

APPLICATION FOR FULL PLANNING PERMISSION AND EXPRESS ADVERTISEMENT CONSENT

PART I - COMPULSORY REQUIREMENTS

Planning applications may be submitted either as a 'hard copy' or as an on-line application. Online applications can be made via the [Planning Portal](#) and planning application forms can be downloaded from the Council's [Planning website](#). When an application refers to the need for two sets of a plans or document (1 original and 1 copy (i.e. 2 sets in total)) are required, it is referring to this requirement for a 'hard copy' application. Where the application is submitted electronically, only a single set is required.

Please Note: It is a MANDATORY REQUIREMENT to fill in this checklist for all applications.

All Plans:

- Marked "Do Not Scale", or similar, cannot be accepted.
- Must have a scale bar.
- Should show the original paper size.
- If any plan or drawing is based or appears to be based upon Ordnance Survey information/maps/data then to preserve [Ordnance Survey copyright](#), the relevant licence to reproduce the data should be clearly shown. **NO** application will be registered if any of the drawings submitted infringe or appear to infringe Ordnance Survey copyright.

The [national requirements](#) for planning applications state that **all** applications for planning permission **MUST** include:

The completed application form	YES	The standard application form requires applicants to supply information on a range of issues, tailored to the type of application. Applicants MUST answer ALL the questions.
		Requirement Included Please tick <input type="checkbox"/>
The correct fee	YES	Most planning applications incur a fee. These are described in Communities and Local Government (CLG) Circular 04/2008, Planning-Related Fees . The Planning Portal includes a fee calculator for applicants
		Requirement Included Please tick <input type="checkbox"/>

Reason not included:

Ownership certificates

YES

Under section 65(5) of the TCPA¹, read in conjunction with Article 12 of the DMPO² the local planning authority must not entertain an application for planning permission unless the relevant certificates concerning the ownership of the application site have been completed. All applications for planning permission **MUST** therefore include the appropriate certificate of ownership. An ownership certificate A, B, C or D must be completed stating the ownership of the property. For this purpose an 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than seven years. These ownership certificates are part of the standard application form.

Requirement Included Please tick

Agricultural Holdings Certificate

YES

All agricultural tenants on a site **MUST** be notified prior to the submission of a planning application. This is required by Article 12 of the DMPO. Applicants must certify that they have notified any agricultural tenants about their application, or that there are no agricultural tenants on the site. **The certificate is required whether or not the site is used agriculturally including urban areas.** It is incorporated into the standard application form, and must be signed in order for the application to be valid.

Requirement Included Please tick

Ownership Notice

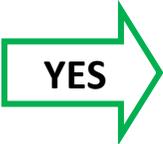
YES

A notice that the application is being submitted to all owners of the application site, other than the applicant must be completed and served in accordance with Article 11 of the GDPO. Site owners are freeholders and leaseholders with at least seven years of the leasehold left unexpired. A copy should be served by the applicant on each of the individuals identified in the relevant certificate.

¹ Town and Country Planning Act 1990

² The Town and Country Planning (Development Management Procedure) (England) Order 2010 SI 2010/2184

The Location Plan



Requirement Included Please tick

ALL applications **MUST** include a location plan based on an up-to-date map. This should be at an identified standard metric scale (typically 1:1250 or 1:2500, but wherever possible the plan should be scaled to fit onto A4 or A3 sized paper). Plans should identify sufficient roads (normally two) and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear. It must also show the direction of North.

The application site should be edged clearly with a **red line**. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings.

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

Requirement Included Please tick

Site Plan



The site plan should be drawn at an identified standard metric scale. It should accurately show:

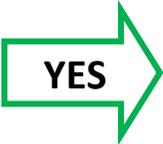
- a) The direction of North
- b) The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries

and the following, **unless these would NOT influence or be affected by the proposed development:**

- c) All the buildings, roads and footpaths on land adjoining the site including access arrangements
- d) All public rights of way crossing or adjoining the site
- e) The position of all trees on the site, and those on adjacent land
- f) The extent and type of any hard surfacing; and



Drawings (including floor plans and elevations)



g) Boundary treatment including walls or fencing where this is proposed

Requirement Included Please tick

All drawings should be provided at a preferred scale of either 1:100 or 1:50 (and capable of reproduction at A3 size). The drawings should explain the proposal in detail and clearly show the proposed works in relation to what is already there. All sides of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included; if only to show that this is the case.

