

Harborough District Council

Planning Application Local Validation List.

April 2026

Note: The Local Planning Authority shall apply this validation list proportionately relatively to scale and complexity of proposals. It is for the Local Planning Authority to make a final decision on validation requirements in the event of dispute with a potential applicant.

Please note that photographs of plans are NOT accepted

Section 1: National Validation Requirements

Section 2: Local Validation Requirements – Plans and drawings for householder applications.

Section 3: Local Validation Requirements – Plans and drawing for all applications (excluding householder).

Section 4: Local Validation Requirements – Information for specific application types.

Section 5: Validation Requirements – Information for Heritage proposals.

Section 6: Validation Requirements – Supporting Information

Section 7: Tree applications – advisory guidance

Section 8: Appendices to plan examples

1. National Validation Requirements

(See [planning portal link](#))

National Requirement	Application type	What is needed	Statutory or Policy background
Application form	All	See www.planningportal.co.uk Planning applications - Planning applications - Planning Portal Planning application, fire statement and Crown Development forms: templates - GOV.UK	General Development Procedure Order
Agricultural holding certificate (Article 7)	All	This part of the application form must be signed and dated to either confirm if the land to which the application relates is not part of an agricultural holding; or if it is that you have notified any tenants.	General Development Procedure Order
Ownership certificate (A,B,C, or D as applicable)	All	This part of the application form must be signed and dated to confirm who (if known) owns the land to which the application relates. You must only sign and date <u>one</u> ownership certificate. Guidance on how to fill out this part of the application form can be found using these links:- What to submit - How to apply - Planning Portal Making an application - GOV.UK	General Development Procedure Order
Site location plan	All	A site location plan at a scale of either 1:1250 or 1:2500 which identifies the site and the surrounding area and shows at least two roads and the north point. The site should be outlined in red on all copies and any other land owned by the applicant in blue. It should include all land necessary to carry out the proposed development (for example, land required for access to the site from a public highway, visibility splays, car parking and open areas around buildings). Buy a planning map - Buy a planning map - Planning Portal You can view an example plan at Appendix 1	General Development Procedure Order

<p>Design and Access Statement</p>	<ul style="list-style-type: none"> • Applications for major development • Applications for development in a Conservation Area, where the proposed development consists of: <ol style="list-style-type: none"> 1. One or more dwellings; or 2. A building or buildings with a floor space of 100 square metres or more • Applications for listed building consent 	<p>A Design and Access Statement is a concise report accompanying certain applications for planning permission and applications for listed building consent. They provide a framework for applicants to explain how the proposed development is a suitable response to the site and its setting and demonstrate that it can be adequately accessed by prospective users. Design and Access Statements can aid decision-making by enabling local planning authorities and third parties to better understand the analysis that has underpinned the design of a development proposal.</p> <p><u>The level of detail in a Design and Access Statement should be proportionate to the complexity of the application, but should not be long.</u></p> <p>A Design and Access Statement must:</p> <p>(a) Explain the design principles and concepts that have been applied to the proposed development; and</p> <p>(b) Demonstrate the steps taken to appraise the context of the proposed development, and how the design of the development takes that context into account</p> <p>A development's context refers to the particular characteristics of the application site and its wider setting. These will be specific to the circumstances of an individual application and a design and access statement should be tailored accordingly.</p> <p>Design and access statements must also explain the applicant's approach to access and how relevant local plan policies have been taken into account. They must detail any consultation undertaken in relation to access issues, and how the outcome of this consultation has informed the proposed development. Applicants must also explain how any specific issues which might affect access to the proposed development have been addressed.</p> <p>Further information regarding design and access statements can be found within these links:-</p> <p>Making an application - GOV.UK</p> <p>You may wish to use one of the following templates appropriate to your proposal:-</p>	<p>General Development Procedure Order.</p>
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		<ul style="list-style-type: none"> • <u>DESIGN AND ACCESS STATEMENT FOR PLANNING APPLICATIONS (no listed building consent required)</u> • <u>DESIGN AND ACCESS STATEMENT FOR PLANNING APPLICATIONS (listed building consent required)</u> 	
Fire Statement	<ul style="list-style-type: none"> • Applications for development which involves the provision of one or more buildings to which paragraph (2 below) applies (“a relevant building”); • development of an existing relevant building; or • development within the curtilage of a relevant building. <p>(2) This paragraph applies to a building which satisfies the height condition in paragraph (3) and contains—</p> <p>(a) two or more dwellings; or (b) educational accommodation.</p>	<p>A fire statement must—</p> <p>(a) be on a form published by the Secretary of State (or a form substantially to the same effect); and</p> <p>(b) include the particulars specified or referred to in the form.</p> <p>Fire statements will support the consideration of information on fire safety matters as they relate to land use planning matters (e.g. site layout, water supplies for firefighting purposes and access for fire appliances). It is the intention that the information provided within a fire statement is focussed and concise, specific and relevant to the development, and proportionate to the scale, type and complexity of the proposal. A fire statement will evidence that thinking on fire safety matters, as they relate to planning, has been incorporated into the planning application.</p> <p>Fire statements must be submitted on a <u>form published by the Secretary of State</u> (or a form to similar effect) contain the particulars specified or referred to in the form, which includes information about (not exhaustive list):</p> <ul style="list-style-type: none"> • the principles, concepts and approach relating to fire safety that have been applied to each building in the development • the site layout • emergency vehicle access and water supplies for firefighting purposes • what, if any, consultation has been undertaken on issues relating to the fire safety of the development; and what account has been taken of this • how any policies relating to fire safety in relevant local development documents have been taken into account <p>The publication of a standard form for this purpose is intended to ensure consistency in the way in which information is provided, as well as ensuring information contained within a fire statement is focused on fire safety matters as they relate to land use planning.</p>	Development Management Procedure Order Article 9A

