

# Hart District Council

## General Validation Requirements (incorporating the local requirements)

### General Notes:

- Most requirements are clear but in cases where there is any doubt, the Council's Validation team have discretion, under the direction of the Development Management and Building Control Manager to determine whether or not a particular requirement is applicable in a specific case, given the particular nature of the proposal. However, there is no discretion where the requirement is fixed nationally.
- The Council's **on-line mapping** tool is very useful for identifying relevant constraints and designations. Use the "My Maps" tab and search using the legend on the left-hand side of the screen.

### PART 1 – National Requirements

N.B. In addition to the National Requirements set out below, Hart District Council has adopted Local Requirements which must also be met before an application can be made valid. These are set out from Page 12 onwards.

There is a separate list of Validation Requirements for **Householder Applications** which should be referred-to instead in such cases.

Item	Notes	Content required	Relevant Policy or Guidance
<b>Application Form</b>	Most applications are made via the Planning Portal. For those not using the Portal, a copy of the form can be downloaded from the Portal <a href="#">here</a> .	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.	Submit, if possible, via the <a href="#">Planning Portal</a> .
<b>Description of Development</b>	Carefully consider the description of development prior to submitting. A comprehensive, accurate, clear and <u>succinct</u> description of the proposed development will help to avert delay and greatly assist the Council.	The description is entered on the application form. It must include all elements that require planning permission. As well as including all the key elements, describe their scale and location. Do not include irrelevant details or set out a justification for the proposal.	Provide details of all the uses/buildings proposed. For example: <ul style="list-style-type: none"> <li>• erection of five, two-storey three bed houses</li> <li>• demolition of existing warehouse and redevelopment of the site to provide 25 x two bed flats in two five-storey blocks with ancillary car parking, open space and new access from London Road</li> <li>• change of use from office to a dwellinghouse</li> <li>• conversion of a semi-detached house to three self-contained flats</li> <li>• installation of a new shop front.</li> </ul>

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<b>Ownership and Agricultural Holdings Certificate</b>	<p>The ownership certificate and agricultural holdings certificate are normally combined on the same part of the application form.</p> <p>N.B. You must complete the Agricultural Holdings Certificate - even if your application is for a non-agricultural use.</p> <p>If your proposal includes a new access which crosses an adopted footway a Certificate B will be required and Notice will need to be served on Hampshire County Council.</p>	<p>The correct ownership certificate must be completed.</p> <p>All agricultural tenants MUST be notified before submission of a planning application.</p> <p>Applicants must certify that they have notified any agricultural tenants about their application, or that there are none.</p>	<p><a href="#">Guidance on Ownership Certificates and Agricultural Land Declarations</a></p>
<b>Fee</b>	<p>Statutory – set by Central Government</p>	<p>Full Payment</p>	<p>The Planning Portal fee calculator can be found here: <a href="https://www.planningportal.co.uk/app/fee-calculator">https://www.planningportal.co.uk/app/fee-calculator</a></p>

Item	Notes	Content required	Relevant Policy or Guidance
<b>Plans – General Notes</b>	<p>N.B. Where plans are 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 or any other copyright.</p>	<p>All plans must be legible and contain the following information:</p> <ul style="list-style-type: none"> <li>• A unique drawing number.</li> <li>• A drawing title e.g., Proposed/ existing elevation/ floor plans.</li> <li>• Contain the address of the application site.</li> <li>• A recognised metric scale and scale bar.</li> </ul> <p>All drawings must be drawn to scale and should <u>not</u> contain ‘Do not scale’ or similar wording.</p>	<p>Ordnance Survey plans are available through their <a href="#">OS licensed partners</a>.  Location and Site Plans can also be purchased through the Planning Portal  <a href="https://www.planningportal.co.uk/planning/planning-applications/buy-a-planning-map">https://www.planningportal.co.uk/planning/planning-applications/buy-a-planning-map</a></p>

Item	Notes	Content required	Relevant Policy or Guidance
<b>Location Plan</b>	<p>Where possible, the plan should fit on a single A4 or A3 page.</p> <p>Section 73 Applications do not require a new location plan as they rely on the original.</p>	<p>Must:</p> <ul style="list-style-type: none"> <li>• be based on an up-to-date map.</li> <li>• be to a recognised scale (Ideally 1:1250 or 1:2500).</li> <li>• show the direction of North.</li> <li>• clearly identify the site, edged in red, including all land necessary to carry out the development and the access from the public highway.</li> <li>• identify sufficient roads and/or buildings on land surrounding the application site to ensure that the exact location of the application site is clear.</li> </ul> <p>Any other land owned by the applicant in proximity to the site should be outlined in blue.</p>	<p>See note above about sourcing copyrighted plans.</p>