Where a proposed elevation adjoins or is within 5 metres of another building, the drawings should clearly show the relationship between the buildings and detail the positions of the openings on each property.

Where existing buildings or walls are to be demolished, these should be clearly shown. The drawings should show details of the existing building(s) as well as those of the proposed development. New buildings should be shown in context with adjacent buildings (including property numbers where applicable).

New buildings should be shown in context with adjacent buildings (including property numbers where applicable). Proposals with altered elevations that adjoin or are within 5 metres of another building should also highlight this relationship, detailing the positions of the openings on each property.

Advertisement drawings should show lettering and any images, materials and colours to be used, the extent of projection and details of the method and colours of illumination.

Plans must show the direction of North, and elevations marked appropriately, ie north, northeast, etc. (facing the direction in question).

Requirement Included Please tick

Section drawing

YES

- Drawings at a scale of 1:50 or 1:100 showing a cross-section through the proposed building(s) are required:
- Where a proposal involves a change in ground levels – illustrative drawings should be submitted to show both existing and finished levels and show how proposed level changes relate to retained trees.
 - On sloping sites – full information is required concerning alterations to levels, the way in which a proposal sits within the site and in particular, the relative levels between existing and proposed buildings.

Section drawings may also be requested in other cases. The drawings may take the form of contours, spot levels, or cross/long sections.

Requirement Included Please tick

Design and Access Statement

YES

The statutory requirements for [design and access statement](#) are set out in Article 8 of the DMPO and Article 3A of the Planning (Listed Building and Conservation Areas) Regulations 1990. They are only required for the following types of applications for planning permission except:

- Major³ applications;
- Applications for one or more dwellinghouses in a Conservation Area; or
- Applications for 100m² or more of floorspace in a Conservation Area.

Design and access statements are particularly important where design or materials is a significant issue or in the case of prominent sites. The statement should:

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

They are required for all applications for listed building consent; however, they do not need to deal with access elements where they only relate to internal works.

See also Policy GEN1 of the [Hart District Local Plan \(Replacement 1996-2006 – Saved Policies\)](#).

Requirement Included Please tick

PART II - LOCAL REQUIREMENTS

Hart District Council requires that additional information, known as the Local Requirements, are submitted where necessary. Applicants are advised to seek advice on the need for more information before submitting an application. The information requirements are set out below.

Major Planning Application

(ie 10 or more dwellings or residential development on a site of 0.5 ha or more; 1,000m² of non-residential floorspace; or where the site are is greater than 1ha)

Electronic copies of the application forms, drawings and all supporting information

YES

To enable more efficient consultations and processing, an electronic copy of the whole application, including all supporting information and drawings, must be submitted for **all** major planning applications to enable the Council to publish the application details on our website.

Requirement Included Please tick

Affordable housing statement

When required

- a) Within settlements below 5,000 population - the requirement applies to sites which are 0.2ha or larger that would provide 5 or more dwellings
- b) All other cases the requirement applies to sites which are 0.5ha or larger or that would provide 15 or

YES

Information required

- a) The numbers of affordable units,
And for Full applications
- b) The mix of affordable units with numbers of habitable rooms and/or bedrooms, or the floor space of habitable areas of residential units,
- c) Plans showing the location of all affordable units and their number of habitable rooms and/or bedrooms, and/or the floor space of the affordable units.

If different levels or types of affordability or tenure are proposed for different units this should be clearly and fully explained. The affordable housing statement should also include details of any Registered Providers acting as partners in the development. Further information and advice is available in the [Hart District Strategic Housing](#)

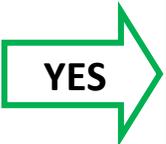
more dwellings
c) All planning applications for “rural exceptions” housing

_____, and the [Homes and Community Agency Design and Quality Standards](#).
See also Policies ALTGEN13 and RUR22 of the [Hart District Local Plan \(Replacement 1996-2006 – Saved Policies\)](#).