	(3) The height condition is that— (a) the building is 18 metres or more in height; or (b) the building contains 7 or more storeys.	You can find further information using this link Fire safety and high-rise residential buildings (from 1 August 2021) - GOV.UK Fire statement form Guidance: fire statement	
Outline Planning Application details	Outline Planning Application	Information about the proposed use or uses, and the amount of development proposed for each use, is necessary to allow consideration of an application for outline planning permission. Under article 5(3) of the Development Management Procedure Order 2015 , an application for outline planning permission must also indicate the area or areas where access points to the development will be situated, even if access has been reserved . You can find further information using this link Making an application - GOV.UK	Development Management Procedure Order Article 5(3)
Environmental Impact Assessment	Applications subject to Environmental Impact Assessment	For projects requiring an Environmental Impact Assessment, an Environmental Statement (and non-technical summary) must be provided. See guidance on Environmental Impact Assessment .	Town and Country Planning (Environmental Impact Assessment) Regulations 2017
Biodiversity Net Gain	Where applicable (householder planning applications are exempt)	IMPORTANT - If the following information has not been provided, the local planning authority will likely refuse to validate the application. Within the planning application form applicants will be asked to confirm whether this information accompanies the application. Where these details have been provided elsewhere in accompanying documents, applicants are encouraged to cross-reference to these rather than duplicate this information within the application form. Applicants should be aware that local planning authorities may request further information relating to biodiversity net gain as part of the planning application. What information must an applicant submit as part of a planning application, if they believe that the statutory biodiversity gain condition does not apply to the development? Where applicants consider that the development would not be subject to the biodiversity gain condition, Article 7 of The Town and Country Planning	Development Management Procedure Order

[\(Development Management Procedure\) \(England\) Order 2015](#) provides that the applicant must provide a statement as part of the planning application setting out the reasons why they believe this is the case.

The [planning application form, prescribed by the Secretary of State](#), provides for these reasons to be set out. An applicant would be expected in this statement to set out what exemption(s) or transitional provision(s) apply to the development. In some cases, the exemption or transitional provision will be evident as they relate to the type of permission. For example, the planning application form for household development already includes a pre-populated statement. In other cases, evidence may need to be provided, especially for the de minimis exemption.