Item	Notes	Content required	Relevant Policy or Guidance
<b>Site/Block Plan</b>	<p>In addition, where relevant, show:</p> <ul style="list-style-type: none"> <li>• All the buildings, roads and footpaths on land adjoining the site including access arrangements.</li> <li>• Any public rights of way crossing or adjoining the site.</li> <li>• The position of all trees on the site, and those on adjacent land.</li> <li>• The extent and type of any hard surfacing.</li> <li>• Boundary treatments including any walls or fencing.</li> </ul> <p>Section 73 applications do not require a new block plan unless there is a proposed change from the original.</p>	<p>Must be to an identified scale (Ideally 1:500).</p> <p>Show:</p> <ul style="list-style-type: none"> <li>• the direction of North.</li> <li>• the proposed development in relation to the site boundaries and other existing buildings on the site or in proximity to the site</li> </ul>	<p>Sufficient plans and drawings (e.g. site/block plans, elevations, sections) are required to describe the subject of your application. All plans should be drawn to an identified scale. Where relevant, they should show existing and/or proposed features and details.</p>

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<b>Drawings (including floor plans and elevations)</b>	<p>N.B. Please clearly label relevant elevations and annotate which floor the plans represent.</p> <p>Also, please indicate on the floor plans the use of each room on the floorplans along with any windows, doors and walls.</p> <p>Finally, the total additional gross floorspace being created should be indicated in the plans.</p> <p>For new dwellings or conversions to dwellings, please indicate the floorspace of each individual habitable room and the total floorspace of each unit provided.</p>	<p>Preferably 1:50 or 1:100 scale. Show:</p> <ul style="list-style-type: none"> <li>• The works in relation to what is already there.</li> <li>• Where possible, proposed materials, style and finish of windows and doors.</li> <li>• Blank elevations for clarity.</li> <li>• Existing buildings or walls that are proposed to be demolished.</li> <li>• New buildings in context with adjacent buildings</li> <li>• The relationship between buildings including the approximate position of those adjoining or in proximity to the site.</li> </ul>	<p>See the <a href="#">Technical Housing Standards – Nationally Described Space Standard</a> in relation to the labelling of floor plans for new dwellings.</p>

Item	Notes	Content required	Relevant Policy or Guidance
<p><b>Section Drawing and Site Levels Plan</b></p>	<p>Only required:</p> <p>a) Where a proposal involves a change in ground levels</p> <p>b) 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.</p> <p>The Site Levels Plan may take the form of contours, spot levels, or cross/long sections or a combination of the three but they must relate to an identified fixed datum level outside of the site.</p>	<p>Preferably 1:50 or 1:100 scale.</p> <p>Show:</p> <ul style="list-style-type: none"> <li>• a cross-section through the proposed building(s)/extension.</li> <li>• Existing and finished floor levels.</li> <li>• How proposed level changes relate to any retained trees.</li> </ul> <p>For sloping sites show on a Site Levels Plan:</p> <ul style="list-style-type: none"> <li>• How the proposal sits within the site.</li> <li>• The relative levels between existing and proposed buildings.</li> <li>• Proposed finished floor levels in relation to existing ground/floor levels.</li> <li>• Any retaining structures.</li> </ul>	



Item	Notes	Content required	Relevant Policy or Guidance
<b>Design and Access Statement</b>	When required: <ul style="list-style-type: none"> <li>a) Applications for Major Development</li> <li>b) Applications for one or more dwelling houses in a Conservation Area</li> <li>c) Applications for 100m<sup>2</sup> or more of additional floorspace in a Conservation Area</li> </ul>	The statement should: <ul style="list-style-type: none"> <li>• Explain the design principles and design concept and how the design relates to its wider context (through a full context appraisal where appropriate)</li> <li>• Be illustrated, as appropriate, with plans and elevations; photographs of the site and its surroundings; and other illustrations such as perspectives</li> <li>• 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</li> <li>• Address the need for flexibility of the development and how it may adapt to changing needs.</li> </ul>	Useful advice can be found <a href="#">Design Council advice on Design and Access Statements</a> .

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<b>Flood Risk Assessment</b>	<p>When required:</p> <ul style="list-style-type: none"> <li>a) Development in flood zone 2 or 3</li> <li>b) Developments of more than 1hectare(ha) in flood zone 1.</li> <li>c) Less than 1ha in flood zone 1 for development to a more vulnerable class (e.g. commercial to residential) where they could be affected by sources flooding other than rivers such as surface water or ground water flooding.</li> <li>d) In an area within flood zone 1 which has critical drainage problems as notified by the environment agency (not currently relevant in Hart).</li> </ul>	<p>The Risk Assessment should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed taking climate change into account.</p> <p>All assessments should also include a statement to demonstrate compliance with Policy NBE5 (see Local Requirements below).</p>	<p>You can find out if your site is in Flood Zones 2 or 3 here: <a href="https://flood-map-for-planning.service.gov.uk/">https://flood-map-for-planning.service.gov.uk/</a></p> <p>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.</p> <p>See also policy NBE5 of the Hart Local Plan (Strategy and Sites) 2032</p> <p>See <a href="#">Hart Local Plan 2032</a> Policy NBE5 and Hart District Council Strategic Flood Risk Assessment.</p>

