and leisure premises in all areas of the District.	Details of marketing of the property including how, for how long and responses. Details of the economic impact of the change of use or loss in terms of jobs, productivity and any wider benefits to national regional or local economies.	
	B) All types of applications involving the loss of retail units (Use Class A units) or the change of use from Class A1 units to other Class A units.	Town centres and local centres as defined in the Local Plan. Village shops and shops in shopping parades.	A statement setting out details of marketing of the property including how, for how long and responses where the retail use is proposed to be lost. In respect of changes of use from Class A1 to other types of retail units a statement setting out the impact of the proposal on the retail function of the town centre, or outside of town centres the viability and vitality of retail function.	
5. Retail Impact Assessment (RIA)	All types of applications for the formation of new retail or leisure premises with a floor area of 2500m ² or more.	Commercial and leisure premises outside of defined town centres. (Defined town centre boundaries can be found in local plan).	In accordance with the National Planning Policy Framework and Guidance.	

6. Flood Risk Assessment	All types of applications for planning permission.	Applications located within Flood Zone 2 and 3.	Submission of a Flood Risk Assessment to the minimum requirement of the technical guidance to the NPPF to include where necessary an exception test and details of the proposed surface water drainage scheme.	The Environment Agency's Flood Risk Standing Advice provides information on Flood Zones and the level of information that is required for flood risk assessments.
	All types of application for planning permission where the site area to be developed exceeds 1ha.	Applications within Flood Zone 1 as required.		When determining the flood zone of the development it is important that applicants refer to the Environment Agency's Flood map for PLANNING (Rivers and Sea) not any of the other maps on their website https://www.gov.uk/guidance/flood-risk-assessment-for-planning-applications
	Less than 1 ha where there is a change of use in development type to a more vulnerable class (eg from commercial to residential), where they could be affected by sources of flooding other than rivers and the sea (eg, surface water drains).			Applicants submitting applications for domestic extensions and non-domestic extensions in Flood Zone 2 and 3, where the footprint created by the development does not exceed 250sq metres, may find it helpful to complete this form as part of their Flood Risk Assessment. http://www.arun.gov.uk/flood-risk-assessment Arun District Council's contact at the Environment Agency is sophie.brown@environment-agency.gov.uk Technical Guidance to the NPPF http://www.communities.gov.uk/documents/planningandbuilding/pdf/2115548.pdf

7. Foul and Surface Water Drainage statement	Development proposals for buildings/hard surfacing/extensions.	All areas of the District	Details to be provided in accordance with the link below: http://www.arun.gov.uk/surfacewater	Document H Building Regulations CIRIA SUDs Manual C697 BRE 365 soakaway designs Environment Agency website: www.environment-agency.gov.uk Non Statutory Technical Standards DEFRA https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/415773/sustainable-drainage-technical-standards.pdf Contact Arun District Council Drainage Engineers
8. Land Engineering Works Statement	All applications for engineering works where the operational site area exceeds 0.5ha and the change in levels at any point exceeds 0.3m.	All areas of the District	For full or outline applications plans of existing and proposed levels, details of how levels will be recorded throughout the development processes, details of the composition of imported or exported material, details of consultation with agencies such as the Environment Agency.	
9. Landscaping Strategy	All types of major applications for full planning permission. All major outline applications for planning permission where landscaping is to be considered. All applications for planning	All areas of the District	As a minimum an indicative landscaping strategy must be submitted. The strategy should include details of areas of proposed hard and soft landscaping. Soft landscaping areas should identify the general type of planting to be shown (species type and number). Where there	The British Association of Landscape Industries (BALI) Landscape House, Stoneleigh Park CV8 2LG