What information must an applicant submit as part of a planning application if they believe that the statutory biodiversity gain condition applies to the development?

Where an applicant believes the development would be subject to the biodiversity gain condition, the application must be accompanied by minimum information set out in [Article 7 of The Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#):

- confirmation that the applicant believes that planning permission, if granted, the development would be subject to the biodiversity gain condition;
- the pre-development biodiversity value(s), [either on the date of application or earlier proposed date \(as appropriate\)](#);
- where the applicant proposes to use an earlier date, this proposed earlier date and the reasons for proposing that date;
- [the completed metric calculation tool](#) showing the calculations of the pre-development biodiversity value of the onsite habitat on the date of application (or proposed earlier date) including the publication date of the biodiversity metric used to calculate that value;
- a statement whether activities have been carried out prior to the date of application (or earlier proposed date), that result in loss of onsite biodiversity value ('[degradation](#)'), and where they have:
 - a statement to the effect that these activities have been carried out;
 - the date immediately before these activities were carried out;
 - the pre-development biodiversity value of the onsite habitat on this date;

		<ul style="list-style-type: none"> • the completed metric calculation tool showing the calculations, and • any available supporting evidence of this; • a description of any irreplaceable habitat (as set out in column 1 of the Schedule to the Biodiversity Gain Requirements (Irreplaceable Habitat) Regulations 2024) on the land to which the application relates, that exists on the date of application, (or an earlier date); and • plan(s), drawn to an identified scale and showing the direction of North, showing onsite habitat existing on the date of application (or earlier proposed date), including any irreplaceable habitat (if applicable). <p>You may wish to consult a suitably qualified ecologist for assistance with these requirements.</p> <p><u>Useful links</u></p> <p>Biodiversity net gain - GOV.UK Calculate biodiversity value with the statutory biodiversity metric - GOV.UK</p>	
Application fee	All (some exemptions and reductions to fees may apply)	<p>If submitting your application through The Planning Portal, the fee will be calculated when you submit your application. Please note that the fee will be calculated by The Planning Portal based on the information you provide.</p> <p>All fees are checked when the application is received and if the fee is considered incorrect the application will be marked as invalid and you will be notified.</p> <p>If an additional payment is required, please make it directly to Harborough District Council using one of the below methods. Please do not make additional payments to the Planning Portal as they no longer process these to Councils.</p> <p>You can pay online at Payment options Make a payment for our services Harborough District Council</p> <p>You can pay over the phone by card on: 01858 828282</p> <p>Cheques should be made payable to 'Harborough District Council'</p> <p>Assistance in calculating the appropriate fee can be found on The Planning Portal Website - What it costs - How to apply - Planning Portal</p>	National regulations.

2. Local Validation Requirements – Plans and drawings for householder applications.

Local Requirement	Application type	What is needed	Statutory or Policy background
Site plan/block plan	All	<p>The site plan should be drawn at an identified standard metric scale (e.g. 1:500 or 1:200). It should accurately show: the direction of north; the proposed development in relation to the site boundaries and other existing buildings on site. Car parking arrangements to be shown. Plans to have written dimensions including those to the boundaries.</p> <p>Buy a planning map - Buy a planning map - Planning Portal</p> <p>You can view an example plan at Appendix 2 and 3</p>	<p>General Development Procedure Order</p> <p>Local Development Plan</p>
Existing and proposed floor plans	All	<p>All plans to be drawn at a minimum scale of 1:50 or 1:100. Plans should be proportionate to the nature and size of the proposal, titled and numbered identifying revisions, and annotated with dimensions and scale bar. Sketch plans do not substitute for scale plans.</p> <p>Plans should clearly show the proposed works in relation to what is already there, highlighting any structures to be demolished.</p> <p>You can view an example plan at Appendix 4 and 5</p>	<p>General Development Procedure Order</p> <p>Local Development Plan</p>
Existing and proposed elevations	All	<p>All plans to be drawn at a minimum scale of 1:50 or 1:100. Plans should be proportionate to the nature and size of the proposal, titled and numbered identifying revisions, and annotated with dimensions and scale bar. Sketch plans do not substitute for scale plans.</p> <p>Plans should clearly show the proposed works in relation to what is already there, highlighting any structures to be demolished.</p> <p>You can view an example plan at Appendix 6 and 7</p>	<p>General Development Procedure Order</p> <p>Local Development Plan</p>
Plans and drawings – detail	Roof extensions, , dormer windows and	<ul style="list-style-type: none"> • Submit elevations of the whole property, not just the roof and upper floor(s). • Submit existing and proposed sections through the roof. 	General Development Procedure Order

