

LOCAL INFORMATION REQUIREMENTS FOR COUNTY MATTER DEVELOPMENT APPLICATIONS

Information Item	Policy Drivers <i>(NB South East Plan Policies are likely to be superseded in 2012 by forthcoming Localism Act.)</i>	Relevant Proposals	Locational Criteria	Item Content	Further Information
Air Quality Assessment	<ul style="list-style-type: none"> National Planning Policy Framework 2012 Environment Act 1995 - Part IV (Local Air Quality Management) DEFRA Policy Guidance LAQM.PG(03) Possible Local Development Framework Policies on air quality South East Plan Policy NRM9 	<p>Major category developments*, especially with residential elements, e.g. care homes, traveller sites, and special schools. Developments with possible high levels of air pollution, such as new transport infrastructure, or major demolition work. Unlikely to be needed for minor proposals</p>	<p>Sites within or impacting on Air Quality Management Areas or generating additional traffic in such areas. Sites in areas with existing pollution sources, e.g. industrial/ commercial areas.</p>	<p>Adequate air quality information to enable the Council to assess the likely impact on local air quality, including any cumulative effects and any mitigating measures to offset any increase in local pollutant emissions resulting from the development.</p>	<ul style="list-style-type: none"> Planning for Air Quality (NSCA) updated 2006 Environment Act 1995 - Part IV (Local Air Quality Management) Kent and Medway Air Quality Partnership Air Quality and Planning Guidance: Appendix E: Air Quality Assessment Toolkit Possible Local Development Framework Policies on Air Quality Air Quality Strategy 2007 Defra Policy Guidance 2009 and Technical Guidance Kent and Medway Air Quality Partnership (provides lots of information on air quality issues and data on latest pollution levels)
Biodiversity	<ul style="list-style-type: none"> National Planning Policy Framework 2012. Planning for Biodiversity and Geological Conservation: A Good Practice Guide - ODPM (2006) Natural Environment and Rural Communities Act 2006 – Natural England Standing Advice. Biodiversity and Geological Conservation - Statutory Obligations and Their Impact within the Planning System - DCLG Circular 06/05. Possible Local Development Framework Policies on biodiversity and geological diversity. South East Plan Policies CC8, NRM5 and 7 	<p>Proposals affecting internationally, nationally and/or locally designated nature conservation sites (SACs, SPAs, RAMSARs, SSSIs, LNRs, and/or LWSs, SLNCVs and SNCIs) Proposals affecting natural or semi-natural vegetation/habitat (eg. woodland, hedgerows, ponds and grassland, etc.).</p> <p>Proposals where protected species are known or likely to occur, such as bats in buildings to be demolished or land with ponds or terrestrial habitats where great crested newts may be present. Proposals identified via KCC's Biodiversity Trigger List for Ecological/ Biodiversity Input to Planning Applications or Natural England's standing advice flow chart for protected species.</p>	<p>Potentially any site countywide, but especially within or adjacent to designated nature conservation areas</p>	<p>Ecological Site Assessment should provide up to date information on habitats on site and links to other habitats, species present or likely to be, records search, likely impacts, mitigation and enhancement opportunities, with reference to any Ancient Woodland, Important Hedgerows or Biodiversity Action Plan priority habitats on or adjacent to the site.</p> <p>Ecological Surveys are needed if proposals directly or indirectly affect protected species and/or any designated sites, with advice sought from Natural England or Kent Wildlife Trust as appropriate (standing advice available).</p> <p>Protected Species Surveys are needed if the site or surroundings may contain species such as bats, badgers or great crested newts to establish their presence/absence, the population levels, likely impacts and scheme of mitigation and compensation.</p> <p>Where survey information is required, there should be an initial assessment of the site, a full ecological report (including likely impacts</p>	<ul style="list-style-type: none"> Kent and Medway Biological Records Centre Natural England - Standing advice for protected species also gives links to guidance notes for each protected species – detailed below. Bat Surveys - Good Practice Guidelines - Bat Conservation Trust (2007) Great Crested Newt Mitigation Guidelines - NE (2001) Badgers and Development - NE (2007) Guidance on Managing Woodlands with Dormice in England - Forestry Authority (2007) Dormouse Conservation Handbook - NE (2006) Water Vole Guidance for Planners and Developers - NE Reptile Survey - Froglife Advice Sheet 10 Guidance on Survey Methodology - Institute of Ecology and Environmental Management Validation of Planning Applications - Association of Local Government Ecologists (2007) Kent Regionally Important Geological

