

Planning Applications

Validation Requirements and Guidance – Planning Advice Note (revised January 2019)

The list below contains details of the statutory national information requirements and Bournemouth Borough Council's local validation requirements for planning applications.

National Requirements

Application form

This can be completed electronically using the Planning Portal or a paper copy for completion can be obtained from the Customer Services Centre. If the application form is completed on paper two fully completed signed and dated copies of the correct application form for the proposed development are required. Please ensure that you include applicant first name(s) as this information is required if we need to refund any fee.

Ownership and Agricultural Land Certificates

For all applications for planning permission, listed building consent and conservation area consent for relevant demolition, ownership certificates A, B, C or D must be completed stating the ownership of the property. The 'owner' is anyone with a freehold interest or a leasehold interest where the lease is 7 years or longer.

The ownership certificates form part of the application form. If the application is submitted using the Planning Portal a typed signature of the applicant's name is acceptable, any paper copy certificate submitted must be signed by hand. A notice to all owners must be completed and served in accordance with Article 6 of the GDPO.

Certificate A should only be signed where the applicant and the owner are the same individual or organisation.

Certificate B should be completed and notice served on all owners in all instances where the applicant is not the only owner of land or does not own the site. This includes a requirement to serve notice on the husband/wife/partner if land is jointly owned but only one of them completes the application. It also includes a requirement to serve notice where the applicant is an individual and a company owns the land (regardless of whether the applicant is the sole director) or where the applicant is a company to serve notice on the all the directors of that company. If the proposed extension or building will be attached to a neighbouring property, and either the foundation, wall or roof over sails the boundary or butts up to the boundary then you will need to serve notice on the owner of the neighbouring land. This is likely to be the case if the application is for a terraced or semi-detached property.

If you need to complete either Certificate C or Certificate D because you have not been able to serve notice on all of the owners, the local newspaper that you will need to publish a notice in within 21 days of the date of application is the Bournemouth Echo.

Notice must also be served on any agricultural tenants. Applicants must certify that they have notified any agricultural tenants about their application, or that there are no agricultural tenants on the site. This certificate is required whether or not the site is an agricultural holding and is now combined with the ownership certificates on the standard application form where it applies.

Fees

The correct fee must be paid when the application is submitted to the local authority. You can pay in the following ways:

Applications submitted electronically **via the Planning Portal Website:**

Payment must be made to the Planning Portal when the application is submitted.

The following options are available:

- **Credit or debit card** online via the Planning Portal website or over the telephone. Contact Mears 24/7: 03333 233 900.
- **Cheque** – sent to the address provided by the Planning Portal
- **Bank Transfer** – to the bank account details provided by the Planning Portal

Please note you cannot pay your application fee directly to us if you are using the Planning Portal website to submit your application. Fees for viability assessments to see whether an affordable housing contribution is viable will need to be paid to us.

Applications submitted **on paper or by email** to us:

- **Cheque** – posted or handed in with the application. If sending in separately to the application please include that it is a planning application fee, the site address, your name and address.
- **Debit or credit card** over the telephone. Contact the Customer Services Centre on 01202 451323 during office hours.
- **Bank transfer** – please email planning@bournemouth.gov.uk for or bank details and also send us an email to confirm when payment is made.

Planning application fees increased in England on 17 January 2018. Statutory Instrument 2017 No.1314 gives details of the fees that apply on and after that date.

The Planning Portal website includes a fee calculator for applicants and a 'Guide to planning application fees for England'. Fees are not required for applications for listed building consent, applications or notifications for works to trees, relevant demolition in a conservation area or for applications to alter or extend an existing dwelling for a disabled person who is living there or intending to live there or to provide access for disabled people to a building to which the public are admitted. There are other fee exemptions and concessions that can apply more information can be found on the Planning Portal website and in Statutory Instrument 2012 No.2920. If you think that you do not need to pay a fee for an application that would usually require one you should explain why you have not included a fee when you submit your application. For fees calculated by floor area you will need to include the

thickness of outer walls and exclude any void areas within the proposed building such as stairwells or lift shafts. Fees will be assessed as part of the validation checks and if any additional amount is required for the fee to be correct you will be contacted and asked to pay the difference. Any over payments will be refunded.

Location Plan

All applications must include a location plan based on an up to date map at a scale of 1:1250 (scaled to fit A4 or A3 paper). Two copies are required (unless submitted electronically). This plan should show a minimum of two named roads where possible and surrounding buildings so that the exact location of the application site can be clearly identified. The application site should be edged clearly with a red line. All land necessary to carry out the proposed development including land required to access the site from a public highway, landscaping, car parking and visibility splays. A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

Location plans can be purchased from one of the Planning Portal's accredited suppliers: https://www.planningportal.co.uk/homepage/4/buy_a_planning_map

Please ensure that any plans you provide with your application comply with copyright law. For example we cannot accept Land Registry plans as site location plans or unlicensed Ordnance Survey maps.