Local Requirement	Application type	What is needed	Statutory or Policy background
	window and door replacement	You can view an example plan at Appendix 6, 7 and 8	Local Development Plan

3. Local Validation Requirements – Plans and drawing for all applications (excluding householder).

Local Requirement	Application type	What is needed	Statutory or policy background
Site plan/block plan	All	<p>The site plan should be drawn at an identified standard metric scale (1:500 or 1:200). It should accurately show: the direction of north; the proposed development in relation to the site boundaries and other existing buildings on site, with written dimensions including those to the boundaries. The following may be required, unless these would not influence or be affected by the proposed development.</p> <p>Buy a planning map - Buy a planning map - Planning Portal</p> <p>You can view an example plan at Appendix 2 and 3</p>	<p>General d Development Procedure Order</p> <p>Local Development Plan</p>
Existing and proposed floor plans	All applications including change of use	<p>All plans to be drawn at a minimum scale of 1:50, or 1:100. Plans should be proportionate to the nature and size of the proposal, titled and numbered identifying revisions, and annotated with dimensions and scale bar.</p> <p>Plans should clearly show the proposed works in relation to what is already there, highlighting any structures to be demolished.</p> <p>You can view an example plan at Appendix 4 and 5</p>	<p>General Development Procedure Order</p> <p>Local Development Plan</p>
Existing and proposed elevations	All applications involving building work, alterations to buildings or display of advertisements	<p>All plans to be drawn at a minimum scale of 1:500, or 1:100. Plans should be proportionate to the nature and size of the proposal, titled and numbered identifying revisions, and annotated with dimensions and a scale bar.</p> <p>Plans should clearly show the proposed works in relation to what is already there, highlighting any structures to be demolished.</p> <p>You can view an example plan at Appendix 6 and 7</p>	<p>General Development Procedure Order</p> <p>Local Development Plan</p>

4. Local Validation Requirements – Information for specific application types.

Proposals	Application type	What is needed	Statutory or policy background
Advertisements	Advertisements	<p>Scale plans, elevations and sections</p> <p>Show the following details on drawings:</p> <ul style="list-style-type: none"> • The method, type and colour of illumination. • Signage colour. • Is it externally or internally lit? • Type of lighting – spotlights, trough lights, halo illumination. • The size of light fittings. • Submit existing and proposed sections through any fascia or projecting sign making sure the section is cut through to show the illumination at scale 1:20. <p>You can view an example plan at Appendix 6, 7 and 8</p>	Local Development Plan
Listed building consent	Listed building consent	<p><u>Alterations and extensions to a listed building</u></p> <ul style="list-style-type: none"> • Existing and proposed internal elevations affected by proposed work at scale 1:50. • Existing and proposed sections in cases involving the removal or insertion of floors, ceilings, and alterations to staircases. • Drawings of new or replacement architectural features, for example joinery and cornices, at a minimum scale of 1:20. <p><u>Demolition of a listed building</u></p> <ul style="list-style-type: none"> • Show the location and extent of demolition work on existing plan and elevation drawings either by labelling or hatching. <p>You can view an example plan at Appendix 2, 3, 6, 7, and 8</p>	Listed Building legislation and Local Development Plan
Lawful development certificate for a proposed building or use (LDC)	Various	<p>Submit plans, including elevations and sections at scale 1:100 or 1:50 <u>that clearly show the full extent of use or building works.</u></p> <p>You can view an example plans in the appendices</p>	General Development Procedure Order