				<p>and proposed mitigation), full assessment of likely effects and avoidance/mitigation where international/national sites are affected (with scoping advice from Natural England), and assessment/survey information where protected species, locally designated sites or priority habitats are affected.</p> <p>Where potential for ecological/biodiversity impacts is highlighted by the Trigger List or pre-application advice, an Ecological Scoping Survey will assess the potential impacts on habitats and species on or adjoining the site. Where additional species-specific surveys are recommended they must be follow best practice guidelines, including survey methodology, likely development impacts, plus mitigation, compensation and enhancement measures. With internationally/nationally designated sites, the Environmental Impact Assessment Regulations will apply, with appropriate levels of biodiversity/ecological information needed to assess the significance of any impacts.</p>	<p><u>Sites</u></p> <ul style="list-style-type: none"> • Planning to Halt the Loss of Biodiversity – Conservation Standards for Planning in the UK - British Institute Publication (PAS 2010:1206)
Coal Mining Risk Assessment	<ul style="list-style-type: none"> • National Planning Policy Framework 2012 	Any built development projects within Coal Mining Development Referral Areas. Unlikely to be needed for small scale building projects and minor extensions, and not needed for other minor works such as fencing, gates, poles, play equipment, etc.	Any site within Coal Mining Development Referral Area in Dover and Canterbury District Council Areas. Not relevant in other parts of the County.	Assessment should be prepared by appropriately qualified person to cover: site specific coal mining information (past underground mining, mine gas or surface mining); mining influences on design and any mitigation; and any intrusive development of activity affecting coal mines/workings. Note: Assessment could be incorporated in any required Environmental Statement.	<ul style="list-style-type: none"> • Technical Guidance to the National Planning Policy Framework. 2012. • Coal Authority website www.coal.gov.uk/services/planning • Coal Authority Planning and Local Authority Liaison Department (planningconsultaion@coal.gov.uk)
Contaminated Land Investigation	<ul style="list-style-type: none"> • National Planning Policy Framework 2012 • Possible Local Development Framework Policies on ground contamination • <i>South East Plan Policies NRM1 and 2¹</i> 	Major category developments, especially with residential elements, e.g. care homes, traveller sites, and special schools. If initial desktop and walkover study suggests contaminants may be present. Where contamination is known or suspected. Less likely to be needed for minor proposals.	Where previous use of the site (or adjacent site) could have caused contamination (eg. industrial processes, petrol filling stations, institutional/residential with fuel storage, agricultural chemical storage, vehicle parking/servicing, etc.)	Investigation of potential pollutants and how any contamination would be addressed, including a desktop and site walkover study, and where contamination is known or suspected a preliminary risk assessment with a conceptual model identifying pollutant sources, pathways and receptors plus options for remediation	<ul style="list-style-type: none"> • BS10175 Code of Practice for the Investigation of Potentially Contaminated Sites (2001) • BS5930 Code of Practice for Site Investigations (1999) • Contaminated Land Report 11 - Model Procedures for the Management of Land Contamination (2004) • Environment Agency Guidance on Requirements for Land Contamination Reports (2005)

<p>Drainage – Foul Sewerage Assessment</p>	<ul style="list-style-type: none"> National Planning Policy Framework 2012. Approved Document Part H of the Building Regulations 2000 Possible Local Development Framework Policies on drainage Kent Waste Local Plan 1998 Saved Policies W19 <i>South East Plan Policies NRM1, 2 and 4</i> 	<p>All waste proposals involving significant discharges to foul drainage, especially those producing leachate requiring management prior to disposal to the drainage system.</p>	<p>Potentially any site countywide</p>	<p>Description of the type, quantities and means of disposal of any effluent, demonstrating compatibility with existing land uses and drainage capacity. Proposed connections to existing drainage systems should be detailed on the application drawings, whereas the use of soakaways will require percolation tests Scaled plans of any new or altered foul drainage arrangements will also be needed, including location plan, sections/elevations and specifications.</p>	<ul style="list-style-type: none"> Technical Guidance to the National Planning Policy Framework. 2012. Water Services Infrastructure Guide - Thames Water (2007)