Block (Site) Plan

Two copies of a site plan (unless submitted electronically) drawn at an identified standard metric scale of (preferably 1:500 or 1:200) should be submitted. 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 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
- g) Boundary treatment including walls or fencing where this is proposed

Block plans can be purchased from one of the Planning Portal's accredited suppliers: https://www.planningportal.co.uk/homepage/4/buy_a_planning_map

Plans/Drawings

Drawings should be submitted at a preferred scale of either 1:100 or 1:50. Two copies are required (unless submitted electronically) and plans should be named and labelled in a logical manner and given titles which refer to their content. Any drawing submitted should clearly indicate the proposed works in relation to what is already there as the application and

plans will be published on the Council's website as part of the consultation process. Existing and proposed work can be shown on the same drawing and should be clearly labelled with proposed works coloured or shaded. Where existing buildings and walls are to be demolished these should be clearly shown. If your proposal involves new or altered boundary walls, fences, gates, cycle stores, bin/refuse stores, parking spaces, turning areas, loading/unloading bays, vehicle and pedestrian accesses you need to include details of these on your plans. You will need to submit drawings from the list below that are relevant to your proposal:

- **Existing and proposed elevations**, showing clearly the proposed works in relation to what is already there, for any elevations that would be created or altered by the development proposal. These should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Where a proposed elevation adjoins another building or is in close proximity to it, the drawings should show the relationship between the two buildings and detail the positions of openings on each property.
- **Floor plans for new development, and for existing buildings** altered by the proposed development. These should highlight any existing walls that are to be demolished. Please note that if you are applying for new dwellings we will still require floor plans of existing residential units on a site including any outbuildings e.g. garages/sheds etc. in order to calculate the amount of Community Infrastructure Levy (CIL) and/or affordable housing contribution required. If the application relates to a change of use, and no development work is to be carried out, a floor plan may not be necessary if supporting information provides details of any changes to use of rooms/areas within the building although a floor plan giving details of room uses would assist the public consultation process.
- **Existing and proposed site sections** and finished floor levels where a change is proposed. These should show: how the proposed development relates to existing site levels and adjacent development (with levels related to a fixed datum point off site); details of existing foundations and eaves where a change is proposed; and how encroachment onto adjoining land is to be avoided. Examples of when a section drawing is required are:
 - a) 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.
 - b) On sloping sites – full information is required concerning alterations to all levels, the way in which a proposal sits within the site and the relative levels between existing and proposed buildings.
- **Roof plans** for any roof that would be created or altered by the proposed development, showing the shape of the roof, its location, and specifying the roofing material to be used.
- **Street scene drawings** for new buildings and any large extensions that can be viewed from the street
- Where the proposal also includes the erection of separate buildings such as **cycle stores, refuse bin store and garages plans showing the proposed elevation and floor layout** will be required

If you are not sure that your plans are to scale then please include dimensions on your drawings, it may be helpful to include these details as members of the public and interested parties who decide to view the plans during the public consultation period (where this applies) will need to be able to understand and interpret your proposals.

Design and access statement

Design and access statements are required for the following:

- a) all major development (10 or more residential units or non-residential developments or where number of dwellings are not specified 0.5 hectare or more; where new floor area of 1000m² or more will be created or the site is 1 hectare or more; 10 or more pitches for gypsy and traveller sites)
- b) where any part of the development falls within a conservation area and the proposed development is for either the provision of one or more dwellinghouses or building(s) where the floor space created by the development is 100m² or more.
- c) Listed Building Consent applications

Please note that the cubic content of the proposed building should include measurement of external walls.

A design and access statement is a short report accompanying a planning application to illustrate the process that has led to the development proposal, and to explain the proposal in a structured way. The level of detail required in a design and access statement depends on the scale and complexity of the application. Statements must be proportionate to the complexity of the application but should not be long. Development proposals should be based on a thoughtful design process and a sustainable approach to access. In preparing the statement you need consider and explain the merit of the design and how it relates to the existing setting, the design principles and concepts that have been applied to particular aspects of the proposal - these are the amount, layout, scale, landscaping and appearance of the development. You will need to explain arrangements for access to the development that will ensure that all users will have equal and convenient access to buildings and spaces and the public transport network. You should also explain how the proposal will comply with Part M (Approved Document M) of schedule 1 of the Building Regulations. If the proposed development concerns a building which the public have access you will also be required to make provision for access, parking and sanitary conveniences for people with disabilities. This includes offices, shops, factories, schools and other public access areas.

Further information can also be found in the publication 'Commission for Architecture and the Built Environment (2006), **Design and Access Statements: How to Write Read and Use Them**' which is available on the following website www.designcouncil.org.uk

Information about Part M (Approved Document M) of schedule 1 of the Building Regulations can be found on the Planning Portal website <http://www.planningportal.co.uk/buildingregulations/approveddocuments/partm/>

Local Requirements

Aerodrome safeguarding assessment

Any proposal that exceeds the various height limitations within the aerodrome safeguarding zones will require details to be submitted regarding the elevation of the site to an accuracy of 0.25 metres AOD (Above Ordnance Survey Datum); landscaping details to enable assessment of likely bird attraction; and materials proposed for assessment of potential radar reflection.