Permission in Principle	Permission in Principle	<p>Details of location, land use and amount of development proposed.</p> <p>Buy a planning map - Buy a planning map - Planning Portal</p>	The Town and Country Planning (Permission in Principle) (Amendment) Order 2017
Outline planning applications	Various	<p>Details of matters not reserved for later approval (if consent is granted). Please also refer to national validation requirements for outline applications.</p>	Town and Country Planning Act.
Non material amendments	Various	<p>Submit drawings/plans/elevations/ and/or sections showing the amendment which are being sought, where necessary. A schedule or statement should be submitted setting out the differences, describing the changes proposed.</p> <p>Scale plans must be provided.</p> <p>You can view an example plan at Appendix 2, 3, 6, 7, and 8</p>	General Development Procedure Order

5. Validation Requirements – Information for Heritage proposals.

Requirement	Application type	What is needed	Statutory or policy background
Heritage statement	<p>All listed building consent applications and applications which impact on the setting of listed buildings.</p> <p>All proposals (other than householder applications) which affect designated heritage assets and their settings.</p>	<p>Heritage assets are important and cannot be replaced. You must show how your proposal affects them.</p> <p>Your statement must:</p> <ul style="list-style-type: none"> • explain the history and value of the site or building • describe how your proposal affects it, and its setting • photographs should be included <p>Heritage assets include:</p> <ul style="list-style-type: none"> • listed buildings • conservation areas • scheduled monuments • registered historic parks and gardens <p>For small proposals you may be able to write this yourself. Small proposals may include but are not limited to non-complex householder applications, listed building consents, replacement windows and doors, installation of solar panels etc</p> <ul style="list-style-type: none"> • do not copy the Historic England list description, that's not enough, but do include it - Search the List – Find listed buildings, monuments, battlefields and more Historic England • for help understanding a building's value, read Historic England's Advice Note 12 (PDF) • provide a justification if you propose any demolition (such as a structural survey) <p>This template may be of assistance to you</p> <ul style="list-style-type: none"> • Heritage Statement Template <p>For more complex proposals, hire a professional. Try the Institute of Historic Building Conservation.</p> <p>Listing covers both the inside and outside of the building, your statement must reflect this.</p>	<p>NPPF</p> <p>Local Development Plan</p>

Schedule of works	Structural alterations to a listed building.	Details on works such as removal of any part of the building including ceilings, partitions, fixtures and fittings, indicate the location, extent and character of the items to be removed on the existing elevations, plans and sections and cross referenced to a schedule of works.	NPPF Local Development Plan
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6. Validation Requirements – Supporting Information You may also be asked for these documents if relevant to your proposal

Requirement	Application type	What is needed	Statutory or policy background
<p>Flood risk assessment (FRA) See www.gov.uk FRA advice.</p>	<p>Planning applications for development proposals of one hectare or greater in Flood Zone 1 and all development proposals located in Flood Zones 2 and 3 should be accompanied by a Flood Risk Assessment</p>	<p>Check if your development is in a flood zone</p> <p>We only need a Flood Risk Assessment (FRA) if the development itself is in the Flood Zone. For example, if part of the site is in Zone 2 or 3, but the work you are doing is not, you do not need a FRA at validation stage</p> <p>Check flood zones on the flood map for planning on GOV.UK</p> <p>The case officer may ask for a FRA later if they think it is needed. <i>This can include proposals where the foundations are close to the flood zone. In this case we recommend you submit an FRA now to avoid delays later.</i></p> <p>What to include</p> <p>Your assessment must:</p> <ul style="list-style-type: none"> • be specific to your site and your plans • show how you will manage flood risks for the lifetime of the development • make sure flood risk does not increase elsewhere • be kept in proportion to the scale of the work <p>Householder applications:</p> <ul style="list-style-type: none"> • for an extension that will be physically attached to the building follow the advice for minor extensions on GOV.UK • for anything else follow the standing advice for vulnerable developments on GOV.UK <p>Non-domestic extensions:</p> <ul style="list-style-type: none"> • for a minor extension, less than 250 square metres follow the advice for minor extensions on GOV.UK • for anything else follow the flood risk assessments advice on GOV.UK <p>Any other development:</p> <ul style="list-style-type: none"> • follow the flood risk assessments advice on GOV.UK 	<p>NPPF</p> <p>Local Development Plan</p>