	permission for minor residential development.		are trees or vegetation to be retained these must be clearly identified on the plans.	
10. Lighting Assessment	<p>All types of applications for or including lighting outside of the built up area as indicated in the Local Plan.</p> <p>All types of applications for or including lighting units at a height of 2m or above in the built up area as indicated in the Local Plan.</p>	All areas of the District	Details of the number, type, location, height, cowling and intensity of the installation including hours of illumination. A lighting impact study showing the extent and amount of illumination on the ground and an analysis of light spillage outside the site and/or into the sky.	<p>Lighting in the Countryside (DCLG 1997) http://www.communities.gov.uk/archived/publications/planningandbuilding/lighting</p> <p>The Institution of Lighting Engineers http://www.ile.org.uk</p>
11. Noise/Extraction Assessment	A) All types of application for planning permission for residential development (new dwellings).	Applications where development is adjacent to an 'A' classified road or a railway.	<p>A noise survey, including the methodology and data collected, setting out the noise exposure category (NEC) in which the development would be in accordance with.</p> <p>Where development falls within NEC B details of proposed mitigation should be provided. Where development falls within NEC C details of alternative sites considered for the development as well mitigation should be provided.</p>	<p>The Council's Environmental Health Officers can provide information about noise surveys.</p> <p>The following link provides guidance on noise: http://www.arun.gov.uk/noise-pollution</p> <p>Institute of Acoustics 77A St Peter's Street St Albans AL1 3BN</p>
	B) All types of application for planning permission for uses falling within Use Class B2 (general industrial).	All areas of the District	Details of noise mitigation/control measures. These should not be based on a proposed occupier but on a worst case scenario.	
	<p>C) All types of application for planning permission for or incorporating air conditioning units or extraction units.</p> <p>Required for all applications for the use of premises for purposes within Use Classes A3 (Restaurants and Cafes), A4 (Drinking Establishments) and A5 (Hot Food Takeaways).</p>	All areas of the District	Manufacturers' details of noise, vibration performance and, if applicable, filter systems.	

<p>12. Bin Storage and Collection Provision</p>	<p>For all new development including conversions, the applicant must show bin storage/ collection provision. This information can either be in a statement or can be shown on plans providing it is clearly labelled</p>	<p>All areas of the District</p>	<ul style="list-style-type: none"> • Each unit created will require both recycle and normal bin collection. • Larger housing or flatted developments will need larger bin capacity in accordance with the requirements of Arun District Council Strategic and Environmental Services. • Communal/bulk bins will need to be provided on larger schemes. • Wheelie bins will be required for single unit and smaller scale development. • The same amount of storage space/bins will be required for recyclable materials. • That appropriate screening by way of a building or landscaping normally be provided. <p>Information to be clearly illustrated on plans or a statement is to be provided.</p>	
<p>13. Parking Plan</p>	<p>All types of applications for planning permission for commercial or residential development of 5 dwellings or more or 500 sq m of commercial floor space.</p> <p>All applications for the conversion of buildings to flats.</p>	<p>All areas of the District</p>	<p>Plans which clearly indicate:-</p> <ul style="list-style-type: none"> - Parking layouts that indicate the ability to access and egress sites in forward gear; - turning areas consistent with the size and frequency of vehicles visiting a site; - provisions to enable safe and convenient movement for pedestrians; and - facilities for cyclists, disabled users and where appropriate motor cyclists. <p>The plans should be drawn at a scale of 1:200 with the position of building(s) on site included together with accesses.</p>	<p>West Sussex County Council Parking Standards</p> <p>http://www.westsussex.gov.uk/living/roads_and_transport/roads_and_footways/development_control_plans_and/information_for_developers/pre-application_advice_for_roads.aspx</p>

14. Planning Application Summary	All major applications for planning permission where the supporting documentation exceeds 100 pages (excluding the application forms themselves).	All areas of the District	A summary must be provided of not more than 20 pages that provides an overview of the proposal and a clear description of its key impacts	
15. Street Scene	All types of application for planning permission for commercial and new residential units (with the exception of changes of use where there are no external alterations)	All areas of the District where the proposal is set between existing development visible from public realm	Details should be provided showing the proposal in situ alongside existing development. Drawings or photomontages should show how the proposal integrates with the adjacent buildings showing clearly its context.	
16. Structural Survey and Conversion Method Statement	When the structural integrity of a building is a key consideration, for example Barn Conversions or Re-use/Alterations of other rural buildings.	All areas of the District	<p>A structural survey setting out the structural condition of the building.</p> <ul style="list-style-type: none"> - Appraisal of the structural stability of the building; - schedule of the work that is required to convert the building; - a method statement for carrying out the work; and - plans detailing the repairs and alterations required. <p>The survey should be carried out by an independent specialist consultant.</p>	<p>Information on structural engineers can be found here http://www.istructe.org/finding-a-structural-engineer</p> <p>Telephone 01903 737756 and ask to speak to a Building Control Officer or e-mail bldg.con@arun.gov.uk</p>
17. Telecommunications Development Statement	All types of application for planning permission for telecommunications equipment and their related support structures and for notifications under Part 16 of the GPDO 2015	All areas of the District.	The information required in chapter 5 of the NPPF “supporting high quality communications infrastructure” In addition, need for the installation should be demonstrated through existing and proposed coverage plots or through data showing capacity issues.	Applicants should aim to follow the Code of Best Practice.