Further information:

DfT/ODPM Circular 1/2003 - advice to local planning authorities on safeguarding aerodromes and military explosives storage areas.

Affordable Housing

Where the Affordable Housing Development Plan Document requires the provision of affordable housing, Bournemouth Borough Council will require information concerning both the affordable housing and any market housing e.g. the numbers of residential units, the mix of units with numbers of habitable rooms and/or bedrooms, of the floor space of habitable areas of residential units, plans showing the location of units and their number of habitable rooms and/or bedrooms, and/or the floor space of the units. If different levels or types of affordability or tenure are proposed for different units this should be clearly and fully explained.

Where **10 or more** new or additional units of residential accommodation will be created **or where 9 or less units are proposed and the site area is 0.5 hectares or more** and there is no affordable housing provided on site a financial contribution towards provision of affordable housing elsewhere in the Borough will usually be required.

The rate of contribution is set out in the Indicative Contributions Table which can be found on the Council's website at:

<http://www.bournemouth.gov.uk/PlanningBuilding/PlanningPolicy/AffordableHousing.aspx>

Applicants who are applying for permission for new build dwellings can choose to submit viability data for assessment by the District Valuation Office if they do not feel that the amount of contribution shown in the indicative contributions table would be viable. Viability data and the fees for the District Valuation Office to carry out their assessment will need to be provided when the application is submitted.

Viability Data Assessment Fees	New build with <u>no</u> refurbishment/conversion and no significant abnormal costs	Schemes with refurbishment/conversion
Number of units	Standard Scheme Fee	Other Schemes Fee
10+ (or where 9 or less units are proposed and the site	Individual quotations - £1,500+VAT minimum to be paid initially and prior to validation where fees due have	Individual quotations - £1,750+VAT minimum to be paid initially and prior to validation where fees due

area is 0.5 hectares or more)	not been agreed as part of pre-application enquiry. Additional fees will be agreed and requested during the determination period.	have not been agreed as part of pre-application enquiry. Additional fees will be agreed and requested during the determination period.
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Where a contribution is required or affordable housing provision is to be provided on site a S106 Agreement will need to be completed and sealed before any planning approval can be given. Please refer to the section on [S106 Agreements](#) for details of the documents that you will need to submit with your planning application. Please note that floor plans of existing residential units on a site will be required even where the existing building is to be demolished. This is in order to calculate the amount of contribution required. Further information can be found in:

The Affordable Housing Supplementary Planning Document (November 2011)

Affordable Housing Development Plan Document

and on the Council website at:

<http://www.bournemouth.gov.uk/PlanningBuilding/PlanningPolicy/AffordableHousing.aspx>

Air Quality Assessment

Application proposals that impact upon air quality or are potential pollutants should be supported by an air quality assessment indicating the change in air quality resulting from the proposed development and outlining appropriate mitigation measures as necessary.

Further information:

<https://www.gov.uk/government/policies/protecting-and-enhancing-our-urban-and-natural-environment-to-improve-public-health-and-wellbeing/supporting-pages/international-european-and-national-standards-for-air-quality>

Arboricultural Impact Assessment/Tree Survey

Where the application site contains trees or there are trees on adjoining land close to the development proposal an arboricultural impact assessment/tree survey should be submitted with the application, it will be necessary to involve a suitably qualified and experienced Arboriculturist from an early stage to survey the trees using the guidance set out in **BS5837:2012 Trees in relation to design, demolition and construction – Recommendations**. Particular regard should be made to Figure 1 and sections 4 and 5 of the Standard when assessing the trees and the constraints that they impose. A topographical and tree survey plan will need to be provided in accordance with section 4.2.

Trees to be felled and trees retained should be clearly delineated.

Evidence should be provided to show how the presence of significant trees has informed the design and, where trees are to be removed, the reasons and justification for doing so.

Unless there is a clear justification for not doing so, details of replacement planting and land set aside for soft landscaping need to be included.

As well as the trees the survey must indicate key landscape features, such as ponds, hedges and wildlife corridors that may be affected by the proposed development.

For larger applications it will also be appropriate to provide details of the landscape strategy for the site.

Arboricultural Method Statement

An Arboricultural Method Statement (AMS) that follows the guidance set out in sections 6 and 7 of [BS5837:2012 Trees in relation to design, demolition and construction – Recommendations](#) should be provided where there are trees within 15m of the proposed works, if there is a Tree Preservation Order (TPO) or the application site is within a Conservation Area. The Arboricultural Method Statement will include all measures considered necessary at the application stage to ensure that trees to be retained are fully protected from demolition (if applicable) to completion of development, including landscaping. Planning consent, if granted, may require further details of tree protection to be provided as development proceeds. The Arboricultural Method Statement will also include:

- details of any tree works required
- appointment of a project arboriculturist
- auditable/audited system of arboricultural site monitoring – see clause h of section 6 of BS5837:2012 Trees in relation to design, demolition and construction – Recommendations.