<p>Drainage – Surface Water Assessment</p>	<ul style="list-style-type: none"> National Planning Policy Framework 2012. Possible Local Development Framework Policies on flood risk <i>South East Plan Policies NRM1, 2 and 4.</i> 	<p>Operational development of less than 1 hectare site size falling within Flood Zone 1. Where a known drainage problem exists and some assurance is needed that flood risk has been Addressed. See Flood Risk Assessment for Zones 2 and 3 and developments over 1 hectare in Zone 1.</p>	<p>Potentially any site In Flood Risk Zone 1.</p>	<p>Assessment needed for developments likely to generate significant increase in water flow across and from the site, including the scope for Sustainable Urban Drainage Systems to control surface water run-off as near to its source as possible.</p>	<ul style="list-style-type: none"> Technical Guidance to the National Planning Policy Framework. 2012. Design Manual for England and Wales and Interim Code of Practice for Sustainable Drainage Systems 2004 CIRIA C635 Document Designing for Exceedance in Urban Drainage - Good Practice 2006
<p>Economic Statement</p>	<ul style="list-style-type: none"> National Planning Policy Framework 2012. Possible Local Development Framework Policies on local economy, employment and skills, agriculture, tourism, etc. <i>South East Plan Policies RE1, 2,3,4,5,6,EKA1,KTG1 and LF1.</i> 	<p>Where any significant economic growth or regeneration benefits apply, or might be enabled, such as major transport infrastructure. Unlikely to be needed for minor proposals.</p>	<p>Where in nationally/regionally significant areas, such as Thames Gateway or Ashford, requiring consultation with Local Enterprise Partnerships (where they are established)</p>	<p>Explanation of any economic growth/ regeneration benefits from the proposed development, including new jobs created/ supported, relative floorspace totals, any community benefits, and any supporting regeneration strategies</p>	<ul style="list-style-type: none"> KCC website – Economic Strategy Unlocking Kent's Potential 2009
<p>Flood Risk Assessment</p>	<ul style="list-style-type: none"> National Planning Policy Framework 2012 <i>South East Plan Policies NRM2, 4 and KTG 6</i> 	<p>Major category developments and especially where new buildings, significant extensions and changes of use are within the floodplain or adjacent to a Main River Engineering operations, land raising or significantly increasing surface water run-off to watercourses and soakaways, etc. Less likely to be needed for minor proposals</p>	<p>Any development within Flood Zones 2 and 3. Any development of a site in Flood Zone 1 where the Environment Agency, Internal Drainage Body or other relevant bodies have indicated there may be a drainage problem</p>	<p>Assessment to establish the impact of the proposed development on the floodplain and level of risk to the occupiers, including the sequential testing of alternative sites, an exceptions test for the type of development, plus any mitigating measures and emergency evacuation procedures necessary</p>	<ul style="list-style-type: none"> Technical Guidance to the National Planning Policy Framework. 2012 National Standing Advice on Development and Flood Risk - England- User Guidance Note (2004) Environment Agency's Flood Risk Matrix
<p>Green Belt Statement</p>	<ul style="list-style-type: none"> National Planning Policy Framework 2012 Possible Local Development Framework Policies in West Kent relating to the Metropolitan Green Belt <i>South East Plan Policies SP5 and LF9</i> 	<p>Where any new built development, changes of use or extended uses are proposed in the Green Belt, but less likely to be needed for minor proposals where there are no impacts on the openness of the Green Belt</p>	<p>Any new built development or changes of use within the Metropolitan Green Belt areas in Tunbridge Wells, Sevenoaks, Tonbridge and Malling, Dartford and Gravesham Boroughs unless within existing built-up areas of settlements that have been excluded from the Green Belt in a Local Development Framework</p>	<p>Explanation as to whether the proposed development is 'appropriate development' in the Green Belt, and if not what 'very special circumstances' might exist to justify such development, including an exploration of alternative non-Green Belt sites and the potential impacts of the development on the openness of the Green Belt</p>	<p>None</p>