<p>18. Transport Assessment (TA)/Travel Plan (TP)</p>	<p>All types of application for planning permission for (use class):</p> <ul style="list-style-type: none"> • A1 (food retail) over 800sqm • A1 (non-food retail) over 1500sqm • A2 and A3 over 2500sqm • A4 over 600sqm • A5 over 500sqm • B1 over 2500sqm • B2 over 4000sqm • B8 over 5000sqm • C2 (hospitals/nursing homes) over 50 beds • C2 (residential education) over 150 students • C2 (institutional hostels) over 400 residents • C3 over 80 units • D1 over 1000sqm • D2 over 1500sqm 	<p>All areas of the District</p>	<p>Transport Assessment and Travel Plan. A TA should address the following issues; reducing the need to travel, especially by car – ensure, at the outset, that thought is given to reducing the need to travel; consider the types of uses (or mix of uses) and the scale of development in order to promote multipurpose or linked trips; promote accessibility by all modes of travel, in particular public transport, cycling and walking; assess the likely travel behaviour or travel pattern to and from the proposed site; and develop appropriate measures to influence travel behaviour; provide accurate quantitative and qualitative analyses of the predicted impacts of residual trips from the proposed development and ensure that suitable measures are proposed to manage these impacts; and ensure as much as possible that the proposed mitigation measures avoid unnecessary physical improvements to highways and promote innovative and sustainable transport solutions.</p> <p>The findings of the TIA will help inform the Travel Plan which will generally be secured via a s.106 agreement.</p>	<p>Government Guidance on Transport Assessments can be found at</p> <p>http://planningguidance.communities.gov.uk/blog/guidance/transport-evidence-bases-in-plan-making/</p> <p>Guidance on Travel Plans can also be obtained from West Sussex County Council 'Transport Assessment Methodology' (June 2007), which can be viewed:</p> <p>http://www2.westsussex.gov.uk/roadsandtransport/WSCC%20Transport%20Assessments%20-%20Guidance%20on%20Methodology%20for%20Developers.pdf</p> <p>Special guidance should be explored through pre-application advice</p>
	<p>All types of major application for planning permission where there would be more than 30 2-way vehicle movements per hour or more than 100 2-way vehicle movements per day or more than 100 parking spaces are proposed</p>	<p>All areas of the District</p>		