Requirement Included Please tick

Reason not included:

Agricultural Statement
When required
a) All planning applications for agricultural or equestrian development (including extensions to existing buildings to be used for such purposes)
b) All planning applications for new dwellings (including mobile homes) justified by their agricultural need



Information required
Applications for agricultural or other development within the countryside should provide a statement explaining why the development is necessary, explaining the design and size requirements.
The [National Planning Policy Framework](#) sets out guidance which will be taken into account in determining the application.
Applications for dwellings where it is contended that there is an essential need for a rural worker to live at or near their place of work in countryside, whether permanent or temporary while the enterprise is proved, should be accompanied by a statement explaining the essential need. The Council has adopted as non-statutory guidance the former [Annex A of PPS7](#) to allow applicants to show how the proposals have met/would meet this need. This will also include an explanation as to the size of the dwelling and how it meets the functional requirements of the holding.
In **ALL** cases an explanation of why the building is located on a particular part of the holding should also be submitted. This may need to be also looked at as part of a Landscape Assessment.
See also Policy RUR11 of the [Hart District Local Plan \(Replacement 1996-2006 – Saved Policies\)](#).

Requirement Included Please tick

Reason not included:

Crime Prevention and Anti Social Behaviour Statement

When required

- a) Residential development of 25 or more dwellings
- b) Development falling within Use Classes B1, B2 or B8 exceeding 1,500m² gross external area
- c) Public houses, nightclubs and hotels (including extensions where alcohol will be served)
- d) Takeaways and restaurants (including extensions where alcohol will be served)
- e) ATMs and banks/building societies

YES

Information required

The design of a proposal can have a significant effect on whether a development may be susceptible to crime or anti-social behaviour and can increase the fear of crime. Initiatives such as [Secured by Design](#) can add marketing value to a scheme. For development where a large number of people may congregate the threat of terrorism needs to be taken into account.

Discussions with Police Crime Prevention Design Advisors can ensure that these requirements are taken into account.

See also Policies GEN12 of the [Hart District Local Plan \(Replacement 1996-2006\)](#) and a further assistance can be found by completing the [Crime Prevention Checklist](#).

Requirement Included Please tick

Reason not included:

Economic Statement

When required

For any development:

- a) Falling within Use Classes B1, B2 or B8

YES

Information required

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

- a) Details of existing and proposed job numbers as full-time equivalents,
- b) The relative existing and proposed employment floorspace totals,

exceeding 1,500m² gross external area; or
b) Would result in the loss of land used for Use Classes B1, B2 or B8 or land allocated in the Local Plan for employment purposes.

- c) Any community benefits,
- d) The loss of any employment land,
- e) The condition of the existing use of the site,
- f) How long the land has been marketed for, and
- g) The costs of retaining it in employment use.

See also Policies RUR12, RUR13, RUR16, and URBI to URB7 of the [Hart District Local Plan \(Replacement 1996-2006\)](#) – Saved Policies.

Requirement Included Please tick

Reason not included or if included, please indicate where it is located, i.e., as a separate document or part of planning statement or design & access statement.

Energy Statement

When required

For any development:

- a) For residential purposes or
- b) Commercial development exceeding 1,500m² gross external area.

YES 

Information required

The statement should set out either the Code for Sustainable Homes or BREEAM Standard for non-residential development or the predicted energy demand of the proposed development and the degree to which the development meets current energy efficient standards. Residential development should meet the appropriate minimum. Further advice can be found in the [National Planning Policy Framework](#). See also Policy GEN10 of the [Hart District Local Plan \(Replacement 1996-2006\)](#) – saved policies.

Requirement Included Please tick

Reason not included or if included, please indicate where it is located, i.e., as a separate document or part of planning statement or design & access statement.

Flood Risk Assessment (FRA)

When required

- a) Development proposals with a site area of 1ha or greater in Flood Zone 1 and all proposals for development (including extensions), that are in Flood Zones 2 and 3⁴,
- b) Residential development on land in Flood Zone 1 forming part of a “[Dry Island](#)”.

YES

Information required

The FRA should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed taking climate change into account. Maps of flood zones are available from the [Environment Agency](#). In addition [Technical Guidance to the National Planning Policy Framework](#) provides guidance about how to write a flood risk assessment and the responsibilities for controlling development where it may be directly affected by flooding or affect flooding elsewhere.

Please also see Policy GEN11 of the [Hart District Local Plan \(Replacement 1996-2006 – Saved Policies](#) and further information can be found in the [Hart District Council Strategic Flood Risk Assessment](#).

Requirement Included Please tick

Reason not included or if included, please indicate where it is located, i.e., as a separate document or part of planning statement or design & access statement.

Foul Sewage/Surface Water and Utilities assessment

When required

- a) For all new residential or commercial development where it is not intended to connect to mains drainage
- b) For all new residential or commercial development (irrespective of whether there is an intention to connect to mains drainage) within the parishes of Hartley Wintney, Rotherwick, Bramshill, Heckfield, Mattingley, and Eversley.