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<b>Sustainable Drainage Strategy</b>	When required: All Major Development including proposals on sites with an area larger than 1 hectare.	The strategy must include sustainable drainage features where appropriate. The drainage strategy must include details of the proposed drainage, calculations showing the rate of discharge with a comparison to existing and a maintenance schedule for the proposed drainage network.	Relevant Policy of Guidance: Paragraph 175 of NPPF  Please refer to the Lead Local Flood Authority’s website for guidance on what will be expected for major planning applications <a href="#">What is required for planning applications – Hampshire County Council</a> and the <a href="#">Catchment Approach to Flood Risk Management – Environment – Hampshire County Council</a> to identify if the site is within a “priority area” as more stringent requirements may apply.
<b>Biodiversity Net Gain Report</b>	When required: This requirement applies to all applications not subject to exemptions and/or transitional arrangements which disapply the general condition, as determined with reference to national requirements including The Environment Act 2021, Secondary Legislation and statutory guidance.	A Biodiversity Net Gain (BNG) report should be submitted with the application.  The Statutory biodiversity metric (or subsequent statutory versions) should be provided including the baseline and post-intervention biodiversity value of the development’s on-site habitat, and/or (where applicable) the baseline and post intervention values for off-site biodiversity gains.	<a href="#">National Planning Policy Framework 2023 – Chapter 15 – Conserving and enhancing the Natural Environment</a>  <a href="#">Schedule &amp;A of the Town and Country Planning Act 1990 (as inserted by Schedule 14 of the Environment Act 2021)</a> .  It is recommended that BNG reports follow guidance set out by the Chartered Institute of Ecology and Environmental Management (CIEEM).  <a href="#">Chartered Institute of Ecology and Environmental Management (CIEEM) BNG Principles and Guidance</a> .  <a href="#">Statutory Biodiversity Metric</a> .

## PART 2 – 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.

Item	When required	Content required	Relevant Policy or Guidance
<b>Affordable Housing Statement</b>	a) Sites which provide 10 or more dwellings (gross), or greater than 1,000 m <sup>2</sup> gross residential floorspace irrespective of the number of dwellings b) All sites regenerating existing affordable housing schemes or properties c) All planning applications proposing affordable housing including Rural Exceptions schemes.	<ul style="list-style-type: none"> <li>• The numbers of affordable units</li> <li>• An accommodation schedule detailing; the number and tenure of the affordable units with numbers of bedrooms, size m<sup>2</sup>, plot numbers and type of property e.g. flat, house etc.</li> <li>• 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.</li> <li>• Details of any Registered Provider acting as partners in the development.</li> </ul> <p>If different levels or types of affordability or tenure are proposed for different units this should be clearly and fully explained.</p>	<p>Further information and advice is available in the <a href="#">Hart District Strategic Housing Market Assessment</a> from the <a href="#">Housing Department</a> and the <a href="#">Nationally Described Space Standards</a>.</p> <p>See Policies H2 and H3 of the Hart Local Plan (Strategy and Sites) 2032</p>
<b>Agricultural Statement</b>	a) All planning applications for new agricultural or equestrian buildings in the countryside b) All planning applications for new dwellings (including mobile homes) justified by their agricultural need	<p>Applications for agricultural or other development within the countryside should provide a statement explaining;</p> <ul style="list-style-type: none"> <li>• why the development is necessary</li> <li>• the design, size requirements and location</li> <li>• If the proposal forms part of a farm diversification scheme then you should submit details as appropriate</li> </ul>	<p>The <a href="#">National Planning Policy Framework</a> sets out guidance (Section 6, paragraph 83 and 84) which will be taken into account in determining the application.</p> <p>See policy NBE1 of the Hart Local Plan (Strategy and Sites) 2032</p>

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<b>Air Source Heat Pump Calculation</b>	All new air source heat pumps within a defined settlement.	<p>a. All new single air-source heat pumps within a defined settlement must have a completed MCS Calculation.</p> <p>b. All new multiple air-source heat pump installations which are not supported by an MCS certificate demonstrating compliance with the MCS 020 standard, situated within a defined settlement, must have a BS 4142:2014-compliant Noise Impact Assessment.</p>	<p><a href="#">MCS Planning Standards for Permitted Development Installations of Wind Turbines and Air Source Heat Pumps on Domestic Premises</a></p> <p>The relevant part of this document is the second half.</p>
<b>Climate Mitigation Statement</b>	For all development proposing new floorspace and changes of use of existing floorspace.	A statement setting out how the proposed development would comply with Policy NBE9 (i) and (j) in terms of reducing energy consumption through sustainable approaches and how it incorporates renewable or low carbon energy technologies where appropriate. This statement can be incorporated as part of a Planning Statement or Design and Access Statement.	See policy NBE9 of the