<p>19. Transport Statement (TS)</p>	<p>All types of application for planning permission for (use class):</p> <ul style="list-style-type: none"> • A1 (food retail) between 250 and 800sqm • A1 (non-food retail) between 800 and 1500sqm • A2 between 1000 and 2500sqm • A3 between 300 and 2500sqm • A4 between 300 and 600sqm • A5 between 250 and 500sqm • B1 between 1500 and 2500sqm • B2 between 2500 and 4000sqm • B8 between 3000 and 500sqm • C2 (hospitals/nursing homes between 30 and 50 beds • C2 (residential education) between 50 and 150 students • C2 (institutional hostels) between 250 and 400 residents • C3 between 50 and 80 units • D1 between 500 and 1000sqm • D2 between 500 and 1500sqm 	<p>All areas of the District</p>	<p>A Transport Statement is required for developments that have relatively small transport implications. A TS will usually include existing site information, baseline transport data and a full description of the proposed development.</p>	<p>Government Guidance on Transport Assessments can be found at</p> <p>http://planningguidance.communities.gov.uk/blog/guidance/transport-evidence-bases-in-plan-making/</p> <p>Guidance on Travel Plans can also be obtained from West Sussex County Council 'Transport Assessment Methodology' (June 2007), which can be viewed:</p> <p>http://www2.westsussex.gov.uk/roadsandtransport/WSCC%20Transport%20Assessments%20-%20Guidance%20on%20Methodology%20for%20Developers.pdf</p> <p>Special guidance should be explored through pre-application advice</p>
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20. Tree Survey and Arboricultural Report	A Tree Survey and arboricultural report is required where there are trees within the application site or on land adjacent to it that could be affected by the proposed development.	All areas of the District	<p>Where there are trees within the application site, or on land adjacent to it where it is necessary to establish whether trees would be influenced or be affected by the development (including street trees), information will be required on which trees are to be retained and on the means of protecting these trees during construction works. A qualified arboriculturist should prepare this information.</p> <p>Details must include: Tree Survey schedule, Tree Protection Plan (TPP), Arboricultural Implications Assessment (AIA) and Arboricultural Method Statements (AMS) where need is identified within AIA.</p>	<p>British Standard 5837 'Trees in relation to design, demolition and construction – Recommendations (2012)</p> <p>Arboricultural Officer 01903 737982</p>
21. Lidsey Foul Water – Environmental Assessment Statement	Applications falling within the Lidsey Foul Water Treatment Catchment Area.	Lidsey Foul Water Treatment Catchment Area	<p>If the development is located within the Lidsey Foul Water Treatment Catchment Area it will be necessary to confirm in writing whether or not the proposal involves connection to the mains foul water drainage.</p> <p>If the proposal is not connecting to the mains drainage, the application will be held as invalid unless it is accompanied by a full environmental assessment in accordance with Circular 03/99 as was agreed at Full Council on 11 January 2012.</p>	<p>To ascertain if your site falls within the catchment please contact the Senior Engineer (Drainage and Coastal) Paul Cann 01903 737819</p> <p>Please check link below for a map of the drainage area: http://www.arun.gov.uk/lidsey-foul-water</p>
22. Validation Checklist	All types of application with the exception of those on the 1APP Householder application form.	All areas of the District	The checklist must be completed. This will allow validation of the application to be a 'tick box exercise' once the application is received. The checklist allows applicants to self-certify that their applications include all the information required by this Local Validation Requirement list. Assistance with validation requirements can be obtained via our Pre-application advice service. The checklist form can be found at	

			http://www.arun.gov.uk/lvi-checklist	
23. Plan and Drawing Requirements	Applications for the change of use of buildings	All areas of the District	A scale drawing of existing floor plans with the uses within the floor space delineated and annotated. A scale drawing of proposed floor plans with the uses within the floor space delineated and annotated. Please see the National Validation Requirements list for further details.	The National Requirements for plans and drawings are set out in Planning Practice Guidance on Making an Application which can be found here http://planningguidance.communities.gov.uk/blog/guidance/making-an-application/validation-requirements/national-information-requirements/
	Applications for all types of development.	All areas of the District	<p>The Town and Country Planning (Development Management Procedure) (England) Order 2015 states that an application needs to be accompanied with</p> <p>(i) a plan which identifies the land to which the application relates (commonly known as a location plan)</p> <p>(ii) any other plans, drawings and information necessary to describe the application which is the subject of the application. (Commonly referred to as block plan, floor plans, elevations, sections and roof plans)</p> <p>These are in effect national requirements and are contained in Arun's National Validation Requirements List. All drawings should be metric and to scale. The Procedure Order does not specify beyond this but custom and practice has established the following as standard requirements and we have adopted these as both National and Local requirements:</p> <p>Location Plan All applications must include copies of a location plan based on an up-to-date map. This should be at a scale of 1:1250 for an urban area or 1:2500 for a rural area.</p>	<p>In particular the requirements in respect of "Site Plans", often referred to as "Block Plans" must be met, including the requirement for a north point and written dimensions from buildings to boundaries. If it is more practical, such dimensions can be indicated on other plans but must be provided within the application drawings.</p> <p>Dimensions are not required for front porches, dormer windows/roof light proposals.</p> <p>The need for key dimensions on drawings is very important to allow customers reviewing plans on a wide range of media to understand proposals accurately.</p>

