

East Herts District Council Local Validation Requirements for Planning and other applications

Requirement	When required?	What is required?	Policy Driver
Location Plan	All applications	<p>A plan which identifies the land to which the application relates.</p> <p>The plan should:</p> <ul style="list-style-type: none"> • Be based on an up to date map; • Be drawn to an identified standard metric scale (1:1250 or 1:2500); • Show the direction of north; • Identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the site is clear; • The application site should be edged with a red line and should include all land necessary to carry out the proposed development i.e. land required for access to the site from a public highway, car parking; • Identify any other land owned by the applicant, close to or adjoining the application site, by drawing a blue line around that land. <p>Do not include the disclaimer 'do not scale' on plans or the name of the applicant.</p>	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)
Site/Block Plan	All applications	<p>The plan should:</p> <ul style="list-style-type: none"> • Be drawn to an identified standard metric scale (1:500 or 1:200); • Show the direction of north; • Show the proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to boundaries; 	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)

		<ul style="list-style-type: none"> • Show all the buildings, roads and footpaths on land adjoining the site including access arrangements; • Show all public rights of way crossing or adjoining the site; • Show the position of all trees on the site, and those on adjacent land; • Show the extent and type of any hard surfacing; • Show boundary treatments including walls or fencing where this is proposed. <p>Do not include the disclaimer 'do not scale' on plans or the name of the applicant.</p>	
Elevations – existing and proposed	All applications as necessary to describe the development and for proposals which would involve building operations or result in a change to the appearance of a building	<p>All plans should be drawn to a scale of 1:50 or 1:100. Plans should be proportionate to the nature and size of the proposal. They should clearly show the proposed works in relation to what is already there, highlighting any structures to be demolished and the relationship to neighbouring buildings.</p> <p>Do not include the disclaimer 'do not scale' on plans or the name of the applicant.</p>	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)
Floor plans – existing and proposed	All applications as necessary to describe the development and for change of use applications	<p>All plans should be drawn to a scale of 1:50 or 1:100. Plans should be proportionate to the nature and size of the proposal. They should clearly show the proposed works in relation to what is already there, highlighting any structures to be demolished and the relationship to neighbouring buildings.</p> <p>Do not include the disclaimer 'do not scale' on plans or the name of the applicant.</p>	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)
Site Sections – Existing and	All applications as necessary to describe the development	All plans should be drawn to a scale of 1:50 or 1:100. Plans should be proportionate to the nature	The Town and Country Planning

Proposed		and size of the proposal. They should clearly show the proposed works in relation to what is already there, highlighting land levels and gradients and any structures to be demolished. Do not include the disclaimer 'do not scale' on plans or the name of the applicant.	(Development Management Procedure) (England) Order 2015 (as amended)
Roof Plan – Existing and Proposed	All applications as necessary to describe the development and all applications which propose alterations to the roof of a building	All plans should be drawn to a scale of 1:50 or 1:100. Plans should be proportionate to the nature and size of the proposal. They should clearly show the proposed works in relation to what is already there, highlighting any structures to be demolished. Do not include the disclaimer 'do not scale' on plans or the name of the applicant.	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)
Vehicle Access plans	All applications where alterations/changes are proposed to a vehicular access or where a new access is proposed and; All Outline Applications	A plan clearly showing the proposed access arrangements including gradients, access width and sight lines. Do not include the disclaimer 'do not scale' on plans or the name of the applicant.	Policy TRA2 East Herts District Plan 2018
Scale Bar	All applications	All plans should have a linear scale bar. Do not include the disclaimer 'do not scale' on plans or the name of the applicant.	
Drawing number and page size	All applications	All plans should have a unique drawing number and indicate the page size. Do not include the disclaimer 'do not scale' on plans or the name of the applicant.	
Affordable Housing Statement	All applications where affordable housing is proposed and/or meets the criteria for the provision of affordable	A statement specifying the details of both the affordable housing and any market housing e.g. the numbers of residential units, the mix of units with	