Item	When required	Content required	Relevant Policy or Guidance
<b>Contamination Assessment</b>	<ul style="list-style-type: none"> <li>a) Any site where contamination is likely due to existing or previous uses; or</li> <li>b) Any site, excluding householder development, situated within 250 metres of a former landfill site; or</li> <li>c) Any other site where contamination is known to exist.</li> </ul>	<p>Brownfield sites 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 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.</p>	<p>The Government Policy is set out in the <a href="#">National Planning Policy Framework Section 15</a>, (paragraphs 196 - 198).</p> <p>Please see for guidance. See also saved policy GEN 1 of the <a href="#">Hart District Local plan (Replacement) 1996-2006</a> and NBE6 &amp; NBE11 of the <a href="#">Hart Local Plan (Strategy and Sites) 2032</a>.</p>
<b>Crime Prevention and Anti-Social Behaviour Statement</b>	<ul style="list-style-type: none"> <li>a) Residential development of 25 or more dwellings</li> <li>b) Development falling within Use Classes E, B2 or B8 exceeding 1,500m<sup>2</sup> gross external area</li> <li>c) Public houses, nightclubs and hotels (including extensions where alcohol will be served)</li> <li>d) Takeaways and restaurants (including extensions where alcohol will be served)</li> </ul> <p>ATMs and banks/building societies</p>	<p>Your statement should set out details of how you have addressed the potential for crime or anti-social behaviour.</p> <p>Discussions with Police Crime Prevention Design Advisors can ensure that these requirements are taken into account. Please submit evidence of any discussions held.</p> <p>For development where a large number of people may congregate the threat of terrorism needs to be taken into account.</p>	<p>Initiatives such as <a href="#">Secured by Design</a> include useful guidance. They can also add marketing value to a scheme.</p> <p>See policy NBE9 (b) of the <a href="#">Hart Local Plan (Strategy and Sites) 2032</a></p>

Item	When required	Content required	Relevant Policy or Guidance
<b>Ecological Assessment</b>	<p>For:</p> <ul style="list-style-type: none"> <li>• Any application within a Site of Special Scientific Interest (SSSI), or a Site of Interest for Nature Conservation (SINC); or</li> <li>• Any major development; or</li> <li>• the creation of one or more new homes; or</li> <li>• the provision of a building or buildings where the floor space created by the development is 100 square metres or more.</li> </ul>	<p>A Phase I habitat survey needs to be completed. The assessment should indicate any significant biodiversity or geological conservation interest. Identify the location or habitats of any species protected under the Wildlife and Countryside Act 1981, Conservation of Habitats and Species Regulations, 2017 or other animals protected under their own legislation.</p> <p>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 for surveys will depend on the species involved and can be found on <a href="#">Natural England's website</a>.</p>	<p>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's "<a href="#">Bat Surveys - Good Practice Guidelines</a>".</p> <p>See also Saved Policies GEN1 and CON7 and CON8 of the <a href="#">Hart District Local Plan (Replacement 1996- 2006)</a> Policies NBE3 and NBE4 of the <a href="#">Hart Local Plan (Strategy and Sites) 2032</a> and <a href="#">Policy NRM6 of the South East Plan</a>.</p> <p>N.B. Preliminary Ecological Assessments may also be required in other cases than those listed in the left-hand column. To avoid delay in the planning process and for a check on whether a Wildlife Assessment is likely to be required see the Biodiversity in Planning Tool Kit: <a href="#">Wildlife Assessment Check – Partnership for Biodiversity in Planning</a></p>

Item	When required	Content required	Relevant Policy or Guidance
<b>Economic Statement</b>	For any new Commercial development in a Rural location Or in any location where: a) The proposed uses fall within Use Classes E, B2 or B8 and exceed 1,500m <sup>2</sup> in gross external area; or b) The proposal would result in the change of use or loss of land used for Use Classes E, B2 or B8;	Your supporting statement should describe the employment impact from the proposed development, including the loss of employment land. It should also provide the following information as appropriate: <ul style="list-style-type: none"> <li>• Details of existing and proposed job numbers as full-time equivalents,</li> <li>• The relative existing and proposed employment floorspace totals,</li> <li>• Any community benefits,</li> <li>• The loss of any employment land,</li> <li>• The condition of the existing use of the site,</li> <li>• How long the land has been marketed for,</li> <li>• The costs of retaining it in employment use, and</li> <li>• How the scheme will help promote a strong rural economy</li> </ul>	See also Policies URB1 of the <a href="#">Hart District Local Plan (Replacement 1996-2006 – Saved Policies.)</a> and Policies ED1, ED2, ED3 and ED4 of the <a href="#">Hart Local Plan (Strategy and Sites) 2032</a>