YES

Information required

This should include details of how surface water runoff from the site is to be controlled and managed, and for foul sewage, a description of the type, quantities and means of disposal of any trade waste or effluent as well as the means to deal with household waste, such as septic tanks. This may be in the form of a Sustainable Drainage System. Areas to the north of Hart District are the subject of localised surface water flooding due to impermeable or unfavourable ground conditions. Full details of both foul and surface water disposal will be required within these areas.

Where any application for 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

c) For all applications that involve the disposal of trade waste or the disposal of foul sewerage effluent other than to the public sewer. In these cases a fuller foul drainage assessment will be required including details of method of storage, treatment and disposal.

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 will be required to demonstrate that the alternative means of disposal are satisfactory. Guidance on what should be included in a non-mains drainage assessment is given in [DETR Circular 03/99](#) and [Building Regulations Approved Document Part H](#) and in BS6297.

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.

See also Policy GEN1 of the [Hart District Local Plan \(Replacement 1996-2006 – Saved Policies\)](#) and a further information can be found in the [Hart District Council Strategic Flood Risk Assessment](#) and also from the [Environment Agency](#).

Requirement Included Please tick

Reason not included or if included, please indicate where it is located, i.e., as a separate document or part of planning statement or design & access statement.

Heritage Statement

When required

Where an application affects a Heritage Asset and for major developments in or contiguous with a Conservation Area.



Information required

The [National Planning Policy Framework](#) sets out the overall approach to the protection of Heritage Assets. A heritage asset includes any building, monument, site, place, area or landscape positively identified as having a degree of significance meriting consideration in planning decisions. They include designated heritage assets (in the Hart context [Scheduled Monuments](#), [Listed Buildings](#), [Registered Parks and Gardens](#), [Conservation Areas](#) or [Hampshire Treasures](#)).

Where an application, be that an application for planning permission, listed building consent or conservation area consent, affects a Heritage Asset the application must be accompanied by a Heritage Statement setting out a description of the significance of the heritage asset(s) affected

and how the proposal will affect the significance of the asset(s).

See also Policy GEN1, CON10 to CON 14, CON17 and CON18 of the [Hart District Local Plan \(Replacement 1996-2006](#) – Saved Policies.

Requirement Included Please tick

Reason not included or if included, please indicate where it is located, i.e., as a separate document or part of planning statement or design & access statement.

Infrastructure Provision Statement

When required

All applications for

- a) New residential development, or
- b) Commercial development with a floor area being created over 200m².



Information required

Either

A draft Section 106 Planning Obligation or Heads of Terms setting out the quantum of contribution to be provided (precise financial sums) and evidence and proof of title, together with a statement explaining any differences from the Council's published [Community Infrastructure Policy](#);

Or

A Statement, explaining how the impacts of the Development on the use of infrastructure of the area, some of which is already at capacity, are addressed.

These include:

- a) Public open space,
- b) Community facilities,
- c) Highway improvements/sustainable transport measures.
- d) Measures with regard to mitigation of the effects of new development within 5km of the [Thames Basis Heath Special Protection Area for Birds](#). Assessment of educational needs and capacity – all primary schools and secondary schools within the Elvetham Heath/Fleet/Church Crookham/Crondall/ Crookham Village parish areas are at capacity, and Robert May's School in Odiham is also at capacity (the

areas that comprises the parishes of Long Sutton/ South Warnborough/Greywell/Odiham/North Warnborough/Hook/Mattingley/Heckfield/Hartley Wintney/Dogmersfield/Winchfield). In addition primary schools in the villages of Hartley Wintney and Hook are at capacity. Contributions will therefore be required to increase capacity within the respective school catchment areas. Hampshire County Council has an adopted policy for [Developers' Contributions towards Children's Services Facilities](#)

e) Affordable housing

There are various methods of dealing with this issue, whether through the physical provision of additional infrastructure or the making of a financial contribution to additional infrastructure which is provided collectively over a number of developments. These can be secured through a Section 106 agreement.

Applicants should clarify the Council's requirements in pre-application discussions and confirm any planning obligations that they agree to provide in brief heads of terms and also provide evidence and proof of title. Mortgage companies normally need to be party to any Obligation so applicants should ensure that they are aware and apply to complete the Obligation.