		<ul style="list-style-type: none"> also check if your development needs a sequential test on GOV.UK <p>Helpful tools and resources</p> <p>Tools to help you produce a flood risk assessment:</p> <ul style="list-style-type: none"> Flood Risk Assessment (FRA) template (Word) Flood Risk Assessment (FRA) template guidance (PDF) <p>The information provided in the flood risk assessment should be credible and fit for purpose. Site-specific flood risk assessments should always be proportionate to the degree of flood risk and make optimum use of information already available, including information in a strategic flood risk assessment for the area, and the interactive flood risk maps available at: https://flood-map-for-planning.service.gov.uk/.</p> <p>A flood risk assessment should also be appropriate to the scale, nature and location of the development. See guidance at https://www.gov.uk/guidance/flood-risk-assessment-for-planning-applications</p> <p>Environment-Agency Flood-Risk-Assessment-Template.docx</p> <p>Flood Risk Assessment Template - Guidance</p>	
Archaeological assessment	Proposals involving disturbance of ground within an area of archaeological potential	An archaeological desk top assessment to include a field evaluation report. <i>Note: Where works are proposed to a Scheduled Monument this requires separate Scheduled Monument Consent.</i>	NPPF Local Development Plan
Mineral assessment	Major development within a mineral safeguarding area.	Require a mineral assessment of the effect of the proposed development on the mineral resource beneath or adjacent to it within the defined Mineral Safeguarding Areas.	Leicestershire Minerals and Waste Local Plan 2019-2031
Viability assessment	Major development if viability is an issue.	Details of scheme viability and s106 contributions to mitigate its impact.	Local Development Plan
Lighting assessment	Proposals including significant floodlighting.	The assessment should include a layout plan with lightning intensity, orientation and lighting spill.	Local Development Plan
Noise Impact Assessment	Major proposals which may have a noise impact on residential amenity.	The assessment should include background and expected noise levels, with reference to appropriate WHO or other guidelines and any mitigation.	Local Development Plan
Sustainable Drainage Systems (SDS)	Major development	Details of the implementation, adaption, maintenance and management of a sustainable drainage system.	NPPF

		<p>Key elements that should be detailed are:</p> <ul style="list-style-type: none"> • Identification of a sustainable surface water outfall in accordance. • Where infiltration drainage is provided, suitable infiltration test results (BRE365, or equivalent) where testing has not been carried out an alternative connection point should be identified to ensure continuity of design subject to later infiltration test results. • Where a connection to the sewers is proposed evidence that consultation with the sewerage undertaker is provided and that adequate foul water treatment and disposal facilities are available. 	Local Development Plan
Mitigating climate change statement	Major development	Details of measures to mitigate climate change as potentially set out at Local Plan policy CC1 (a) - (g).	Local Development Plan
Transport statement or transport assessment and travel plan	Major development	<p>Full details of what the reports should contain and consider are given in the Leicestershire Highways Design Guide: https://resources.leicestershire.gov.uk/environment-and-planning/planning/leicestershire-highway-design-guide.</p> <p>TA for impacts on the trunk highway network to use good practice of Department for Transport (DfT) Guidance on Transport Assessment and Circular 02/2013.</p> <p>TA should be complete including PRTM* modelling where necessary (or equivalent to LHA standard) and outputs.</p> <ul style="list-style-type: none"> • Pan Regional Transport Modelling <p>This shall include public rights of way including bridleways if impacted.</p>	<p>NPPF</p> <p>Local Development Plan</p>
Retail impact assessment	Retail development over 2,500 square metres gross floor space	Assessment of impact on town centre vitality, see paragraph 29 of NPPF.	<p>NPPF</p> <p>Local Development Plan</p>
Tree survey/arboricultural statement and landscaping schemes	If there are trees within the application site or on adjacent sites including street trees All applications that include external space must be accompanied by a detailed scheme for landscaping	<p>Tree survey and arboricultural statement</p> <p>The applicant will need to provide information about:</p> <ul style="list-style-type: none"> • Species, spread, roots and position of trees • Which tree you are proposing to fell, and which are to be retained • Which trees will be affected in any way by the proposed development, and • The measures that will be used to protect them during construction. <p><u>Landscaping Scheme</u></p> <p>This should include trees to be removed within the plans and should clearly differentiate between retained existing trees and those proposed.</p>	<p>NPPF</p> <p>Local Development Plan</p>