	housing specified in policy HOU3	numbers of habitable rooms and/or bedrooms, or the floor space of habitable areas of residential units, plans showing the location/distribution of units and their number of habitable rooms and/or bedrooms, and/or the floor space of the units. If different levels or types of affordability or tenure are proposed for different units this should be clearly and fully explained.	
Air Quality Assessment	All proposals that may have an impact on air quality, either directly, indirectly or cumulatively, and/or would impact upon an Air Quality Management Area See guidance in the East Herts Air Quality Guidance Document	This assessment should be undertaken in accordance with the East Herts Air Quality Guidance Document and should indicate the change in air quality resulting from the proposed development and outline appropriate mitigation measures as necessary. Further advice may be obtained from the Council's Environmental Health Team.	Policy EQ4 East Herts District Plan 2018 East Herts Air Quality Guidance Document
Archaeological desk-based assessment/field evaluations	Operational development in Areas of Archaeological Significance and/or where the development would have an impact upon a site which has, or has the potential to have, heritage assets with archaeological interest. These may include below ground archaeological remains, historic buildings and historic landscapes and gardens	A desk-based assessment should identify the likely character, extent, quality and worth of the known or potential archaeological resource in a local, regional, national or international context as appropriate. A field evaluation of the site may also be necessary. Further advice may be obtained from the Historic Environment Unit at Herts County Council.	Policies HA1, HA3 East Herts District Plan 2018, NPPF
Biodiversity and Ecology Survey	A biodiversity questionnaire is required for all applications except for applications for advertisement consent, certificates of lawfulness and non-material minor amendments. Ecology Survey is required when	A completed and signed East Herts Council biodiversity questionnaire. Major applications will require a full, measurable assessment of the biodiversity impacts of development and be accompanied by a locally approved biodiversity impact assessment	Policies NE1, NE3 East Herts District Plan 2018

	<p>proposals could result in a new loss to biodiversity, negatively affected protected habitats or species, or priority habitats and species.</p> <p>All Major developments will required an ecological survey</p>	<p>calculation to demonstrate net gain.</p> <p>Protected species surveys will be required where there is a reasonable likelihood of their being present and affected by the development.</p> <p>A Phase 1 habitat survey and where necessary a Phase 2 survey.</p> <p>The survey should be compliant with BS42020, undertaken by a trained ecologist, consistent with national survey standards and should include:</p> <ul style="list-style-type: none"> • A biodiversity impact assessment calculation using the locally approved biodiversity metric and demonstrate a minimum 10% net gain in ecological units. • An analysis of the impacts of the development on fauna. • Definitive avoidance, mitigation or compensation measures sufficient to demonstrate a net gain in biodiversity enhancement measures. <p>Surveys should be up to date and ideally from the most recent survey season.</p> <p>Where it becomes clear during the determination of any application that an ecological survey is required, the Council will not delay making a decision on the application and it is likely that planning permission will be refused on these grounds.</p> <p>For further advice please contact Herts Ecology at</p>	
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USB stick	All major applications	All documents and plans should be provided on a USB stick in PDF format.	
Community Use Agreement	Developments which propose new sports facilities or new community facilities	An agreement which sets out how and when the facility will be made available for use by the wider community and details showing conformity with Sports England standards for pitch sizes.	Policies CFLR1, CFLR7 East Herts District Plan 2018
Dwellings for Rural Workers Justification	All applications for dwellings for agriculture, forestry and other rural businesses or applications to remove an occupancy condition	<p>Evidence to be provided for proposed dwellings:</p> <ul style="list-style-type: none"> • That the dwelling is essential to the financial and functional needs of the business; • That the enterprise has been established for at least three years and is, and will remain financially viable; • There is no other accommodation within the site/holding or in the locality which is suitable and available, or could be made available. <p>Evidence to be provided for the removal of an occupancy condition:</p> <ul style="list-style-type: none"> • There is no longer a need for the accommodation for agricultural, forestry or other rural workers on the holding/business and in the local area; • The dwelling has been marketed for a reasonable period (at least 12 months) and at a price which reflects the existence of the occupancy condition; • That the dwelling cannot make a contribution towards meeting local affordable housing needs in the area. 	Policy HOU5 East Herts District Plan 2018; NPPF
Equestrian Needs Assessment	Where the proposed development would result in the loss of equestrian facilities	An assessment which demonstrates that the facilities are no longer needed.	Policy CFLR6 East Herts District Plan 2018