<p>Heritage Statement</p>	<ul style="list-style-type: none"> National Planning Policy Framework 2012 DCLG's Historic Environment Planning Practice Guide (2010) Possible Local Development Framework Policies on heritage assets (Conservation Areas, Listed Buildings, Ancient Monuments Historic Parks and Gardens, historic landscapes, arcadian areas, etc.) South East Plan Policy BE6 	<p>Major waste developments, and any minor developments affecting heritage assets or the setting of such assets, plus developments involving the demolition of older buildings</p>	<p>Any development directly or indirectly affecting heritage assets (Conservation Areas, Areas of Archaeological Potential, World Heritage Sites, Listed Buildings, Historic Park and Gardens, Scheduled Ancient Monuments, etc.) or sites on KCC's Historic Environment Record or known or likely to contain archaeological remains</p>	<p>Assessment of the nature, extent and importance of any archaeological remains, heritage assets or older buildings to be removed, including a desktop evaluation of existing information and any necessary field evaluations, details of the preservation of any archaeological remains in situ or of their excavation and recording as appropriate</p>	<ul style="list-style-type: none"> Early liaison with the County Archaeologist is advised to establish the archaeological implications, together with assistance from an appropriately qualified historic environment specialist, with pre-application liaison with Local Authority conservation officers
<p>Landscaping Plan</p>	<ul style="list-style-type: none"> National Planning Policy Framework 2012 Possible Local Development Framework Policies on landscaping and tree and hedge protection South East Plan Policy CC8 	<p>Major category developments, and any minor developments, unless the Design and Access Statement demonstrates it is not necessary or relevant for the site or development. Applications for full permission should be prepared with final landscaping proposals in mind, whereas applications for outline permission should indicate the intended landscaping structure</p>	<p>Any site which includes external space for visual enhancement or amenity protection though the use of either hard (fences, walls, bunds) or soft (trees, shrubs, hedges) landscaping treatment</p>	<p>Proposals to be an integral part of the site development plans, demonstrating how hard and soft landscaping is to be incorporated into the design including proposals for long term maintenance and landscape management. Landscape Strategies are less detailed and used for major category developments where full details cannot be provided at the planning application stage. Landscaping Plans provide the hard and soft landscaping details and highlight both the implementation and maintenance.</p>	<ul style="list-style-type: none"> KCC's Kent Design Guide (2006)
<p>Landscape/ Townscape Assessment and Visual Impact Assessment</p>	<ul style="list-style-type: none"> National Planning Policy Framework 2012 Possible Local Development Framework Policies on landscape/countryside character, Areas of Outstanding Natural Beauty, Special Landscape Areas, Conservation Areas, Listed Buildings, historic landscapes, rural lanes, etc. South East Plan Policies 3,4,5, and 6 	<p>Major category developments, and any minor developments, unless the Design and Access Statement demonstrates it is not necessary or relevant for the site or development.</p>	<p>Sites within or visible from the open countryside or likely to affect the natural beauty or character of the rural landscape, especially Areas of Outstanding Natural Beauty Sites visible from within or close to Conservation Areas, Listed Buildings, Historic Park or Garden or other important visual amenity.</p>	<p>Assessment of the potential effects of major and medium scale development on the character and appearance of the landscape or townscape, including identifying the characteristics of the landscape/ townscape that forms the context for the site, with special reference to any Landscape or Conservation Area Assessments or any landscape designations and Landscape Character Area Assessments Landscape/ Townscape and Visual Impact Assessments should be carried out by an appropriate professional in accordance with the 2002 Guidelines. In AONBs and within the setting of AONBs a full assessment of the potential impacts on local landscape character using Landscape Character Assessment good practice guidelines is needed and the AONB Management Plan should be used to inform ways of maintaining landscape character and distinctiveness. Note that a separate Green Belt Statement may be required.</p>	<ul style="list-style-type: none"> Guidelines for Landscape and Visual Impact Assessment (2nd Edition) - The Landscape Institute and Institute of Environmental Management and Assessment The High Weald AONB Management Plan (2004) The Kent Downs AONB Management Plan 2009 <p>Pre-application advice should be sought from the Kent AONB Units and Natural England where development proposals would have significant impacts on AONBs.</p>