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<b>Flood Risk Management Statement and Flood Impact Form</b>	<p>You can check if your site is in a causal area on <a href="#">Hart District Council online maps</a>. Causal areas are under the environment map category.</p>	<p>Where the development is not “Major” and does not therefore require the submission of a Sustainable Drainage Strategy, the application should include an assessment of the proposal’s compliance with the criteria in Policy NBE5, including the mitigation of the causes and impacts of flooding in Causal Areas. The latter should be done using the Council’s <a href="#">Flood Impact Form</a>. The Managing Flood Risk Statement can be in the Flood Risk Assessment, if one is provided or within the Planning Statement.</p>	<p>See <a href="#">Hart Local Plan 2032</a> Policy NBE5.</p> <p>Please refer to the Lead Local Flood Authority’s website for guidance on what will be expected for major planning applications <a href="#">What is required for planning applications – Hampshire County Council</a> and the <a href="#">Catchment Approach to Flood Risk Management – Environment – Hampshire County Council</a> to identify if the site is within a “priority area” as more stringent requirements may apply.</p>

Item	When required	Content required	Relevant Policy or Guidance
<b>Foul Sewage/ Surface Water Assessment</b>	<p>a) All major planning applications for new commercial or residential schemes</p> <p>b) If the proposed development results in any changes or replacement to an existing system or the creation of a new one (including on-site solutions as well as where it is proposed to connect to an existing system).</p> <p>c) All applications in areas where existing sewage flooding takes place.</p>	<p>If your application proposes to connect to the existing drainage system, you should show:</p> <ul style="list-style-type: none"> <li>• details of the existing system on the application drawing(s) N.B. In most circumstances surface water is not permitted to be connected to the public foul sewers.</li> </ul> <p>A foul drainage assessment should include:</p> <ul style="list-style-type: none"> <li>• a full assessment of the site, its location and suitability for storing, transporting and treating sewage.</li> </ul> <p>Where the development involves the disposal of trade waste or the disposal of foul sewage effluent other than to the public sewer, then a fuller foul drainage assessment will be required including details of:</p> <ul style="list-style-type: none"> <li>• the method of storage, treatment and disposal.</li> </ul> <p>Where connection to the mains sewer is not practical, then the foul/non-mains drainage assessment will be required to demonstrate why the development cannot connect to the public mains sewer system and show that the alternative means of disposal are satisfactory.</p>	<p>Further information can be found in the Hart District Council <a href="#">Strategic Flood Risk Assessment</a> and also from the <a href="#">Environment Agency</a>.</p>

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<p><b>Heritage Statement</b></p>	<p>For any proposal affecting a designated heritage asset or its setting.</p> <p>Designated heritage assets include:</p> <ul style="list-style-type: none"> <li>a) Listed Buildings</li> <li>b) Conservation Areas</li> <li>c) Scheduled Monuments</li> <li>d) Registered Parks and Gardens</li> </ul> <p>If a non-designated heritage asset is identified in pre-application advice, a Heritage Statement would also be required to include that. Non-designated heritage assets are buildings, monuments, sites, places, areas or landscapes identified as having a degree of significance meriting consideration in planning decisions, but which do not meet the criteria for designated heritage assets.</p>	<p>A Heritage Statement should include;</p> <ul style="list-style-type: none"> <li>• Statement of significance</li> <li>• Impact assessment and mitigation strategy</li> <li>• Statement of justification including how any perceived harm is weighed against perceived public benefit</li> <li>• Assessment made by a specialist including an evaluation of alternative solutions and why they were rejected in favour of the proposal (where relevant)</li> <li>• Structural and condition survey, (where relevant)</li> <li>• Repairs schedule, where relevant</li> <li>• Building regulations compliance (where relevant)</li> </ul>	<p>See the Council's <a href="#">Heritage Statements Guidance Notes</a></p> <p>See also saved Policies GEN1 and CON10 and the Hart District Local Plan (Replacement) 1996-2006 and NBE8 of the <a href="#">Hart Local Plan (Strategy and Sites) 2032</a>.</p> <p>Please see for <a href="#">more information regarding heritage assets including Statements of Heritage Significance</a>.</p>