Further advice is available in the [National Planning Policy Framework](#) and Hart District Council published guidance [Planning Obligations \(S106 Agreements\) – Principles and Priorities](#).

See also Policies GEN1 and T16 of the [Hart District Local Plan \(Replacement 1996-2006 – Saved Policies\)](#).

Requirement Included Please tick

Reason not included or if included, please indicate where it is located, i.e., as a separate document or part of planning statement or design & access statement.

Land Contamination Assessment

When required

- a) Any development, but not including changes of use where no material physical alteration is proposed, that comprises housing likely to be used by families with children, where the land is not currently or last used for such a use; or
- b) Any site, excluding householder development, situated within 250 metres of a former landfill site, and
- c) Any site where contamination is known to exist; or
- d) Any site where contamination is likely due to existing or previous uses.

YES

Information required

Government policy is set out in the [National Planning Policy Framework](#). Brownfield sites (development on previously-developed land) and some Greenfield sites have the potential to be contaminated and therefore may pose a risk to current or future site occupiers, future buildings on the site and to the environment. A contaminated land assessment may also be required but the level of information required as part of a land contamination assessment will vary depending on the known and/or suspected levels of contamination:

See also Policies GEN1, GEN8 and GEN9 of the [Hart District Local Plan \(Replacement 1996-2006 – Saved Policies\)](#).

Requirement Included Please tick

Reason not included or if included, please indicate where it is located, i.e., as a separate document or part of planning statement or design & access statement.

Landscaping details

When required

All major developments, and for any new residential or minor commercial development (excluding changes of use where no material physical alterations are proposed) within a Conservation Area.

YES

Information required

Landscaping details, including proposals for long-term management and maintenance, will be required. The landscaping proposals should follow from the design concept in the Design and Access Statement. Existing trees and other vegetation should, where practicable, be retained in new developments and protected during the construction of the development.

For most applications it will not be necessary to set out exact planting locations and schedules, these can be dealt with a condition on any planning permission granted. However, details of the broad indications of landscaping should be shown along with strategic landscaping.

See also Policy GEN1 of the [Hart District Local Plan \(Replacement 1996-2006 – Saved Policies\)](#).

Requirement Included Please tick

Reason not included or if included, please indicate where it is located, i.e., as a separate document or part of planning statement or design & access statement.

Lighting assessment

When required

- a) Any sports/recreational development (including floodlighting of ménages) that proposes or involves the provision of floodlights
- b) Any major or residential or commercial development in the countryside
- c) Any illuminated advertisements.

YES

Information required

This is needed for any sports/recreational development (including floodlighting of ménages) that proposes floodlights, and will be required for any major commercial or residential development in the countryside. It should include technical specification designed to ensure nuisance from lighting is minimised/prevented. There is UK and international guidance on lighting in particular by the CIE (International Commission on Illumination) and the Institution of Lighting Engineers.

Where advertisements are to be illuminated the lighting assessment should show how that illumination will impact on the area.

See also Policies GEN1, URB24 and RUR8 of the [Hart District Local Plan \(Replacement 1996-2006 – Saved Policies\)](#).

Requirement Included Please tick

Reason not included or if included, please indicate where it is located, i.e., as a separate document or part of planning statement or design & access statement.

Nature Conservation/Biodiversity/Ecological Assessment

YES

Information required

Applications should indicate any significant biodiversity or geological conservation interest and

When required

- a) Any development for new housing within 5km of the [Thames Basis Heath Special Protection Area for Birds](#) (SPA) where it is not proposed to provide mitigation through a Planning Obligation.
- b) Any application within a Site of Special Scientific Interest (SSSI), or a Site of Interest for Nature Conservation (SINC).
- c) Any application where a Protected Species Survey is required following [Natural England's protected species flowchart](#).

the location of habitats of any species protected under the [Wildlife and Countryside Act 1981](#), [Conservation of Habitats and Species Regulations, 2010](#) or other animals protected under their own legislation for example the [Protection of Badgers Act 1992](#). This information is important wherever the presence of protected species is suspected, or where the development is within or close to a Site of Special Scientific Interest (SSSI), or a Site of Interest for Nature Conservation (SINC). Guidance on the situations in which bats are likely to be present and where a developer can reasonably be expected to submit a bat survey is given by the [Bat Conservation Trust in its "Bat Surveys – Good Practice Guidelines](#).