<p>Flood Risk Assessment and Surface Water Drainage Assessment</p>	<p>A Flood Risk Assessment (FRA) will be required for:</p> <ul style="list-style-type: none"> • All major application; • Where the site is shown to be at High Risk of surface water flooding in the national Risk of Flooding from Surface Water maps; • developments of 1 hectare or greater in Flood Zone 1; • new development located in Flood Zones 2 and 3; • development less than 1 ha in flood zone 1 including change of use, to a more vulnerable class where they could be affected by sources of flooding other than rivers and the sea; • any development within flood zone 1 which has a critical drainage problem as notified by the Environment Agency. <p>A <u>sequential test</u> will be required for development on sites (not allocated in the District Plan) within flood zones 2 and 3, other than for minor development (see Planning Practice Guidance for definition) or changes of use (unless development is a caravan, camping chalet, mobile home or park home site)</p> <p>An <u>exceptions test</u> is required for highly</p>	<p>Flood Risk Assessments (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 so that the development remains safe throughout its lifetime, taking climate change into account. The FRA should identify opportunities to reduce the probability and consequences of flooding. The FRA should include a surface water drainage assessment and the design of surface water management systems including Sustainable Drainage Systems (SUDs) and address the requirement for safe access to and from the development in areas at risk of flooding.</p> <p>The applicant may wish to provide the Council with information to assist in undertaking the sequential test. The sequential test must demonstrate that there is no other suitable location for the development which is at lesser risk of flooding. The area of search is District wide.</p> <p>The exception test must demonstrate that there are sustainability benefits to the proposal that are sufficient to outweigh the flood risk. The applicant must provide evidence to show that the proposed development would be safe and that any residual flood risk can be overcome to the satisfaction of the LPA, taking account of any advice from the Lead Local Flood Authority or the Environment Agency.</p> <p>A surface water drainage assessment should demonstrate that the proposed development will not create an increased risk of flooding from</p>	<p>Policy WAT1 East Herts District Plan 2018; NPPF</p>
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	<p>vulnerable development in flood zone 2, more vulnerable development and essential infrastructure in flood zone 3a and essential infrastructure in flood zone 3b</p>	<p>surface water to the development site and the surrounding area. It should give preference to infiltration over discharge to a watercourse, which in turn is preferable to discharge to surface water sewer.</p> <p>Further guidance may be sought from Herts County Council LLFA Summary Guidance for developers and LLFA SuDS Policy Statement March 2017.</p> <p>For further advice please contact Flood Risk Management at Herts County Council or the Environment Agency.</p>	
<p>Heritage Statement</p>	<p>All applications for Listed Building Consent and where the development would affect a designated or non-designated heritage asset.</p> <p>Applications for development that would be within or effect the sitting of a designated heritage asset.</p>	<p>Heritage Statements are a means of meeting the requirements of paragraph 189 of the NPPF. They should be a 2-stage document:</p> <ul style="list-style-type: none"> • an analysis and assessment of the special interest and significance of the historic asset in question, including any contribution made by their setting; and • an assessment of the potential impact of the proposals on the special interest, significance and qualities identified. Proposals, of course, should be designed to avoid any harmful impacts. <p>The level of detail should be proportionate to the assets' importance and be sufficient to understand the potential impact of the proposal on their significance.</p> <p>Information should be provided about:</p> <ul style="list-style-type: none"> • The significance of the architectural and 	<p>Policies HA1, HA3, HA3, HA4, HA7, HA8 East Herts District Plan 2018; NPPF</p>