Item	When required	Content required	Relevant Policy or Guidance
<b>Landscaping Details</b>	<ul style="list-style-type: none"> <li>a) Major developments</li> <li>b) New residential or minor commercial development within a Conservation Area except where no material physical alterations are proposed</li> </ul>	<p>For most applications it will not be necessary to set out exact planting locations and schedules as part of the application, but broad indications of landscaping should be shown along with any strategic landscaping.</p> <p>Existing trees and other vegetation should, where practicable, be retained in new developments and protected during the construction of the development. The details should include proposals for long-term management and maintenance.</p>	<p>See also saved Policy GEN1 of the <a href="#">Hart District Local Plan (Replacement 1996-2006 – Saved Policies)</a> and Policy NBE2 of the <a href="#">Hart Local Plan (Strategy and Sites) 2032</a></p>
<b>Lighting Assessment</b>	<ul style="list-style-type: none"> <li>a) Any sports/recreational development (including floodlighting of ménages) that proposes or involves the provision of floodlights</li> <li>b) Any major or residential or commercial development where external lighting is proposed</li> <li>c) Any proposal in the countryside where there is ecological or wildlife interest.</li> </ul>	<p>A technical specification for the proposed external lighting.</p> <p>Show potential impact especially for illuminated adverts</p> <p>An explanation of how any potential nuisance from lighting has been mitigated/prevented including any likely impact on Bats.</p>	<p><a href="#">Guidance on The Reduction of Obtrusive Light</a> has been published by the Institution of Lighting Professionals (ILP) in accordance with the standards set by the CIE (International Commission on Illumination).</p> <p>ILP guidance on <a href="#">Bats and Artificial Lighting at Night</a>.</p> <p>See also <a href="#">saved Policies GEN1, URB24 and RUR8 of the Hart District Local Plan (Replacement) 1996-2006</a> and NBE11 of the <a href="#">Hart Local Plan (Strategy and Sites) 2032</a></p>

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<b>Noise Impact Assessment</b>	<ul style="list-style-type: none"> <li>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 LAeq 16hr contour of Farnborough Airport;</li> <li>b) Any application for motor sports or motor hobbies, e.g. model aeroplane flying,</li> <li>c) Any application for shooting in the open air,</li> <li>d) Noise producing activity e.g. engine testing/ use of air conditioning,</li> <li>e) Play schools or nursery,</li> <li>f) Windfarms</li> </ul>	<p>A Noise Impact Assessment prepared by a suitably qualified acoustician/ acoustic consultancy.</p>	<p>Further guidance is provided in the <a href="#">National Planning Policy Framework</a>, the <a href="#">Noise Policy Statement for England and Planning Practice Guidance</a>.</p> <p>See also Saved Policies GEN1, GEN6 and RUR36 of the <a href="#">Hart District Local Plan (Replacement) 1996-2006</a> And NBE11 of the <a href="#">Hart Local Plan (Strategy and Sites) 2032</a>.</p>

Item	When required	Content required	Relevant Policy or Guidance
<p><b>Parking Statement Plan</b></p>	<ul style="list-style-type: none"> <li>For proposals where there is an increased requirement for vehicle parking and/or where existing parking arrangements are changing, including householder development.</li> <li>All new residential and new/expanded commercial development will require the provision of cycle stores.</li> </ul> <p>Where it is impractical to meet the standards, planning applications must be accompanied by an assessment of the parking stress in the area and the capacity for on-street parking.</p> <p>It will be the applicant's responsibility to make sure that the changes made to an existing property will not prejudice the retention of adequate parking within the curtilage of the property.</p>	<p>Information required:</p> <ul style="list-style-type: none"> <li>Details of existing and proposed parking provision (including any existing features likely to inhibit their use) shown on a scaled plan. Also where cycle stores are required;</li> <li>Confirmation of the existing and proposed number of bedrooms.</li> <li>Location, elevations and materials for cycle stores. 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.</li> </ul> <p>Applicants will be required to provide sufficient parking based on the standards specified in the Adopted SPD.</p>	<p>Guidance is set out in the <a href="#">Hart Cycle and Car Parking in New Development SPD – December 2023</a></p> <p>See also Saved Policy GEN1 of the Hart District Local Plan (Replacement 1996-2006 And Policy INF3(d) of the <a href="#">Hart Local Plan (Strategy and Sites) 2032</a> and Manual for Streets.</p>

Item	When required	Content required	Relevant Policy or Guidance
<b>Planning Statement</b>	a) Major planning applications. b) Other complex proposals where the proposal is clearly contrary to a policy in the Development Plan.	<p>Information required:</p> <ul style="list-style-type: none"> <li>• Identify the context and need for a proposed development</li> <li>• Include an assessment of how the proposed development accords with relevant national, regional and local planning policies</li> <li>• It may also include details of consultations with the local planning authority and wider community/ statutory consultations undertaken prior to submission.</li> <li>• A separate statement on community involvement may also be appropriate.</li> </ul> <p>Where infrastructure or a contribution towards off-site infrastructure is proposed (e.g. highways or education) then this should be set out in the planning statement. In such a case it would be appropriate to provide draft heads of terms.</p>	