Bat or Barn Owl Survey

A Bat or Barn Owl Survey should be submitted with your application if the proposed development includes the following:

Does the application include *any* building, or structure in *any* locality:

- with an existing DERC bat roost, or barn owl record ?
- where the presence of either roosting bats or barn owls have been reported on site by the applicant, or a third party ?

Or any building, or structure over 5 years old:

- with an enclosed roof space, or cellar, or similar feature, or agricultural barn **in a rural, or village, locality.**

Or any building, or structure over 5 years old:

- with an enclosed roof space, or cellar, or similar feature in a, **town, or urban locality**, that is located **immediately adjacent** to protected wildlife sites (e.g. SSSI, SNCI), woodlands, parks, watercourses, railway embankments, large areas of rough grassland / scrub, agricultural fields, large cemetery, golf course, or similar areas of green infrastructure.

Where the application includes either the:

- Demolition of any building, or structure with an enclosed unconverted roof space, or cellar, or similar structure.
- Conversion of an attic space or barn / outbuildings (includes dormer window installation), or conversion of cellar.
- Extensions that tie into an existing enclosed roof space.
- Renovation of derelict building (structures with intact roofs, or cellars).

Further information, for example on the types of applications not typically requiring bat checks, can be found in the Dorset Biodiversity Protocol
<https://www.dorsetforyou.com/401489>

Biodiversity Appraisal

Applications for development that will adversely affect protected species and habitats, including those on adjacent land or near to the application site; or are for development on a site over 0.1 ha must be accompanied by a biodiversity appraisal (ecological survey and report) which should be carried out by a suitable qualified person. Plans should show any significant wildlife habitats or features and the location of any species protected under the Wildlife and Countryside Act 1981, Conservation (Natural Habitats etc) Regulations 1994 or Protection of Badgers Act 1992. Surveys should be carried out at a time of year that allows the main features of wildlife interest to be identified. Should habitat or protected species be identified from the survey, further assessment will be required to determine the impact of development on the wildlife feature of interest and propose mitigation to minimise the impact. The biodiversity appraisal should include information on species/habitat, locations, significance of population /habitat and mitigation work, including long-term maintenance and management is required.

If an Environment Statement is necessary this information can be incorporated into that report.

Further information about biodiversity and planning can be found in the Dorset Biodiversity Protocol at

<https://www.dorsetforyou.com/401489>

Natural England also publish standing advice for protected species

<http://www.naturalengland.org.uk/ourwork/planningdevelopment/spatialplanning/standingadvice/>

Community Infrastructure Levy (CIL)

The Bournemouth community infrastructure levy (CIL) (adopted Jan 2016) came into effect on 1 March 2016. To enable to Council to calculate CIL liability for applications a **CIL Additional Information Requirement Form** will be required to validate applications. You will need to complete this form if you are applying for full planning permission or a Lawful Development Certificate.

In Bournemouth the types of development which will require CIL payments are:-

- Residential developments (including retirement/sheltered housing and extra care housing) outside the Town Centre Area Action Plan (AAP) Area. This includes extensions to existing dwellings of 100 sq m or above.
- Convenience retail developments (shops selling mainly everyday essential items including food, drinks, newspapers and confectionary).

- Comparison retail developments outside the Town Centre AAP area (shops selling non everyday essential items such as clothing, footwear, household and recreational goods).
- Student accommodation

The boundary of the Town Centre AAP area can be viewed at

www.bournemouth.gov.uk/TCAAPboundary

The CIL Additional Information Requirement form and Guidance notes can be downloaded at https://ecab.planningportal.co.uk/uploads/1app/forms/cil_questions.pdf

https://ecab.planningportal.co.uk/uploads/1app/cil_guidance.pdf

Further information about

Bournemouth CIL can be found on our website at

www.bournemouth.gov.uk/CIL

You will also need to submit a **CIL Additional Information Requirement Form** for a reserved matters application following an outline planning permission. This only applies where the outline permission was granted after the 1 March 2016.

Developer contributions under S106 will also apply to new or additional dwellings. Please refer to the sections headed [S106 Agreements](#) for details of what to include with the application and to the sections headed [Affordable Housing](#), [Heathland Mitigation Strategy](#) for information about the contribution schemes.

Community Uses (Loss of)

Where the proposed development would lead to the loss of premises, or sites used, or last used, for a community use, for example, the loss of sports centres, public houses, allotments, cultural facilities, schools, health facilities, youth centres, community halls or places of worship, you will need to include a justification statement with the application, either as a separate statement or forming part of a supporting planning statement. The statement will need to demonstrate that there is no demand for the use and that there is a greater benefit to the area resulting from the proposed use or that replacement facilities and services are proposed nearby.

Conservation Areas

Please refer to the section headed [Heritage Asset Statement](#)

If the application site is included within, or adjoins a Conservation Area, a Heritage Asset Statement will need to be submitted with the application.