Where the [flowchart](#) indicates that there is a reasonable likelihood of a protected species a Phase I habitat survey needs to be completed. If the presence of a protected species is identified, then a Phase II survey needs to be completed along with a proposed mitigation strategy. Details of the minimum requirements of these, which depend on the species involved, can be found on [Natural England's website](#).

The species protection provisions of the Habitats Directive, as implemented by the [Conservation of Habitats and Species Regulations, 2010](#), contain three "derogation tests" which must be applied when deciding whether to grant a planning permission for a development that may harm an European Protected species such as bats, great crested newts, dormice or otters. The three tests are that:

- the activity to be granted permission/consent must be for imperative reasons of overriding public interest or for public health and safety;
- there must be no satisfactory alternative; and
- favourable conservation status of the species must be maintained

See also Policies GEN1, CON1 to CON8 of the [Hart District Local Plan \(Replacement 1996-2006 – Saved Policies](#) and [Policy NRM6 of the South East Plan](#).

Requirement Included Please tick

Reason not included or if included, please indicate where it is located, i.e., as a separate document or part of planning statement or design & access statement.

Noise Impact Assessment

When required

- a) New dwellings and schools that are proposed close to major roads (within 300m of the M3), within 100m of any railway line, or within the 50dB LA_{eq} 16hr contour of Farnborough Airport,
- b) Any application for motor sports or motor hobbies, e.g. model aeroplane flying,
- c) Any application for shooting in the open air.

YES

Information required

When required a Noise Impact Assessment prepared by a suitably qualified acoustician should be submitted. Further guidance is provided in the [National Planning Policy Framework](#), the [Noise Policy Statement for England](#) and [Planning Practice Guidance](#).

See also Policy GEN1, GEN6, GEN7, and RUR36 of the [Hart District Local Plan \(Replacement 1996-2006 – Saved Policies\)](#).

Requirement Included Please tick

Reason not included or if included, please indicate where it is located, i.e., as a separate document or part of planning statement or design & access statement.

Parking Provision

When required

- a) Any proposal where there is an increased requirement for car/lorry parking and/or where existing car/lorry parking arrangements are changing (this includes increasing bedroom numbers)
- b) All new residential and new/expanded commercial development will require the provision of cycle stores.

YES

Information required

Applications will be required to provide details of existing and proposed parking provision in circumstances where there is an increased requirement for car/lorry parking and/or where existing car/lorry parking arrangements are changing. Many development proposals will require the provision of cycle stores (see the minimum cycle/parking standards as set out in the Council's [Interim Guidance](#)). In such cases, it is necessary to submit details showing the location, elevations, and materials to be used in the construction as part of the application.

Cycle stores must be designed and sited to minimise their impact and should, wherever possible, be either incorporated internally as part of the building or sited behind the building line.

See also Policies GEN1 and T14 of the [Hart District Local Plan \(Replacement 1996-2006 – Saved Policies\)](#).

Requirement Included Please tick

Reason not included or if included, please indicate where it is located, i.e., as a separate document or part of planning statement or design & access statement.

Planning Statement

When required

All major planning applications.

YES

Information required

It is the applicant's responsibility to show how a proposed development accords with policies of the Hart [District Local Plan \(Replacement 1996-2006\)](#), development briefs, supplementary planning guidance or advice notes. This can best be done by preparing a Planning Statement. It should also include details of consultations with Hart officers and wider community/statutory consultations undertaken prior to submission. It should demonstrate how the applicant has had regard to the Council's [Statement of Community Involvement](#) in preparing the planning application.

Requirement Included Please tick

Reason not included or if included, please indicate where it is located, i.e., as a separate document or part of planning statement or design & access statement.

Playing Fields and Sporting Facilities Assessment

When required

Any development that involves the loss of playing fields or major sporting facilities.

YES

Information required

A justification will be required for any development that involves the loss of playing fields and major sporting facilities. It should include details of when any facilities were last used; by whom they were used; and what formal sports provision is proposed, including replacement facilities (if any). For applications specifically involving playing fields, the following information is required as well:

- a) The size of the existing playing field and how much of the playing field is affected by the proposal (in hectares or square metres).

- b) An existing site plan clearly showing the layout of the winter and summer pitches including safety margins at a minimum 1:1250 scale.
- c) A proposed site plan showing how any proposed new buildings and other works are likely to impact on the existing pitch layout. Any realignment of pitches should also be shown.
- d) Any information of alternative sport and recreational provision.