Item	When required	Content required	Relevant Policy or Guidance
<b>Playing Fields and Sporting Facilities Assessment</b>	<p>Any development which involves the loss of playing fields or major sporting facilities or proposes playing field or sporting facilities.</p>	<ul style="list-style-type: none"> <li>• A justification for the loss of playing field or major sporting facility</li> <li>• Details of when the facility was last used and by whom</li> <li>• Details of what replacement (if any) is proposed</li> </ul> <p>For applications specifically involving removal of playing fields, the following information is required as well:</p> <ul style="list-style-type: none"> <li>• The size of the existing playing field and how much of the playing field is affected by the proposal (in hectares or square metres).</li> <li>• An existing site plan clearly showing the layout of the winter and summer pitches including safety margins at a minimum 1:1250 scale.</li> <li>• 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.</li> <li>• Any information of alternative sport and recreational provision.</li> </ul> <p>For applications for the creation of playing fields;</p> <ul style="list-style-type: none"> <li>• The size of the proposed playing field(s)</li> </ul> <p>Proposed uses of the playing field(s)</p>	<p>See also Saved Policy GEN1 of the <a href="#">Hart District Local Plan (Replacement 1996- 2006)</a> and policy INF4 of the <a href="#">Hart Local Plan (Strategy and Sites) 2032</a>, <a href="#">Hart District Council Playing Pitch Strategy: Final Report</a></p>



Item	When required	Content required	Relevant Policy or Guidance
<b>Refuse Bin storage details and collection points</b>	Any proposal for the creation of new homes (whether by new build or conversion) New retail or commercial premises	Details of the bin stores, their location, elevations, and materials They should be suitable for the housing of the appropriate-size wheeled or euro bins. Bin stores should be designed and sited to minimise their visual impact on the public realm. Wherever possible they should be incorporated internally as part of the building or sited behind the building line. Where refuse bins are to be pulled-out on collection day, suitable space should be indicated for the bins to be safely located at the collection point.	
<b>SANGS/SAMM Mitigation</b>	a) All schemes for one or more additional dwellings within 5km of the SPA b) All schemes for 50+ additional dwellings within 7km of the SPA, where SANGS is part of the proposed mitigation.	Details of the proposed mitigation whether it be at a Council Owned or Managed Mitigation or a private source. Must include a schedule of the proposed number of units and bedrooms.	An <a href="#">SPA map</a> of the areas affected is on the Council's website.  Please see additional information regarding SANG on the <a href="#">Council's website</a> . See also and policy NBE3 of the <a href="#">Hart Local Plan (Strategy and Sites) 2032</a> and <a href="#">Policy NRM6 of the South East Plan</a> .

Item	When required	Content required	Relevant Policy or Guidance
<b>Shop Front Details</b>	All applications for new shop fronts.	<ul style="list-style-type: none"> <li>• Existing and proposed elevations and proposed section through shop front</li> <li>• Access for people with disabilities including ramp details, gradient and cross sections</li> <li>• Any proposed security grills or shutters including cross-sectional details of the shutter box in relation to any structural members and canopy.</li> <li>• Account taken of likely signage requirements.</li> </ul>	See also Saved Policies GEN1 and URB11 of the <a href="#">Hart District Local Plan (Replacement) 1996-2006</a> and policy ED6 of the <a href="#">Hart Local Plan (Strategy and Sites) 2032</a> .
<b>Telecommunications Report</b>	For all new telecommunications antenna	<ul style="list-style-type: none"> <li>• Outcome of consultation with local community, including nearby schools and colleges.</li> <li>• For an addition to an existing mast or base station, a statement that self-certifies that the cumulative exposure, when operational, will not exceed International Commission on non-ionising radiation protection guidelines (<a href="#">ICNIRP</a>);</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• For a new mast or base station, evidence that the applicant has explored the possibility of erecting antennas on an existing building, mast or other structure and a statement that self-certifies that, when operational, International Commission guidelines will be met.</li> </ul>	You can find further advice at <a href="#">Mobile UK</a> . See also Saved Policy RUR10 of the <a href="#">Hart District Local Plan (Replacement) 1996-2006</a>

Item	When required	Content required	Relevant Policy or Guidance
<p><b>Town Centre Uses Statement</b></p>	<p>a) Applications for Main Town Centre uses as defined in the <a href="#">National Planning Policy Framework</a> that are not in an existing centre and are not in accordance with an up-to-date Local Plan.</p> <ul style="list-style-type: none"> <li>• Applications for over 2,500m<sup>2</sup> of retail, leisure and/or office development outside town centres, which are not in accordance with an up-to-date Local Plan.</li> </ul>	<ul style="list-style-type: none"> <li>• Applications in category a) require a sequential assessment of the proposal.</li> <li>• Applications in category b) require an impact assessment.</li> </ul>	<p>See saved Policy URB1 of the <a href="#">Hart District Local Plan (Replacement) 1996-2006</a> and Policies ED1, ED2, ED3, ED4, ED5 and ED6 and INF5 of the <a href="#">Hart Local Plan (Strategy and Sites) 2032</a>.</p>