<p>Lighting Impact Study/Details of Lighting Scheme</p>	<ul style="list-style-type: none"> • DCLG's Lighting in the Countryside (1997) • DCLG's Manual for Streets (2007) • Possible Local Development Framework Policies on lighting and pollution impacts 	<p>Major category developments, and any minor development proposals involving external lighting, including sports floodlighting, car parks, security, amenity and architectural lighting.</p>	<p>Any urban, suburban or rural site</p>	<p>Required if the land is also part of the Green Belt. Full details of any external lighting should be submitted with the planning application, to include details of the number, type and height of luminaries, location and intensity of the installation and the proposed hours of use. A Lighting Impact Study will be required for most floodlighting proposals and especially for sports grounds or developments close to housing or within the open countryside. Applications for sports lighting should include Lux contour details indicating any spill of light outside of the site onto adjacent properties or highways.</p>	<ul style="list-style-type: none"> • Guidance Notes for the Reduction of Obtrusive Light - Institute of Lighting Engineers (2005)
<p>Listed Building and Conservation Area Statement</p>	<ul style="list-style-type: none"> • National Planning Policy Framework 2012 • Possible Local Development Framework Policies on Listed Buildings and Conservation Areas • <i>South East Plan Policy BE6</i> 	<p>Any development proposals affecting Listed Buildings or Conservation Areas, including affecting the setting of as Listed Building or where adjacent to a Conservation Area. <i>Note that any works proposed to Listed Buildings also require Listed Building Consent from the District Planning Authority, and any proposals for the demolition of buildings within a Conservation Area might also require an application for Conservation Area consent from the District Planning Authority</i></p>	<p>Any site that includes Listed Buildings or is within a Conservation Area, or adjacent to either and likely to affect its setting</p>	<p>Listed Building Design and Access Statements should set out the design principles and concepts applied to the works and how access issues are addressed, and explain how they have been applied to scale, layout and appearance, taking account of: the special architectural/historic significance the particular physical features justifying Listing a schedule of proposed works the impact on the special interest and character the justification for the works, plus mitigation. Conservation Area Assessments should address how the proposal has been designed, having regard to the character and appearance of the Conservation Area (and could form part of the Design and Access Statement) and should include: a schedule of proposed works the impact on the character and appearance of the Conservation Area, and the impact on the setting of any Listed Buildings</p>	<ul style="list-style-type: none"> • Advice should be sought from the appropriate Council's Conservation Officer before submitting such applications
<p>Noise Impact Assessment</p>	<ul style="list-style-type: none"> • National Planning Policy Framework 2012 • Possible Local Development Framework Policies on noise and pollution impacts • <i>South East Plan Policy NRM10*</i> 	<p>Any development likely to generate high levels of noise, such as transport projects, highway depots, outdoor sports facilities and any facility with regular movement of commercial vehicles, such as major category developments with long periods of construction activity New residential care accommodation and gypsy/ traveller sites if adjacent to major sources of noise, such as quarries, roads, railways and industrial sources</p>	<p>Any location where noise generating activity could impact on residential areas, or any location already impacted by noise nuisance</p>	<p>Assessment of existing and predicted noise levels as a result of the development, including decibel contours and/or receptor point measurements, plus any proposed mitigation measures with the resulting noise levels following any</p>	<ul style="list-style-type: none"> • Advice should be sought from a qualified acoustic specialist or the relevant District Council Environmental Health Officer