Contaminated Land Assessment

Brownfield sites, and some Greenfield sites, have the potential to be contaminated and therefore may pose a risk to current or future site occupiers, buildings on the site and to the environment. The level of information required as part of a land contamination assessment will vary depending on the known and/or suspected levels of contamination, for example

- Where contamination is suspected a desktop study will be required, involving an examination of available information, a walkover survey and assessment of the risks to human health and the environment. The need for a further investigation may then be determined.
- Where contamination is known to exist, in addition to a desk top study, a site investigation survey will be required incorporating a site-specific human health and environmental risk assessment with a written remediation scheme to manage identified risks. The developer shall submit a completion report validating the remediation carried out.
- If the proposed development is situated within 250 metres of a former landfill site there will be a requirement for specific consideration of issues with ground gas.

Further information is available in the Dorset and New Forest Contaminated Land Consortium of Local Authorities' planning advice note 'Redevelopment of Potentially Contaminated Land': <https://www.dorsetforyou.gov.uk/planning-buildings-land/planning/planning-constraints/pdfs/planning-advice-note.pdf>

Cycle Store Details

All new developments will provide adequate cycle storage in accordance with the Council's adopted standards. Where this applies drawings showing the location, floor layout and elevations of the proposed cycle storage must be provided with the application and details of materials to be used in the construction included on the application form. The local planning authority will expect cycle stores to be designed and sited to minimise their impact and to be either incorporated internally as part of the building or sited behind the building line.

Drainage Strategy/Sustainable Urban Drainage System (SUDS)

Details of sustainable urban drainage systems must be submitted as part of any application for a new building, to increase the footprint of an existing building and/or the development of car parking and/or any other hard standing/impermeable surface. The information submitted should include:

- Details of the sustainable urban drainage system, for example, the soakaway system to be used and the draining points and channels to be shown on the application plans/drawings
- A statement giving details of the proposed provision for maintenance

Please note that any soakaway system will need to be at least 5 metres away from the building. Where development is within 200m of the cliffs proposals should be discussed with Wessex Water before making the application as soakaways will not be suitable and details of a drainage system will need to be submitted with any planning application. Soakaways are specifically banned along the cliff top because they put all the rain water that was

previously evenly distributed across the site, into the ground at a point but that does not necessarily mean that other forms of SUDS will be acceptable.

Useful websites

<http://www.susdrain.org/>

<https://www.gov.uk/government/publications/permeable-surfacing-of-front-gardens-guidance>

<http://www.architecture.com/SustainabilityHub/Designstrategies/Water/1-3-2-5-SUDS.aspx>

http://www.ciria.org/Memberships/The_SuDs_Manual_C753_Chapters.aspx

http://www.ciria.org/service/research_information/AM/ContentManagerNet/Default.aspx?Section=research_information&Template=/TaggedPage/TaggedPageDisplay.cfm&TPLID=30&ContentID=4786

<http://www.engineeringnaturesway.co.uk/2011/a-simple-guide-to-sustainable-drainage-systems-for-housing/>

Ecological assessment – see Biodiversity appraisal

Employment/Regeneration Statement

In the case of an application that proposes to change the use of the land or building, including both complete and partial changes of use, a supporting statement should be submitted to describe employment impact from the proposed development. The statement should include:

- Details of existing and proposed job numbers and full-time equivalents
- The relative existing and proposed floor space totals
- Any community benefits
- The condition of the existing use of the site
- How long the land has been marketed for
- The cost of retaining it in employment use
- Reference to any regeneration strategies that might lie behind or be supported by the proposal

Energy Statement

Where the development proposal is for 10 or more dwellings or 1000m² of non-residential floor an Energy Statement must be submitted with the application. The statement needs to explain how the development will meet or exceed the requirement of Core Strategy Policy CS2 Sustainable Homes and Premises for at least 10% of the energy to be used in the development to come from decentralised and renewable low carbon sources. Ideally new

residential developments should at least meet level 3 of the Code for Sustainable Homes to achieve a BREEAM “very good” rating.

Further information can be found in the Communities and Local Government publication:

The Code for Sustainable Homes
Setting the Standard in Sustainability for New Homes
February 2008
Product code: 07BD05109

Useful websites:

<http://www.planningportal.co.uk/buildingregulations/greenerbuildings/sustainablehomes>

<http://www.breeam.org> – please see UK pages

Environmental Statement

The Town and Country Planning (Environmental Impact Assessment) Regulations 2011 (SI 2011 No.1824) require a developer to prepare an Environmental Statement for certain types of development that fall within Schedules 1 or 2 of the Regulations. In particular all applications where the site area is more than 0.5 ha need to be screened for Environmental Impact. The Regulations provide a checklist of matters to be considered for inclusion in the Environmental Statement and require the developer to describe the likely significant effects of a development on the environment and to set out the proposed mitigation measures. A procedure exists whereby applicants may seek a ‘screening opinion’ from the Local Planning Authority to identify whether an Environmental Statement is required. Applicants are encouraged to do this at the pre-application stage in order to avoid delay later in the application process.

Flood risk assessment – Fluvial and pluvial

A flood risk assessment may be required if a development falls within an Indicative Flood Plain or ‘Flood Zone’ including areas subject to pluvial flooding – these maps are available from the Environment Agency and are also indicated on the policy maps of the Bournemouth District Wide Local Plan (fluvial only). The Environment Agency provides flood risk standing advice for applicants and their agents. This advice is available on their website and by contacting the Environment Agency on telephone number 0370 8506506.