		<p>historical interest and character of the building or structure;</p> <ul style="list-style-type: none"> • The principals of and justification for the proposed works; and • The impact of the proposal on the special interest of the listed building or structure, its setting and the setting of adjacent listed buildings. <p>The information should explain:</p> <ul style="list-style-type: none"> • The sources that you have considered; • The expertise that you have consulted; and • The steps that have been taken to avoid or minimise any adverse impacts on the significance of the building. <p>NB. A designated heritage asset includes, conservation areas, listed buildings, ancient monuments and registered historic parks and gardens.</p> <p>For developments in Areas of Archaeological Significance please see Archaeological desk-based assessment/field evaluations.</p>	
Land Contamination Assessment	Where operational development or a change of use is proposed on land which is identified as contaminated land, where there is potential for contamination to exist or where a sensitive end use is proposed such as housing or education	<p>A risk assessment which identifies the findings of a site investigation and the risks associated with development of the site.</p> <p>A land contamination assessment which demonstrates that unacceptable risks from contamination and land instability will be appropriately addressed through remediation.</p> <p>For further advice please contact the Council's Environmental Health Team.</p>	Policy EQ1 East Herts District Plan 2018

Landscape and Visual Impact Assessment / Landscape Sensitivity and Capacity Assessment	Major applications or where there is a potential adverse impact on the character and distinctive features of the District's landscape from the proposed development	<p>A Landscape and Visual Impact Assessment should follow the methodology outlined in the Guidelines for Landscape and visual Assessment (third edition) published by the Landscape Institute and Institute of Environmental Management Assessment.</p> <p>A Landscape Sensitivity and Capacity Study should follow the methodology outlined in Topic Paper 6 produced by The Countryside Agency.</p> <p>For further advice please contact the Council's Landscape Officer.</p>	Policy DES2 East Herts District Plan 2018 Landscape Character Assessment SPD 2007
Loss of Community Facilities Assessment	Where the proposed development would result in the loss of uses, buildings or land for public or community use (see para. 19.8.1 of the East Herts District Plan 2018)	<p>Justification should be provided to demonstrate that:</p> <ul style="list-style-type: none"> • an assessment has been undertaken which clearly shows the facility is no longer needed in its current form; or • the loss would be replaced by enhanced provision; or • the development is for an alternative community facility. 	Policy CFLR8 East Herts District Plan 2018
Loss of Employment Assessment	Where the proposed development would result in the loss of an existing designated employment area or a site/premises which is currently, or was last, in employment use (Classes B1, B2, B8 or related sui generis)	<p>Justification should be provided to demonstrate that:</p> <ul style="list-style-type: none"> • The site/premise has been marketed for a minimum period of 12 months for designated employment areas and 6 months for non-designated sites; • that improvements can't be made to the site/premises to attract other B1, B2 or B8 uses; and • the retention of the use is unable to be facilitated by the partial conversion to a non-employment generating use. 	Policy ED1 East Herts District Plan 2018

Loss of Agricultural or Employment use in Rural Area Assessment	Where the proposal results in the loss of an agricultural or employment use in a rural area or a change of use to a non-employment generating use	<p>Justification should be provided to demonstrate that:</p> <ul style="list-style-type: none"> • the current agricultural or employment use of no longer needed or viable; • improvements to the site/premise would not make alternative employment generating uses viable; • the retention of the employment generating use is unable to be facilitated by the partial conversion of a non-employment generating use; • the building is of permanent and substantial construction. 	Policy ED2 East Herts District Plan 2018
Loss of Open Space, indoor or outdoor Sport and Recreation Facilities Assessment	All proposals which would result in the loss of existing open space or existing indoor or outdoor sport and/or recreation facilities (including playing fields)	<p>Justification should be provided to demonstrate that:</p> <ul style="list-style-type: none"> • an assessment has been undertaken which clearly shows that the facility is no longer needed in its current form; • the loss would be replaced by enhanced provision in terms of quantity and/or quality in a suitable location; • the development is for an alternative facility, the need for which clearly outweighs the loss. 	Policy CFLR1 East Herts District Plan 2018; NPPF
Masterplan	All significant development proposals (dependent on the scale of the development and the potential impact on the community and local character, however generally a threshold of fifty homes or more will apply)	<p>The Masterplan should be collaboratively prepared, involving site promoters, land owners, East Herts Council, town and/or parish councils and other relevant key stakeholders and should be informed by public participation. The Masterplan should set out:</p> <ul style="list-style-type: none"> • the quantum and distribution of land uses; • access; • sustainable high quality design and layout principles; • necessary infrastructure; 	Policy DES1 East Herts District Plan 2018

