



Lewes District Council

## Appendix 1 – Details of Extra Documents

- **Supporting Planning Statement** - Information will include how the proposed development accords with policies in the development plan, supplementary planning document or development briefs. It should also include details of any consultations with the LPA, wider community and statutory consultees undertaken prior to submission. A separate statement on community involvement may also be appropriate.
- **Ashdown 7km Zone** - If the development proposed is for/or includes the creation of residential dwellings or change of use to residential (this includes holiday lets and all new residential dwellings) then please read the Habitat Regulations page on our website.
- **Community Infrastructure Levy (CIL)** – Your development may be liable for a charge under the Community Infrastructure Levy (CIL). To assess whether a development may be CIL liable, all applications for full planning permission, including householder applications and reserved matters applications following outline permission and applications for lawful development certificates, must include a completed CIL Additional Information Requirement form.

The form is available at:

[http://www.planningportal.gov.uk/uploads/1app/forms/cil\\_questions.pdf](http://www.planningportal.gov.uk/uploads/1app/forms/cil_questions.pdf)

and guidance notes at:

[http://www.planningportal.gov.uk/uploads/1app/cil\\_guidance.pdf](http://www.planningportal.gov.uk/uploads/1app/cil_guidance.pdf)

The CIL charge will apply to all new homes (\*except affordable housing), all residential extensions (including prior notification larger home extensions) and all new retail developments and extensions, that exceed 100 sqm. The Council will determine liability from the submitted CIL Additional Information Form.

\*development including affordable housing must also complete CIL Form 2, to apply for the exemption:

[http://www.planningportal.gov.uk/uploads/1app/forms/form\\_2\\_claiming\\_exemption\\_and\\_or\\_relief.pdf](http://www.planningportal.gov.uk/uploads/1app/forms/form_2_claiming_exemption_and_or_relief.pdf)

further information on exemptions from CIL can be found at:

<http://www.planningportal.gov.uk/planning/applications/howtoapply/whattosubmit/cil>

For further information please see the CIL pages on our website.

**Planning obligations** - All planning applications that require a Section 106 Agreement must be submitted with a Draft Heads of Terms document that sets out the contributions that are agreed to be provided. Applicants should clarify the LPA's requirements in pre-application discussions and confirm any planning obligations at this stage. Further details including contribution amounts and the Heads of Terms template are available on our website.

- **Tree survey/Arboricultural statement** - A detailed tree survey shall be carried out by a competent person and be in accordance with British Standards

BS5837:2012 - Trees in Relation to Design, Demolition and Construction. The plans shall include appropriate information such as, the location of trunk centres and crown spread of existing trees. A Tree Constraints Plan, Arboricultural Implications Assessment (AIA), Arboricultural Method Statement (AMS), Tree Protection Plan (TPA) and details of proposed tree works should also be provided where appropriate.

- **Landscaping** - Applications may be accompanied by landscaping details and include proposals for long term maintenance and landscape management.
- **Flood risk assessment** - Planning applications for development proposals of 1ha or greater in Flood Zone 1 and all proposals for new development, which are located in Flood Zones 2 and 3, or other areas where the Environment Agency, Internal Drainage Boards and other bodies have indicated that there may be drainage problems, should be accompanied by a Flood Risk Assessment. This 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. Further information regarding FRA's is available at: <https://www.gov.uk/guidance/flood-risk-assessment-for-planning-applications>  
Maps of flood zones are available from the Environment Agency at: <http://planningguidance.planningportal.gov.uk/blog/guidance/flood-risk-and-coastal-change/flood-zone-and-flood-risk-tables/table-1-flood-zones/>
- **Land Contamination** - Applications may also need to include an extended assessment of contamination focussed on local circumstances. Further information can be found at: <http://planningguidance.planningportal.gov.uk/blog/guidance/land-affected-by-contamination/land-affected-by-contamination-guidance/>
- **Transport Assessment** - Where developments will have significant transport implications, Transport Assessments should be prepared. The coverage and detail of the Transport Assessment should reflect the scale of development and the extent of the transport implications of the proposal. For small schemes, the Transport Assessment should simply outline the transport aspects of the application. For major proposals, the assessment should illustrate accessibility to the site by all modes and the likely split of types of journey to and from the site. It should also give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal and to mitigate transport impacts. These assessments enable local planning authorities better to assess the application and provide a basis for discussion on details of the scheme, such as the level of parking, the siting of buildings and entrances, and the need for further measures to improve access arrangements to the site. Details of any firm proposals to improve the access to a site (particularly where included in the local transport plan) should be taken into consideration when assessing the suitability of a site for development.
- **Draft Travel Plan** - A draft travel plan should outline the way in which the transport implications of the development are going to be managed in order to ensure the minimum environmental, social and economic impacts.