Useful websites:

<http://www.environment-agency.gov.uk/>

Link to the Environment Agency flood risk standing advice for applicants and their agents:

<http://www.environment-agency.gov.uk/research/planning/82587.aspx>

Green Travel Plan

Planning applications for development that may have significant impacts on the transport network shall be required to submit a Green Travel Plan and a Transport Assessment. A Green Travel Plan should outline the way in which the transport implications of the

development are going to be managed in order to ensure the minimum environmental, social and economic impacts. Further advice is available in the Communities and Local Government publication 'Good Practice Guidelines: Delivering Travel Plans through the Planning Process 2009'.

Heathland Mitigation Strategy

The Dorset Heathlands Planning Framework DPD has been adopted to help protect Dorset Heaths to ensure that development does not harm heathland sites. The policy requires developments for additional residential units to make a nature conservation financial contribution towards heathlands mitigation strategic monitoring and management (SAMM). A S106 Agreement will need to be completed and sealed before any planning approval can be given. Please refer to the section on [S106 Agreements](#) for details of the documents that you will need to submit with your planning application.

Further information:

<http://www.bournemouth.gov.uk/PlanningBuilding/PlanningPolicy/HeathlandsPolicy.aspx>

Heritage Asset Statement

A Heritage Asset is a building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions because of its heritage interest.

A Heritage Asset Statement is required to accompany any application which is likely to affect a heritage asset or its setting. The need for this is identified in paragraph 128 of the National Planning Policy Framework (NPPF) and Policies CS39 and CS40 of the Bournemouth Local Plan Core Strategy.

The statement is required for any application affecting a listed building, conservation area building, conservation area, registered park and garden, locally listed building, scheduled monument or archaeological site, regardless of the type of application (i.e. householder, advertisement, outline, full planning). Without the Heritage Asset Statement the application cannot be validated.

In the statement the significance of any heritage assets affected, including any contribution made by their setting, should be described and assessed. Significance relates to the value of a heritage asset because of its heritage interest (i.e. its archaeological, architectural, artistic or historic interest). There should be sufficient information in the statement to understand the potential impact of the proposal upon the significance of the heritage asset.

This information can be submitted as a separate Heritage Asset Statement which will accompany the application or included within a Design and Access Statement. If the Heritage Statement is part of a Design and Access Statement it should be a clearly headed section and easily identifiable within the document.

Heritage assets should be assessed and a statement written using appropriate expertise where necessary. However, in some cases for smaller schemes (i.e. householder) it may be possible for an assessment to be undertaken by the applicant themselves. The length of the statement and level of detail will vary depending on the asset's importance, the nature of the proposal and its impact on the heritage asset.

Land Stability Report

A Land Stability Report is required where development is proposed within an area of land instability and for development or redevelopment within 200 metres of cliffs and chines, or in proximity to steep embankments. Responsibility to determine whether land is unstable rests with the developer.

Lighting Scheme including a light pollution assessment

Lighting schemes should include technical specification designed to ensure nuisance from lighting is minimised or prevented. There is numerous UK and international guidance on lighting available, in particular by the CIE (International Commission on Illumination) and the Institution of Lighting Engineers.

Listed Buildings

Please refer to the section headed [Heritage Asset Statement](#)
If the application site includes a Listed Building or there are Listed Buildings in the vicinity of the proposed development, a Heritage Asset Statement will need to be submitted with the application.

Materials

Details of the proposed materials to be used in the construction of the development must be clearly specified on the application form and include details of bricks, tiles and window types.

Mineral Working and Restoration

MPG2 Applications, Permissions and Conditions sets out detailed requirements for mineral working applications. In many cases, and specifically where development is likely to have significant effect, an Environmental Assessment will be required. In other cases, the complexity of detail required will depend on the circumstances of the particular case, but generally comprehensive information will be required which should be discussed and agreed during pre-application discussions. In particular, sufficient information will be required to ensure that working will be carried out to modern working, restoration and environmental standards.

Nature Conservation – see [Biodiversity Appraisal](#) and [Heathland Mitigation Strategy](#)

Noise Impact Assessment

Application proposals that raise issues of disturbance or are considered to be a noise sensitive development should be supported by a Noise Impact Assessment prepared by a suitably qualified acoustician. Acoustic assessments for new development should be made in accordance with the principals of BS4142:1997.

Further information is available on our website

<http://www.bournemouth.gov.uk/PlanningBuilding/PlanningPolicy/DeveloperContributions.aspx>

Playing Fields and Major Sport Facilities

A justification statement should be submitted with any application for proposals that will result in the loss or replacement of a playing field or major sports facility. This is required by Policy CS31 Recreation, Play and Sports of the Bournemouth Local Plan: Core Strategy. The statement should include details of when any facilities were last used; by whom they were used; and what formal sporting provision is proposed, including replacement facilities (if any). For applications specifically involving playing fields, the following is also required:

- Information required to fulfil the requirements of specific conditions on an outline approval for which discharge is sought
- The size of the existing playing field and how much of the playing field is affected by the proposal (in ha or m²)
- An existing site plan to a minimum scale of 1:1000 clearly showing the layout of the winter and summer pitches including safety margins
- A proposed site plan showing how many proposed new buildings and other works are likely to impact on the existing layout. Any realignment of pitches should also be shown.