<p>Open Space Assessment</p>	<ul style="list-style-type: none"> National Planning Policy Framework 2012 Possible Local Development Framework Policies on open space protection and/or provision South East Plan Policies C6, T7 and S5 	<p>Any development proposals that would result in the loss of open space, or having significant implications for Public Rights of Way</p>	<p>Any site comprising open space or crossed by Public Rights of Way, including all open space of public value, including rivers, canals and lakes</p>	<p>Assessment of any open space lost or directly affected by the proposed development, with any measures to replace or compensate for such impacts Assessment of any sports land lost or affected by the proposed development, including reasoning for playing field loss, assessment of any surplus sports facilities, the sports needs of new development, replacement facilities, sports strategies, management and maintenance, Community Use Scheme or Sports Development Plan, evidence from sports users, Business Plan, technical details of new facilities, plus draft terms of any Planning Obligations Assessment of any impacts on Public Rights of Way, with any proposed mitigation and any opportunities to improve facilities for walkers, cyclists, horse riders, such as adding links to the existing rights of way network.</p>	<ul style="list-style-type: none"> Applicants are strongly advised to liaise with Sport England before submitting any planning applications affecting playing fields, and to provide full details of existing and proposed sports facilities where affected by the proposed development. KCC's Countryside Access Improvement Plan 2007-2017
<p>Parking/ Servicing Statement</p>	<ul style="list-style-type: none"> National Planning Policy Framework 2012 Possible Local Development Framework Policies on parking and servicing provisions South East Plan Policy T4 	<p>Major category developments, and any minor proposals involving new, extended or intensified residential, recreational, educational, community or employment activity, including schools, libraries, care homes, country parks and Council office premises Unlikely to be needed for any proposals not involving any increase in numbers of persons or vehicles.</p>	<p>Potentially any site countywide</p>	<p>Statement of how much vehicle parking is to be provided and how to be accommodated, including provision for cycles, buses and lorry parking as appropriate, and cater for employees, residents, visitors, suppliers and servicers, plus how the design of the development ensures parking is well related to the activity/property served, and how the design ensures security such as through good surveillance. Proposals for significant building works should include provision for contractor's vehicles and the delivery of construction materials.</p>	
<p>Planning Statement</p>	<ul style="list-style-type: none"> National Planning Policy Framework 2012 South East Plan CC1, EKA1, KTG1 and LF1 	<p>For all development proposals other than those or minor works, plant and equipment</p>	<p>Potentially any site countywide</p>	<p>Statement identifying the context and need for the proposed development and how it accords with relevant Development Plan Policies and policy guidance, including details of any pre-application consultations and community engagement, plus any further supporting or background information not included on either the Application Form or in other accompanying documents (e.g. need and justification for and benefits of the proposed development)</p>	<ul style="list-style-type: none"> NOTE THAT DETAILS OF NEED AND PERSONAL CIRCUMSTANCES SHOULD NOT BE ENTERED ON THE APPLICATION FORM, OR AS PART OF THE DESCRIPTION OF PROPOSED DEVELOPMENT. THESE SHOULD BE INCLUDED IN A PLANNING STATEMENT. NOTE THAT A SEPARATE STATEMENT OF COMMUNITY INVOLVEMENT WILL BE APPROPRIATE FOR MAJOR CATEGORY APPLICATIONS.

Public Art	<ul style="list-style-type: none"> National Planning Policy Framework 2012 Possible Local Development Framework Policies on public art contributions in public spaces 	For development affecting publicly conspicuous sites, or where specifically required by LDF Policy, such as part of transport or major development projects, especially with new public realm areas. Unlikely to be needed for minor developments	Potentially any conspicuous site countywide.	The provision of, or contribution towards, some public art as part of the proposals could be investigated as part of the Design and Access Statement .	<ul style="list-style-type: none"> KCC's Kent Design Guide (2006)
Refuse Collection Arrangements	<ul style="list-style-type: none"> DCLG's Manual for Streets (2007) DCLG'S Safer Places - The Planning System and Crime Prevention - 2004 Building Regulations 2005 Possible Local Development Framework Policies on refuse collection 	For new or substantially expanded schools, care homes, gypsy/traveller sites, country park visitor facilities, Council office developments, etc. Less likely to be needed for minor proposals	Potentially any site countywide.	Details of the provision for storage, collection and disposal of refuse arising from the proposed development, including the arrangements for recycling and access for refuse collection vehicles.	<ul style="list-style-type: none"> None.