- **Photographs and Photomontages** - These provide useful background information and can help to show how large developments can be satisfactorily integrated within the street scene. Photographs should be provided if the proposal involves the demolition of an existing building or development affecting a conservation area or a listed building.
- **Retail/Impact assessments** – applications for leisure and office development outside of town centres, where the floor space is over 2,500 sq m should be submitted with an Impact Assessment. Applications for retail development in edge of centre or out of centre locations will require Retail Impact Assessment where the following locally set thresholds are exceeded, in accordance with Core Policy 6 of the Joint Core Strategy:

<b><i>Retail Impact Assessment – Trigger Thresholds (gross)</i></b>	
<b><i>Main Town Centre</i></b>	<b><i>750sqm</i></b>
<b><i>District Centre</i></b>	<b><i>500sqm</i></b>
<b><i>Local Service Centre</i></b>	<b><i>250sqm</i></b>

The assessment should include, the need for development, whether it is of an appropriate scale, that there are no other sites close to a centre for the development, that there are no unacceptable impacts on existing centres, and if locations are accessible. Further information including guidance on need, impact and the sequential approach is available in the NPPF at:

<http://planningguidance.planningportal.gov.uk/blog/policy/achieving-sustainable-development/delivering-sustainable-development/2-ensuring-the-vitality-of-town-centres/>

and Planning Practice Guidance - Ensuring the Vitality of Town Centres, at:

<http://planningguidance.planningportal.gov.uk/blog/guidance/ensuring-the-vitality-of-town-centres/ensuring-the-vitality-of-town-centres-guidance/>

- **Ventilation/extraction details** - For hot food takeaways, restaurant uses, launderettes etc.
- **Noise impact assessment** - Application proposals that raise issues of disturbance or are considered to be a noise sensitive development should be supported by a Noise Impact assessment prepared by a suitably qualified acoustician. Further information is provided in Planning Practice Guidance – Noise, <http://planningguidance.planningportal.gov.uk/blog/guidance/noise/noise-guidance/>
- **Air quality** - Where the development is proposed inside, or adjacent to, an air quality management area (AQMA), where the development could in itself result in the designation of an AQMA or where the grant of planning permission would conflict with, or render unworkable, elements of a LA's air quality action plan, applications should be supported by such information as is necessary to allow a full consideration of the impact of the proposal on the air quality of the area. This information may be provided as part of the Environmental Impact Assessment where applicable or through other validation requirements, for example through information provided on lorry movements. Further information is available at: <http://planningguidance.planningportal.gov.uk/blog/guidance/air-quality/>

- **Sunlight/Daylighting Assessment** - Applicable for all applications where there is a potential adverse impact upon the current levels of sunlight/daylight enjoyed by adjoining properties and buildings – further guidance is provided in the Building Research Establishment (BRE) guidelines on 'Site Layout Planning for Daylight and Sunlight'.
- **Details of any lighting scheme** - including a light pollution assessment, further information is available at:  
<http://planningguidance.planningportal.gov.uk/blog/guidance/light-pollution/>
- **Regeneration statements** - A supporting statement of any regeneration benefits from the proposed development, including: details of any new jobs that might be created or supported; the relative floorspace totals for each proposed use (where known); any community benefits; and reference to any regeneration strategies that might lie behind or be supported by the proposal should be included.
- **Affordable housing statement** - Where local plan policies or Supplementary Planning Document guidance requires the provision of affordable housing the LPA may require information concerning both the affordable housing and any market housing e.g. the numbers of residential units, the mix of units with numbers of habitable rooms and/or bedrooms, or the floor space of habitable areas of residential units, plans showing the location of units and their number of habitable rooms and/or bedrooms, and/or the floor space of the units. If different levels or types of affordability or tenure are proposed for different units this should be clearly and fully explained.
- **Open Space** - Plans should show any areas of existing or proposed open space within or adjoining the application site. 'Open space' here includes space falling within the definitions of that term in the Town and Country Planning Act 1990.
- **Water and Sewerage** - Developers should contact Southern Water prior to any detailed particulars being submitted for planning permission.  
<https://www.southernwater.co.uk/developers-and-builders-contact-us>
- **Assessment for treatment of foul sewage** - This should include a description of the type, quantities and means of disposal of any trade waste or effluent.
- **Utilities Statement** - This should include how an application connects to existing utility infrastructure systems.
- **Energy statement** - The statement should show the predicted energy demand of the proposed development and the degree to which the development meets current energy efficient standards.
- **Sustainability Statement** - A sustainability statement should outline the elements of the scheme that address sustainable development issues, including the positive environmental, social and economic implications.