Item	When required	Content required	Relevant Policy or Guidance
<b>Transport Assessment</b>	a) Residential Development: 100 units b) Class E and B2 uses: 2,500m <sup>2</sup> c) B8 uses: 5,000m <sup>2</sup> d) Retail uses: 1,000m <sup>2</sup> e) Education uses: 2,500m <sup>2</sup> f) Health uses: 2,500m <sup>2</sup> g) Care Establishments: 500m <sup>2</sup> or 5 bedrooms h) Leisure, stadia or ice rinks : All (1,500 seats) i) Leisure, other: 1,000m <sup>2</sup> j) Commercial development not falling in the above categories: 500m <sup>2</sup>	For small schemes; <ul style="list-style-type: none"> <li>• Assessment should simply outline the transport aspects of the application.</li> </ul> For major proposals; <ul style="list-style-type: none"> <li>• A non-technical summary</li> <li>• Proposed modal split</li> <li>• Proposed development</li> <li>• Assessment year</li> <li>• Existing transport conditions</li> <li>• Effect of travel plan</li> <li>• Traffic impact compared to existing site use</li> <li>• Servicing</li> <li>• Proposed measures to address/reduce traffic impact and improve non-car accessibility</li> <li>• Impact on pedestrians, cyclists and people with disabilities</li> <li>• Loading areas and arrangements</li> <li>• Assessment of accident records</li> <li>• Maneuvering, servicing and parking vehicles</li> </ul>	Further advice is available in the <a href="#">National Planning Policy Framework</a> , from <a href="#">Hampshire County Council</a> and from the <a href="#">Government Website</a> . See also Saved Policy GEN1 of the <a href="#">Hart District Local Plan (Replacement) 1996-2006</a> and Policy INF3 in the <a href="#">Hart Local Plan (Strategy and Sites) 2032</a> .

Item	When required	Content required	Relevant Policy or Guidance
<b>Travel Plan</b>	<p>All planning applications for:</p> <ul style="list-style-type: none"> <li>a) Food and non-food retail, including extensions, where the gross floorspace created is greater than 1,000m<sup>2</sup></li> <li>b) Cinema and conference facilities</li> <li>c) Other leisure (D2) uses (excluding stadia) where the gross floorspace is 1000m<sup>2</sup></li> <li>d) Class E, B2, B8 floorspace where the gross floorspace created is greater than 1,000m<sup>2</sup></li> <li>e) Higher and further education establishments where the gross floorspace is 2500m<sup>2</sup> or more.</li> <li>f) Stadia of 1500 or more seats</li> </ul> <p>Other service buildings such as hospitals</p>	<p>A draft travel plan should be submitted. It should include measures aimed at widening travel choices by all modes of transport and cutting unnecessary car use.</p>	<p>Further advice is available from <a href="#">Hampshire County Council</a>.</p> <p>See also Saved Policy GEN1 of the <a href="#">Hart District Local Plan (Replacement) 1996-2006</a> and Policy INF3 of the <a href="#">Hart Local Plan (Strategy and Sites) 2032</a>.</p>

<p><b>Tree Survey and Arboricultural Assessment</b></p>	<p>Where any new building work (including construction of access drive, patios, and the laying of drains/services) may have an impact on trees or woodland within the application site or on adjacent land. For validation purposes this would include where any work comes within 15 metres of:</p> <ul style="list-style-type: none"> <li>a) A tree the subject of a Tree Preservation Order either within the application site or on adjoining land or</li> <li>b) A tree with a trunk diameter greater than 7.5cm at 1.5m above the ground that lies within a Conservation Area.</li> <li>c) Any Ancient Woodland, or Ancient or Veteran trees, on or adjacent to the site.</li> <li>d) Any other mature tree which is visible in the public domain</li> </ul> <ul style="list-style-type: none"> <li>• 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.</li> </ul>	<p>An Arboricultural Impact Assessment should follow the guidance in British Standard 5837-2012 Trees in relation to Design, Demolition and Construction. The survey plan should;</p> <ul style="list-style-type: none"> <li>• Identify the species of all trees and their dimensions, all trees to be removed, retained trees and their canopy spreads and root protection areas including those for veteran/ancient trees and buffer zones for ancient woodland.</li> <li>• Identify the impact the tree has (if any)</li> </ul> <p>An Arboricultural Method Statement should set out;</p> <ul style="list-style-type: none"> <li>• Measures needed to protect the trees shown to be retained including a Tree Protection Plan</li> <li>• Schedules of any necessary tree work</li> <li>• Proposals for long-term maintenance.</li> <li>• Details of any proposed services/utilities/drainage and associated infrastructure.</li> <li>• Details, including cross-sections, as appropriate, of any engineering work within root protection areas or buffer zones of trees or woodland.</li> </ul> <p>It should also include any trees on adjacent sites affected by the works</p>	<p>See saved Policy CON8 of the <a href="#">Hart District Local Plan (Replacement) 1996-2006</a>, NBE4 of <a href="#">Local Plan (Strategy and Sites) 2032</a> and the <a href="#">National Guidance regarding ancient woodland</a>.</p>
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