Renewable Energy Assessment	<ul style="list-style-type: none"> National Planning Policy Framework 2012 Possible Local Development Framework Policies on renewable energy <i>South East Plan CC1,2,3,and NRM11, 15 and 16</i> 	For major category developments and substantial new building projects, such as schools, care homes, libraries and other public buildings, including conversions from other uses. Less likely to be needed for minor proposals	Potentially any site countywide	Assessment of the calculated CO2 emissions per annum, the technical feasibility of renewable energy technologies for the site, calculations of the CO2 savings as a % of site predicted CO2 emissions and how a saving of at least 10% can be achieved.	<ul style="list-style-type: none"> KCC's Kent Design Guide (2006)
Statement of Community Involvement	<ul style="list-style-type: none"> National Planning Policy Framework 2012 <i>South East Plan Policy S6</i> 	For major category developments, or any proposals with substantial community interest, e.g. highway proposals with a length of 2 km or more in an urban environment, or 5 km or more in a rural environment. Less likely to be needed for minor proposals	Potentially any site countywide	Explanation of how applicant has complied with the pre-application engagement requirements in the KCC Statement of Community Involvement, demonstrating how the views of the local community have been sought and taken into consideration in the formulation of the proposals	<ul style="list-style-type: none"> KCC's Statement of Community Involvement (2010)
Structural Survey/Land Stability Survey	<ul style="list-style-type: none"> National Planning Policy Framework 2012 Possible Local Development Framework Policies on conversion and reconstruction of buildings, especially Listed Buildings 	Any proposals involving demolition or alteration of buildings, especially affecting the structural integrity of Listed Buildings. Major category development proposals on previously used land. Less likely to be needed for minor proposals	Potentially any site countywide, where buildings are to be demolished/ altered, development sited on made ground.	Structural Surveys should be prepared by a professionally qualified surveyor, covering the condition of the building and whether it is capable of accommodating the proposed works Land Stability Surveys should assess: the physical capability of the land possible adverse effects of any instability possible adverse effects on adjacent land possible effects on local amenities and conservation interests, and any proposed remedial or precautionary measures.	None.
Sunlight/ Daylight Assessment	<ul style="list-style-type: none"> National Planning Policy Framework 2012 Possible Local Development Framework Policies on light protection and residential amenity aspects 	Any new or extended building developments with the potential to interrupt sunlight or daylight to adjacent properties. Not needed for proposals with no new buildings	Potentially any site countywide	An assessment of the existing pattern of direct and reflected light, with quantification of the changes for neighbouring properties as a result of the proposed development	Guidelines on Daylighting Assessments – Building Research Establishment

Sustainable Design and Construction Assessment	<ul style="list-style-type: none"> National Planning Policy Framework 2012 Possible Local Development Framework Policies on sustainable design and renewable energy South East Plan Policies CC1,2,3,4,5 and 6 	Any new or extended building or engineering works, including schools, care accommodation, libraries and other public buildings and highway constructions projects. Not needed for minor works, plant and equipment, such as fences, gates, poles, oil tanks, play equipment, etc.	Potentially any site countywide	Outline of the elements of the scheme that address sustainable development issues, including the positive environmental, social and economic implications, with an indication of the BREEAM standard being worked towards, and covering methods of construction design and layout of buildings and spaces, their overall environmental performance and the type and source of building materials	<ul style="list-style-type: none"> KCC's Kent Design Guide (2006)
Transport Assessment and Travel Plan	<ul style="list-style-type: none"> National Planning Policy Framework 2012 Possible Local Development Framework Policies on transport management and vehicle parking South East Plan Policies T1,2,4,5,6,7,8, C6 and S1 	Transport Assessments will be needed for major category developments and other developments likely to be major travel generating proposals, plus smaller non-residential developments where local transport impact is critical or where the proposal could prejudice the Local Transport Strategy Travel Plans will be needed for new or expanded schools, libraries, offices, depots and other built development accommodating employees, students or visitors.	