See also Policies GEN1, URB21 and URB22 of the [Hart District Local Plan \(Replacement 1996-2006 – Saved Policies\)](#).

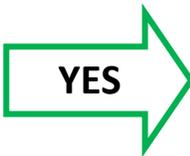
Requirement Included Please tick

Reason not included or if included, please indicate where it is located, i.e., as a separate document or part of planning statement or design & access statement.

Refuse Disposal Details

When required

All applications for new residential or retail/commercial/agricultural development.



Information required

Where bin stores are required, details of the location, elevations, and materials to be used in the construction of a bin store suitable for the housing of wheeled or euro bins must be submitted as part of the application.

Bin stores should be designed and sited to minimise their impact and should, wherever possible, be either incorporated internally as part of the building or sited behind the building line. Further information on the requirements and siting of bin stores can be obtained from [Technical Services at Hart District Council](#).

See also Policy GEN1 of the [Hart District Local Plan \(Replacement 1996-2006 – Saved Policies\)](#).

Requirement Included Please tick

Reason not included or if included, please indicate where it is located, i.e., as a separate document or part of planning statement or design & access statement.

Shop Fronts Details

When required

All applications for new shop fronts.

YES

Information required

Applications for new or altered shop fronts must include details of:

- a) Existing and proposed elevations and proposed section through shop front
- b) Access for people with disabilities including ramp details, gradient and cross sections
- c) Any proposed security grills or shutters. A cross-section must indicate where the shutter box, canopy and bressemer are located.

See also Policies GENI and URBI I of the [Hart District Local Plan \(Replacement 1996-2006 – Saved Policies\)](#).

Requirement Included Please tick

Reason not included or if included, please indicate where it is located, i.e., as a separate document or part of planning statement or design & access statement.

Structural Survey

When required

Any proposal to convert a rural building to an alternative use, or for listed building applications which will affect a structural element, or for the demolition of unlisted buildings that make a positive contribution to a Conservation Area as identified in an adopted Conservation Area appraisal

YES

Information required

Information to show the structural condition of the existing building and how the building is to be converted or why it is proposed that it is demolished.

Requirement Included Please tick

Reason not included or if included, please indicate where it is located, i.e., as a separate document or part of planning statement or design & access statement.

Sustainability Appraisal

When required

All major planning applications.

YES

Information required

The appraisal should outline the elements of the scheme that address sustainable development issues, including the positive environmental, social, and economic implications. It should also address location issues and access to alternative means of travel other than by car.

See also RUR1, and Policy T16 of the [Hart District Local Plan \(Replacement 1996-2006\)](#).

Requirement Included Please tick

Reason not included or if included, please indicate where it is located, i.e., as a separate document or part of planning statement or design & access statement.



Town Centre Uses Statement

When required

- a) Applications for Main Town Centre uses as defined in the [National Planning Policy Framework](#) that are not in an existing centre and are not in accordance with an up-to-date Local Plan
- b) Applications for over 2,500m² of retail, leisure and/or office development outside town centres, which are not in accordance with an up-to-date Local Plan,



Information required

The [National Planning Policy Framework](#) sets out overall approach to economic development, focussing on town and district centres.

Applications in category a) require a **sequential assessment** of the proposal.

Applications in category b) require an **impact assessment**.

See also Policies URB1 to URB10 and RUR12, RUR13, and RUR18 of the [Hart District Local Plan \(Replacement 1996-2006 – Saved Policies\)](#).

Requirement Included Please tick

Reason not included or if included, please indicate where it is located, i.e., as a separate document or part of planning statement or design & access statement.

Transport Assessment

When required

Any proposal that would lead to significant transport implications as set out in guidance produced by [Hampshire County Council](#). ie development above the following thresholds:

- a) Residential Development: 100 units
- b) B1 and B2 uses: 2,500m²
- c) B8 uses: 5,000m²



Information required

The coverage and detail of the 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.