		<ul style="list-style-type: none"> • the relationship between the site and other adjacent and nearby land uses; • landscape and heritage assets; and • other relevant matters. 	
Noise Impact Assessment	Where new development will have the potential to create noise which will have an impact on existing noise sensitive development (such as residential areas, hospitals and schools). Where noise sensitive development (such as those listed above) would be developed in a location where it will be subject to noise from an existing use in the vicinity	<p>The assessment should outline the potential sources of noise generation, and the impact they may have on the proposed development. The assessment should also outline how the developer intends to overcome these issues, including mitigation measures.</p> <p>For further information contact Environmental Health</p>	Policy EQ2 East Herts District Plan 2018 Noise Assessment Planning Guidance Document
Planning Statement	All major applications and significant minor applications (2 or more dwellings, or large commercial)	A Planning Statement should explain the principles of and justification for the proposed development. The type and amount of detail required will vary according the particular circumstances of each application. You should submit information explaining how the proposed development accords with policies in the District Plan and Supplementary Planning Documents.	East Herts District Plan 2018
Retail Impact Assessment	<p>All applications for retail outside a Primary Shopping Area, and for leisure, office and other developments outside of town centres which are not in accordance with the policies of the District Plan and where the following thresholds are met:</p> <ul style="list-style-type: none"> • over 1,500sqm gross floorspace within the settlement boundary of Bishop's Stortford; • over 1,000sqm gross floorspace within the settlement boundary of 	<p>The Assessment should include:</p> <ul style="list-style-type: none"> • The impact of the proposal on existing, committed and planned public and private investment in a centre or centres in the catchment area of the proposal; and • The impact of the proposal on town centre vitality and viability, including local consumer choice and trade in the town centre and wider retail catchment area (as applicable to the scale and nature of the scheme). <p>The impact should be measured for up to five years</p>	Policy RTC1 East Herts District Plan 2018; NPPF

	<p>Hertford;</p> <ul style="list-style-type: none"> • over 500sqm gross floorspace elsewhere. 	<p>from the time the application is made, and more major schemes for up to ten years from the application.</p>	
Rural Exception Site Needs Assessment	<p>All applications that propose a rural exception housing scheme</p>	<p>The Assessment should demonstrate how the proposed development will contribute towards meeting an identified need for affordable housing within the parish.</p>	<p>Policy HOU4 East Herts District Plan 2018; NPPF</p>
Sequential Test for main town centre uses	<p>For all applications proposing main town centre uses as defined in the District Plan and NPPF.</p> <p>Proposals for retail, leisure, officers and other developments outside town centres</p>	<p>Information should be provided to demonstrate whether there are any suitable sequentially preferable locations and should consider the suitability of more central sites to accommodate the proposal and whether there is scope for flexibility in the format and/or scale of the proposal.</p> <p>Proposals for retail outside the Primary Shopping Area, and for leisure, office and other developments outside of town centres, which are not in accordance with policies of the District Plan, will be required to provide an impact assessment indicating the impact of the proposal on existing, committed and planned public and private investment in the town centre or in the catchment area of the proposal. The assessment should also consider the impact of the proposal on town centre vitality and viability, including local consumer choice and trade in the town centre and the wider area. The impact should be measured for up to five years from the time the application is made. For major schemes, the impact should be measured for up to ten years from the application. The following thresholds will be applied:</p> <ul style="list-style-type: none"> • Over 1,500 sq.m gross within the settlement boundary of Bishop's Stortford 	<p>Policy RTC1 East Herts District Plan 2018; NPPF</p>

		<ul style="list-style-type: none"> • Over 1,000 sq.m gross within the settlement boundary of Hertford • Over 500 sq.m gross elsewhere 	
Source Protection Zones – assessment of impacts and mitigation measures	<p>For the following uses in source protection zones:</p> <ul style="list-style-type: none"> • Incinerators; • Waste transfer stations; • Vehicle dismantlers; • Metal recycling; • Waste treatment facilities and all non landfill waste management activities; • Cemeteries; • Discharge of foul sewage to ground; • Cess pools; • Waste sites and underground storage of hazardous substances (i.e. petrol stations); • New trade effluent discharges or stores; • Storage of manure, slurry, sewage sludge and other farm waste. 	An assessment of the impact of the development proposal on the source protection zone and drinking water and identification of any necessary mitigation measures.	Policy WAT2 East Herts District Plan 2018
Structural Survey	Proposals for changes of use in rural areas to non-employment generating uses	<p>Information should be provided to demonstrate that the building is of permanent and substantial construction. This should include as relevant:</p> <ul style="list-style-type: none"> • General description and age of building; • Condition – structural integrity, foundations, damp proofing, walls, joinery, timbers, roof structure and roof covering; • Assessment of repairs necessary to ensure retention of the building; • Assessment of structural and other alterations necessary to implement the proposed change 	Policy ED2 East Herts District Plan 2018