Photographs and Photomontages

These provide useful background information and can help to show how large developments can be satisfactorily integrated within the street scene. Where a proposal involves the demolition of an existing building or development affecting a conservation area or listed building, photographs will aid the application process.

Planning Obligations – See [S106 Agreements](#)

Refuse Disposal Details and Bin Stores

Information of how refuse is to be disposed of will need to be submitted with applications for new buildings, conversions of existing buildings and changes of use. Where bin stores are required, details of the location, elevations and materials to be used in the construction of a

bin store suitable for housing wheeled or euro bins shall be submitted as part of the application. Bin stores should be designed and sited to minimise their impact and wherever possible be 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, Bournemouth Borough Council.

Retail Impact Assessment

A retail impact assessment will be required for development that could harm the vitality and viability of existing shopping centres. Policy CS11 Protecting Local Facilities and Services of the Bournemouth Local Plan: Core Strategy indicates that outside of the town centre and district centres proposals for commercial development that would result in the loss of premises or sites used, or last used, for a retail use will not be permitted, unless it can be demonstrated that there are adequate alternative retail facilities nearby.

S106 Agreements (Planning obligations)

In order to address various planning issues such as heathlands mitigation strategic monitoring and management (SAMM) and affordable housing provision applicants will be required to enter into a S106 Agreement if their proposals **include new or additional dwellings**. To facilitate this process and allow enough time for the agreement to be drawn up, signed by all site owners and any mortgage lenders, legal checks and sealing before the application is determined, applicants are required to submit the following documents with their application:

- A fully completed Commuted Payments Instruction Sheet
- A fully completed S106 Proforma
- 1 plan scale 1:1250 (no larger than A4) with the site outlined in red (this must not be a Land Registry Plan but can be a copy of your location plan provided it is A4 size)
- A Land Registry Official Copy of the Register of Title to the Land and Title Plan. These must be dated within the last 3 months. Please note that if you are supplying a Schedule of Leases you will need to ensure that copies of the Register of Title to the Land and Title Plan are supplied for each lease. Please ensure that this information corresponds with the ownership certificate that you have completed on the application form before submitting your application.
- A Search of Index Map (SIM) for application sites that have complex titles e.g. leaseholds, more than one freehold title, if it is unclear whether the red line goes over any other land etc. This provides a detailed list of all titles included in the red line site plan and therefore all titles that will need to be included in the section 106 agreement. You will need to conduct the SIM search against the red line plan and not the title plan. This can be done at the land registry online <https://www.gov.uk/get-information-about-property-and-land/search-the-index-map> for a small charge (which includes up to 5 titles). For validation purposes we will accept proof that you have requested the SIM search from the land registry (a copy of the application that you

have made to the land registry) and allow you to submit the results of the search to us within the next 14 days.

If the land required for your proposal is not registered with the Land Registry the onus is on the applicant to prove ownership/title and a Certificate of Title from a Solicitor will be required instead Land Registry documents. We would accept a solicitor's letter of undertaking on their letterhead in the form of a one page document, headed Certificate of Title, signed by the solicitor stating their qualifications and dated. On the Certificate it must show:

- who owns the property
- whether there are any leaseholders, and
- confirmation of any legal charges and mortgagees on the land.

If you have decided to submit viability data this should also be submitted with your application together with any assessment fees that apply. Please also refer to the sections headed [Affordable Housing](#), and [Heathlands Mitigation Strategy](#), in this document further information about developer contributions and the relevant thresholds. Further information is also available on the developer contributions page of the Council's website:

<http://www.bournemouth.gov.uk/PlanningBuilding/PlanningPolicy/DeveloperContributions.aspx>

Sound Insulation Requirements

Advice should be sought from the Council's Environmental Health Service for requirements for sound insulation in residential and commercial developments.

Street Scene Elevations

Street scene elevation drawings must be submitted with applications for new buildings or for large extensions that will be seen from the street. The proposed building(s) or extension should be shown in context with adjacent buildings (including property numbers where applicable). Proposals with altered elevations that adjoin or are in close proximity to another building should also highlight this relationship, detailing the positions of the openings on each property.

Sunlight/Daylight Assessment

Required for any application where there is potential adverse impact upon the current levels of sunlight/daylight enjoyed by adjoining properties and building(s). Further information can be found in the Building Research Establishment's (BRE) guidelines on daylighting assessments.

Supporting planning statement

If you are applying for full or outline planning permission, conservation area consent or listed building consent you should include a supporting planning statement with your application. The statement should include how the proposed development accords with policies in the Bournemouth Local Plan, development briefs, Design Guides, Development Plan Documents, Supplementary Planning Guidance or Advice Notes. It should also include details of consultations with Bournemouth Borough Council officers and wider community/statutory consultees undertaken prior to submission.