			<p>In exceptional circumstances plans of other scales may also be required. Plans should wherever possible show at least one named road and where possible two and surrounding buildings. If the location is in a highly rural area it may not be possible to include named roads on a plan of this scale in which case please ring to discuss an alternative solution. The properties shown should be numbered or named to ensure that the exact location of the application site is clear and must include a north point.</p> <p>The application site must be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings. It is not acceptable to edge a plan in blue, pink or black. Only red edged plans will be accepted.</p> <p>A blue line must be drawn around any other land owned by the applicant, close to or adjoining the application site.</p> <p>OTHER PLANS, DRAWINGS AND INFORMATION NECESSARY TO DESCRIBE THE DEVELOPMENT WHICH IS THE SUBJECT OF THE APPLICATION</p> <p>Block/Site Plan</p> <p>All applications must have a Block Plan at scale 1:500 or 1:200 and it should show</p> <ol style="list-style-type: none"> a) the direction of North; b) the proposed development in relation to the site boundaries and other existing buildings on the site with any 	
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			<p>new buildings/work to be clearly indicated on the plan (hatched, highlighted or clear written dimensions). Written dimensions to boundaries are to be included to assist with the understanding of development and its relationship to neighbouring properties. If it is more practical such dimensions can be indicated on other plans but must be provided within the application drawings. Dimensions are not required for front porches, dormer windows/roof light proposals.</p> <ul style="list-style-type: none"> c) all the buildings, roads and footpaths on land adjoining the site including access arrangements; d) all public rights of way crossing or adjoining the site; e) the position of all trees on the site, and those on adjacent land that could influence or be affected by the development; f) the extent and type of any hard surfacing and provision of drainage g) boundary treatment including walls or fencing where this is proposed <p>Where all the information required by both a block plan and site plan can be provided on one drawing, and where the scale is no greater than 1:200, we will be willing to accept a combined site and block plan, however, it must be titled as such.</p> <p>Existing and Proposed Elevations</p> <p>These should be drawn to a scale of 1:50 or 1:100 and should be clearly labelled existing and proposed. All sides of the proposal must be shown and these should indicate, where possible, the proposed</p>	
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			<p>building materials and the style, materials and finish of windows and doors.</p> <p>Where a proposed elevation adjoins another building or is in close proximity to it, the drawings should show the relationship between the two.</p> <p>Where there are no external alterations for example for an application for change of use, it is possible to submit one set of plans but they must not have text or annotations superimposed over the top so that they are unclear for a member of the public to read. They must be clearly labelled existing and proposed.</p> <p>Existing and Proposed Floor Plans</p> <p>These should be drawn to a scale of 1:50 or 1:100 and should explain the proposal in detail.</p> <p>Where necessary details of existing walls or buildings to be demolished should be indicated. Where a proposal adjoins another building or is in close proximity to it, the drawings should show the relationship between the two buildings.</p> <p>Where there is no alteration to the floor plans, for example in the case of a change of use, it is possible to submit one set of plans but they must not have text or annotations superimposed over the top so that they are unclear for a member of the public to read. They must be clearly labelled existing and proposed.</p> <p>Existing & Proposed Sections & Finished Floor/Site Levels</p>	
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			<p>Such plans drawn at a scale of 1:50 or 1:100 should show a cross section(s) through the proposed building(s) or advertisements. In all cases where a proposal involves a change in ground levels, drawings should be submitted to show both existing and finished levels to include details of foundations and eaves and how encroachment onto adjoining land is to be avoided.</p> <p>Full information should also be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development. Such plans should show existing site levels and finished floor levels (with levels related to a fixed datum point off site) and also show the proposals in relation to adjoining buildings. This will be required for all applications involving new buildings.</p> <p>In the case of householder development, the levels may be evident from floor plans and elevations, but particularly in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified. Levels should also be taken into account in the formulation of design and access statements.</p> <p>Existing and Proposed Roof Plans.</p> <p>A roof plan for dormer extensions/roof alterations is used to show the shape of the roof and is typically drawn at a scale smaller than the scale used for the floor plans. Details such as the roofing material and their location are typically specified on</p>	
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			the roof plan.	
24. Historic Environment Record Search	<p>Residential Development</p> <p>Within a RED Archaeological Notification Area: 1 or more new replacement units Any below ground activity within a Scheduled Ancient Monument or Historic Church or Churchyard</p> <p>Within an AMBER Archaeological Notification area: 5 new units or more and sites within or adjacent to Scheduled Ancient Monuments</p> <p>OUTSIDE of an Archaeological Notification Area: 10 or more units</p> <p>Non- Residential Development:</p> <p>Within an Archaeological Notification Area regardless of colour: Any development over 0.2ha in area</p> <p>Outside of an Archaeological Notification Area: Any development over 0.5ha in area</p>	All areas of the District	<p>An Heritage Environment Record (HER) search needs to be undertaken and provided as part of the planning application submission.</p> <p>Chichester District Council act as advisors on archaeology to the LPA, and access the West Sussex Historic Environment Record, which includes an inventory of known archaeological sites and other heritage assets</p>	<p>Further details on the thresholds, the map showing the notification areas, how to carry out a search and the fees can be found at :- https://www.westsussex.gov.uk/and-waste-and-housing/landscape-and-environment/historic-environment-record/</p>
25. Pagham Harbour Access Management Contribution	<p>Applications with a net gain of 1 or more residential units.</p> <p>Please be advised that if the site requires other forms of contributions it is unlikely the standard template legal agreement would suffice and a bespoke</p>	<p>Within the Pagham Harbour Buffer Zones A & B (Please note this area is far wider than the Parish of Pagham)</p> <p>A map can be found at http://www.arun.gov.uk/planning-obligations</p>	<p>For all net gain of residential units applications within the Pagham Harbour Buffer Zones A & B, there is a requirement for a financial contribution to be made for Pagham Harbour Access Management. A legal agreement has to be drawn up for this contribution and the agreement must be</p>	<p>For full details of the Pagham Harbour Access Contribution including the amount, the legal template ,instructions for completion and details of the legal checking fee please see the website</p>