Potentially any site countywide	Transport Assessments should indicate site access by all modes and the likely modal split of journeys, measures to improve public transport access, walking and cycling to mitigate transport impacts, plus details of construction access and lorry movements for major building projects and highway schemes, the level and location of parking and relevant Local Transport Plan and Borough Transport Strategy proposals. Travel Plans should include a package of measures to promote environmentally sustainable travel choices and reduce the level of potential traffic impact of the development, addressing commuter journeys, business travel, visitor movements and deliveries.	<ul style="list-style-type: none"> Delivering Travel Plans Through the Planning Process Research report DfT and DCLG (2008) Guidance on Transport Assessments & Travel Plans KCC (2008)
Tree Survey/ Arboricultural Assessment	<ul style="list-style-type: none"> Kent Waste Local Plans Saved Policy W22 Possible Local Development Framework Policies on tree and hedgerow protection South East Plan Policy NRM7 	Any building or engineering works that could impact on significant trees, groups of trees or hedgerows on or adjoining the site, whether of special protection status or not. Not needed where no trees are affected either directly or indirectly	Potentially any site countywide with trees or hedgerows, but especially in Conservation Areas and covered by Tree Preservation Orders.	Layout plans should identify trees and other vegetation to be retained or lost to the development, as well as on adjoining land. Tree Condition Surveys are required where significant trees are affected and possibly a Biodiversity Assessment where significant trees or important hedgerows are to be removed. Tree Surveys should provide information on each affected tree, including their contribution to the streetscene, visual amenity and ecological importance.	<ul style="list-style-type: none"> BS 5837 Trees in Relation to Construction (2005) NJUG 10 Guidelines for the Planning, Installation and Maintenance of Utility Services in Proximity to Trees APN 12 through the Trees to Development – Tree Advice Trust
Transport Assessment Outline Statement	<ul style="list-style-type: none"> National Planning Policy Framework 2012 Possible Local Development Framework Policies on transport South East Plan Policies T1,2, 4, 5, 7,8, C6 and S1 	New accommodation at schools, libraries, offices, and depots of 500-1000m2 floorspace, and other non-residential proposals with more than 50 person trips per day.	Potentially any site countywide	Outline Statement needed for smaller scale non-residential developments where a full Transport Assessment/Travel Plan is not required, describing the scale and modes of transport provision and any proposed improvements to provision, e.g. appropriate car parking provision and any relevant Local Transport Plan or Borough Transport Strategy initiatives.	<ul style="list-style-type: none"> None.

<p>Utilities Statement</p>	<ul style="list-style-type: none"> Possible Local Development Framework Policies on public utilities. <i>South East Plan Policies NRM1 and 2</i> 	<p>Major category developments. Unlikely to be needed for minor developments.</p>	<p>Potentially any site countywide</p>	<p>An indication of how the development would connect to exiting utilities (electricity, gas, telecommunications, water supply, foul and surface water drainage), including whether existing infrastructure has sufficient capacity and whether services provided on the site would have adverse environmental effects or harm to trees or archaeological remains.</p>	<ul style="list-style-type: none"> None.
<p>Ventilation/ Extraction Details</p>	<ul style="list-style-type: none"> Possible Local Development Framework Policies on ventilation <i>South East Plan Policies CC1and NRM9</i> 	<p>Any new or extended building developments with kitchen/ restaurant uses, including schools, offices, depots, visitor centres, care homes, etc. where substantial ventilation or extraction equipment is to be installed.</p>	<p>Potentially any site countywide</p>	<p>Full details of the position and design of any ventilation or extraction equipment, including odour abatement techniques and acoustic characteristics</p>	<ul style="list-style-type: none"> None
<p>Waste Management Plan</p>	<ul style="list-style-type: none"> PPS 10 Planning for Sustainable Waste Management Kent Waste Local Plan 1998 Saved Policy W9 <i>South East Plan Policy WE2</i> 	<p>Any proposals involving demolition of buildings or structures. Unlikely to be needed for minor developments</p>	<p>Potentially any site countywide involving demolition.0</p>	<p>An identification of the volume and type of material to be demolished, opportunities for the re-use and recovery of materials, and how off-site waste disposal would be minimised and managed. Site Waste Management Plans must describe the construction work, the type and quantities of all waste produced, and identify the waste management action proposed, including re-use, recycling, recovery and disposal.</p>	<ul style="list-style-type: none"> Site Waste Management Plans Advice – NetRegs website