Tourism Viability Report

Where development relates to the loss of tourist accommodation, or the loss or change of use of a tourist or cultural facility a tourism viability report must be included with the application. For the loss of a site or premises used, or last used, as tourist accommodation the report will need to include evidence to demonstrate that the:

- business is no longer viable and has no reasonable prospect of continuing; and the
- loss of the tourist accommodation will not harm the function of the area in relation to the tourism industry and the local community.

For the loss of a site or premises used or last used, as a tourist or cultural facility the report will need to include evidence to demonstrate that:

- the current use is no longer viable;
- there is no reasonable prospect of the use continuing; and
- It has been actively marketed with a guide price reflecting its market value for a period of 12 months.

For the change of use of a site or premises used or last used, as a tourist or cultural facility the report will need to explain how the new use will maintain:

- the function of the area in relation to the tourism industry and the local community; and
- the character and appearance of the area.

[Travel Plan](#) - see sections headed [Green Travel Plan](#) and [Transport Assessments](#).

Transport Assessment

Transport Assessments are required for developments that are considered to have significant impact on the transport network. The assessment should demonstrate how the location and design of the development promote sustainable forms of transport and where relevant should include:

- a non technical summary

- details of the proposed development
- details of the existing transport conditions
- traffic impact compared to existing site use
- impact upon pedestrians, cyclists and people with disabilities
- accessibility impact
- details of loading areas and arrangements for manoeuvring, servicing and parking vehicles
- proposed modal split
- assessment years
- effect of the travel plan
- details of servicing
- any proposed measures to address or reduce traffic impact
- proposed measures to improve accessibility by alternatives to the private car
- assessment of accident records

Further information and advice including information on when an assessment would be required is available in the Department of Transport published Guidance on Transport Assessment (2007).

Utilities Statement

An application should indicate how the development will connect to existing utility infrastructure systems.

Ventilation/Extraction Details

For a development likely to require ventilation or extraction full details of the position and design of ventilation and extraction equipment should accompany the application and be included on plans/drawings. Provided that the equipment is included on the application drawings, enclosing a copy of the manufacturer's specification with the application will usually provide sufficient technical detail. All applications for hot-food take-aways, bars/pubs, restaurant uses and launderettes etc. will need to include this information. Details will also be required for retail, business, industrial, leisure or other developments where substantial ventilation/extraction equipment is proposed to be installed.

Further Help

Many applicants choose to appoint professional planning agents/architects to submit applications on their behalf. Where an agent is employed they will usually prepare and submit the drawings and validation information for you and respond to all communications from the local planning authority (planning officer) during the consideration period of your application. The Royal Town Planning Institute (RTPI) publishes an on-line directory of Planning Consultants which can be searched to find local planning agents:

<http://www.rtpiconsultants.co.uk/>

The Architects Registration Board (ARB), the body set up by Parliament as the independent UK regulator maintains and publishes a Register of Architects listing every architect in the UK. It is a requirement that for an individual to use the title architect he or she must be registered with the ARB. The Register can be found on-line:

<http://architects-register.org.uk/>

The local planning authority offers a chargeable pre-application advice service which applicants are encouraged to use before applying for planning permission. Details of how to make an enquiry and the charges can be found on our website:

<https://www.bournemouth.gov.uk/planningbuilding/ApplyingforPlanningPermission/Pre-application-advice.aspx>

Useful websites

The national Planning Portal website; this site can be used to apply for planning permission and is a useful resource for information about the planning process:

<http://www.planningportal.co.uk/planning/>

The Ministry of Housing, Communities and Local Government (MCLG) has a Planning Practice Guidance website page which includes information about planning policy and guidance about the application process.

<https://www.gov.uk/government/collections/planning-practice-guidance>

Links to legislation that relates to planning are available on the Planning Portal website. Information about UK Legislation can also be found on the following website:

<http://www.legislation.gov.uk/>

If you need to contact us:

Telephone: Customer Services Centre 01202 451323

Email: planning@bournemouth.gov.uk

Post: Planning, Transport & Regulatory Services
Town Hall Annexe
St Stephen's Road
BOURNEMOUTH
BH2 6EA

If you need to contact the Planning Portal:

For help submitting an application via the Planning Portal website see their online help or:

Email: support@planningportal.co.uk

To pay a fee for an application submitted via a Planning Portal account: Telephone: Mears 24/7: 03333 233 900

For information about how we will handle your personal data:

Please see our privacy notice which can be found on our website:

<https://www.bournemouth.gov.uk/Privacy/planning-privacy-notice/planning-privacy-notice.aspx>

We also offer a Building Control Service:

Further information and advice about Bournemouth Building Control Service can be found on our website:

<http://www.bournemouth.gov.uk/PlanningBuilding/BuildingControl/BuildingControl.aspx>

There is also information about local authority building control on the LABC website:

<https://www.labc.co.uk/>