	agreement would need to be prepared to cover the additional contributions.		<p>completed and signed before a planning decision is made.</p> <p>A completed and signed legal agreement and the legal checking fee must be submitted with the application. Failure to do so will result in the application remaining invalid and no work will be carried out on the application until this has been received.</p> <p>To assist applicants there is a standard legal agreement template, instructions for completion and details of the legal fee on the Council's website .</p>	http://www.arun.gov.uk/planning-obligations
26. Heritage Statement	<p>All applications for development affecting a heritage asset and any non-designated heritage asset recognised as such by Arun DC</p> <p>This includes: Full and Outline applications for the following:</p> <ol style="list-style-type: none"> (1) Development which involves alterations to a Listed Building (but please separately refer to our Listed Building Validation List document); (2) Development affecting the setting of a Listed Building; (3) Development that involves the alteration of a locally listed building; (4) Development within historic parks or gardens; 	All areas of the District	<p><i>Paragraph 128 of the NPPF states that:</i></p> <p><i>“In determining applications, Local Planning Authorities should require an applicant to 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 significance 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 should have been consulted and the heritage assets assessed using appropriate expertise where necessary...”</i></p> <p>A heritage statement should include the following three main points:</p> <ol style="list-style-type: none"> (1) Assessment of heritage significance – an assessment of the significance of the heritage asset or assets which may be affected by the proposed development, including their setting (Significance is defined as the value of a heritage asset to this and future generations because of its heritage interest. That interest may be of archaeological, architectural, artistic 	<p>NPPF: http://planningguidance.communities.gov.uk/blog/policy/achieving-sustainable-development/delivering-sustainable-development/12-conserving-and-enhancing-the-historic-environment/</p> <p>PPG: http://planningguidance.communities.gov.uk/blog/guidance/conserving-and-enhancing-the-historic-environment/</p> <p>Historic England Good Practice Advice notes 1, 2, 3 and Advice Note 2: (https://historicengland.org.uk/images-books/publications/pps-practice-guide/)</p>

			<p>or historic);</p> <p>(2) Assessment of impact – an assessment of the likely impact of the proposed development on the heritage asset(s) and their setting; and</p> <p>(3) Mitigation – a statement outlining a mitigation strategy to address any impacts of the proposed development on the significance of the heritage asset(s). This might include modification of methods, materials chosen or design and/or archaeological or architectural investigation and recording.</p> <p>The amount of detail that is required in a heritage statement will vary according to the particular proposal. The statement should be proportionate in detail to the type of works being carried out. For example, a major scheme that affects several assets will require an extensive and professionally produced heritage statement. A small-scale scheme that has limited impacts will probably require a short statement. However, there are a number of basic items that must be included in any heritage statement (see above).</p> <p>Applicants are expected to assess and justify the likely impact of their proposal on the special interest of the site or structure in question and provide such written information and/or drawings as may be required to understand the significance of the affected heritage asset.</p> <p>As a minimum, applicants are expected to consult the West Sussex District Council</p>	
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			Historic Environment Record (HER) for information on the history of the building, site or area as well as the National Heritage List produced by English Heritage, relevant local plan policies and any available Conservation Area Character Appraisals.	
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