		<p>of use;</p> <ul style="list-style-type: none"> • Assessment of percentage of the building that needs to be rebuilt – including walls and timbers; • Opinion as to the suitability of the building for proposed change of use; • A schedule of works necessary to carry out the proposal. • Information should be provided to demonstrate that the building is of permanent and substantial construction. This should take the form of a structural survey carried out by a suitably qualified surveyor. 	
Sustainable Construction, Energy and Water Statement	All new development.	<p>The Statement should demonstrate how the development responds to sustainability:</p> <ul style="list-style-type: none"> • how the design, materials, construction and operation of the development would minimise overheating in summer and reduce the need for heating in the winter and cooling in summer; • how carbon dioxide emissions will be minimised across the development site; • how the development will minimise the use of mains water 	Policies CC1, CC2, WAT4 East Herts District Plan 2018
Transport Assessment / Statement	All developments that will generate significant amounts of transport movement	<p>A Transport Assessment/Statement should include the details specified in the Planning Practice Guidance found at https://www.gov.uk/guidance/travel-plans-transport-assessments-and-statements (or any subsequent guidance).</p> <p>Further guidance may be sought from Roads in Hertfordshire: Highways Design Guide 3rd Edition</p>	Policies TRA1, TRA2 East Herts District Plan 2018; NPPF; Herts County Council Local Transport Plan LTP4

		<p>2011.</p> <p>For further advice please contact Highways at Herts County Council.</p>	
Travel Plans	All developments that will generate significant amounts of transport movement	<p>Travel Plans should evaluate and consider:</p> <ul style="list-style-type: none"> • benchmark travel data including trip generation databases; • Information concerning the nature of the proposed development and the forecast level of trips by all modes of transport likely to be associated with the development; • relevant information about existing travel habits in the surrounding area; • proposals to reduce the need for travel to and from the site via all modes of transport; and • provision of improved public transport services. <p>They may also include:</p> <ul style="list-style-type: none"> • parking strategy options (if appropriate); and • proposals to enhance the use of existing, new and improved public transport services and facilities for cycling and walking both by users of the development and by the wider community (including possible financial incentives). <p>Further guidance may be sought from Hertfordshire's Travel Plan Guidance for Business and Residential Development May 2014.</p>	<p>Policies TRA1, TRA2 East Herts District Plan 2018; NPPF; Herts County Council Local Transport Plan LTP4</p>
Tree Survey / Arboricultural Report	Where there are existing trees on a site or in close proximity to the site, and of particular importance where a proposal would impact on a Tree Preservation Order, trees in a Conservation Area, woodlands or any trees or tree groups	<p>A Tree Survey/Arboricultural Report should comply with BS 5837 Trees in relation to design, demolition and construction – Recommendations. The Standard follows a logical sequence of events that has tree care at the heart of the process. The Report will typically include:</p>	<p>Policies DES2, DES3 East Herts District Plan 2018</p>

	that represent significant landscape features	<ul style="list-style-type: none"> • A topographical survey; • Tree Survey; • Tree Constraints Plan; • Arboricultural Implications Assessment; • Tree Protection Plan; and • Arboricultural Method Statement. 	
Viability Assessment	All applications where an exception to policy is proposed on financial grounds	Advice from a professional valuer should be sought and the Council will expect the developer to meet the costs of an independent assessment of the viability report	HOU3, DEL1, DEL2 East Herts District Plan 2018

Further guidance on information required to be submitted with applications can be found in the Planning Practice Guidance (<https://www.gov.uk/government/collections/planning-practice-guidance>).