The Assessment should include:

<ul style="list-style-type: none"> d) Retail uses: 1,000m² e) Education uses: 2,500m² f) Health uses: 2,500m² g) Care Establishments: 500m² or 5 bedrooms h) Leisure, stadia or ice rinks : All (1,500 seats) i) Leisure, other: 1,000m² j) Commercial development not falling in the above categories: 500m² 		<ul style="list-style-type: none"> a) A non-technical summary b) Proposed modal split c) Proposed development d) Assessment year e) Existing transport conditions f) Effect of travel plan g) Traffic impact compared to existing site use h) Servicing i) Proposed measures to address/reduce traffic impact and improve accessibility other than by car j) Impact upon pedestrians, cyclists traffic and people with disabilities k) Loading areas and arrangements l) Assessment of accident records m) Manoeuvring, servicing and parking vehicles <p>Further advice is available in the National Planning Policy Framework and from Hampshire County Council</p> <p>See also Policies GEN1 and T14 of the Hart District Local Plan (Replacement 1996-2006 – Saved Policies).</p>
		<p>Requirement Included Please tick <input type="checkbox"/></p>
<p>Reason not included or if included, please indicate where it is located, i.e., as a separate document or part of planning statement or design & access statement.</p>		

Travel Plan

When required

All planning applications for



Information required

A draft travel plan should be submitted. It should set out a package of measures aimed at widening travel choices by all modes of transport and cutting unnecessary car use. Further

- a) Food and non-food retail, including extensions, where the gross floorspace created is greater than 1,000m² or more,
- b) Cinema and conference facilities,
- c) Other leisure (D2) uses (excluding stadia) where the gross floorspace is 1000m² or more;
- d) B1, B2, B8 floorspace where the gross floorspace created is greater than 1,000m² or more
- e) Higher and further education establishments where the gross floorspace is 2500m² or more
- f) Stadia of 1500 or more seats
- g) Other service developments such as hospitals.

advice is available from [Hampshire County Council](#).

See also Policies GEN1 and T14 of the [Hart District Local Plan \(Replacement 1996-2006 – Saved Policies\)](#).

Requirement Included Please tick

Reason not included or if included, please indicate where it is located, i.e., as a separate document or part of planning statement or design & access statement.

Telecommunications Development Statement

When required

All Telecommunications applications

YES 

Information required

Details of the area of search, details of any consultation undertaken, details of the proposed structure and technical justification for the proposed development. Planning applications should be accompanied by a signed declaration that the equipment and installation has been designed to be in full accordance with the requirements of the International Commission on Non-Ionizing Radiation Protection (ICNIRP). Further guidance on the information that may be required is set out in the [Code of Practice on Mobile Network Development](#) (2002).

See also Policy RUR10 of the [Hart District Local Plan \(Replacement 1996-2006 – Saved Policies\)](#).

Requirement Included Please tick

Reason not included or if included, please indicate where it is located, i.e., as a separate document or part of planning statement or design & access statement.



Tree Survey/Arboricultural Implications Statement

When required

An **arboricultural impact appraisal** is necessary for any new building work (including construction of access drive, patios, and the laying of drains/services) that comes within 15metres of:

- a) A tree the subject of a Tree Preservation Order either within the application site or on adjoining land or
- b) A tree that lies within a Conservation Area.

An arboricultural **method statement** must be provided where the development requires works to be carried out to a tree that is the subject of a tree preservation order.



Information required

An **arboricultural impact appraisal** should follow the guidance in [British Standard 5837-2012](#) Trees in relation to design, demolition and construction - Recommendations

The survey plan should identify the species of tree, their dimensions and include a schedule of the trees that summarises the information on their dimensions and include a schedule of the trees impose and so inform the design.

An **arboricultural method statement** sets out information regarding the measures needed to protect the trees shown to be retained, schedules of any necessary tree work and proposals for long-term maintenance.

See also Policy CON8 of the [Hart District Local Plan \(Replacement 1996-2006 – Saved Policies\)](#).

Requirement Included Please tick

Reason not included or if included, please indicate where it is located, i.e., as a separate document or part of planning statement or design & access statement.

Ventilation/extraction details

When required

All applications for



Information required

Details of the position and design of ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics will be required. This is because ventilation/extraction information is important to be able to assess the true visual implications arising from installing such mechanisms, and also to demonstrate that odour and noise/vibration

- a) Use of premises for purposes within Use Classes A3 (Restaurants & cafes), A4 (Drinking establishments), A5 (Hot food takeaways), and B2 (General industrial).
- b) Retail, business or leisure uses which incorporate ancillary use(s) which if separate would fall within a) above.

is not likely to have an adverse impact upon the amenities of surrounding properties.
See also Policy GEN1 of the [Hart District Local Plan \(Replacement 1996-2006 – Saved Policies\)](#).

Requirement Included Please tick

Reason not included or if included, please indicate where it is located, i.e., as a separate document or part of planning statement or design & access statement.