		<p>The applicant must provide details of the planting of trees and/or shrubs, surface materials, boundary screen walls and fences.</p> <p>The scheme would describe the:</p> <ul style="list-style-type: none"> • Materials • Species • Tree and plant sizes, numbers and planting densities • Levels, gradients and any earthworks required <p>Proposed timing of the implementation of the scheme.</p>	
Landscape & Visual impact assessment	Major development having significant visual effects	Assessment to meet guidelines of the Landscape Institute and the Institute of Environmental Management and Assessment or similar standard.	<p>NPPF</p> <p>Local Development Plan</p>
Biodiversity survey and report/ecological survey/protected species survey and report	Proposals likely to affect species protected under the Wildlife and Countryside Act 1981 (as amended), the Conservation of Habitats and Species Regulations 2010, the Protection of Badgers Act 1992	<p>The survey to an appropriate level of scope and detail and should:</p> <ul style="list-style-type: none"> • Record which species are present and identify their numbers (may be approximate). • Map their distribution and use of the area, site, structure or feature (for example, for feeding, shelter and breeding). • Include mitigation strategies where needed. 	<p>NPPF</p> <p>Local Development Plan</p>
Air quality assessment	Proposal that may have a significant impact on air quality, either directly or indirectly, including Air Quality Management Areas.	An air quality assessment will need to be submitted with a proposal that may have a significant impact on air quality that indicates the change in air quality resulting from the proposed development and any mitigation proposed, if needed.	<p>NPPF</p> <p>Local Development Plan</p>
Contaminated land assessment	Proposals to re-develop or significantly change the use of a piece of land which could potentially be contaminated as a result of current or historic use	Contaminated land survey.	<p>NPPF</p> <p>Local Development Plan</p>
Development of sports field.	Proposals involving the impact on or loss of open space, playing fields, sports and recreation facilities	Assessment of the loss or impact having regard to the Harborough Playing Pitch strategy and Harborough Built Sports Facilities Strategy.	Local Development Plan

Tree applications – advisory guidance

<p>Applications for Tree work</p>	<p>Trees within a conservation area and trees with a tree preservation order.</p>	<p>Application form fully and correctly completed stating the species of tree and clearly and correctly describing the works proposed. Any reduction in the height and width must be given in metres, and any thinning must be given as a percentage.</p> <p>Photographs of the tree/s annotated to show where the reductions are to be made/branches removed are helpful.</p> <p><u>Trees with a Tree Preservation Order</u></p> <p>Technical or engineering reports as required* Site plan showing the location of the trees labelled to match the application form*</p> <p><u>Trees within a conservation area</u></p> <p>Sketch plan indicating the location of the trees labelled to match the application form*</p> <p>*Find out here what to include and how to complete your application form <u>Application for Tree Works: Works to Trees Subject to a Tree Preservation Order (TPO) and/or Notification of Proposed Works to Trees in Conservation Areas (CA)</u></p> <p><u>Tree Preservation Orders and trees in conservation areas - GOV.UK</u></p> <p>All work must be carried out to <u>BS 3998 2010 Tree Work Recommendations</u></p>	
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Appendices

[Appendix 1 – Example of Site location Plan \(with red line and red and blue line\)](#)

[Appendix 2 – Example of proposed site plan \(proposed block plan\)](#)

[Appendix 3 – Example of existing site plan \(existing block plan\)](#)

[Appendix 4 – Example of existing floor plans](#)

[Appendix 5 - Example of proposed floor plans](#)

[Appendix 6 – Example of existing elevations](#)

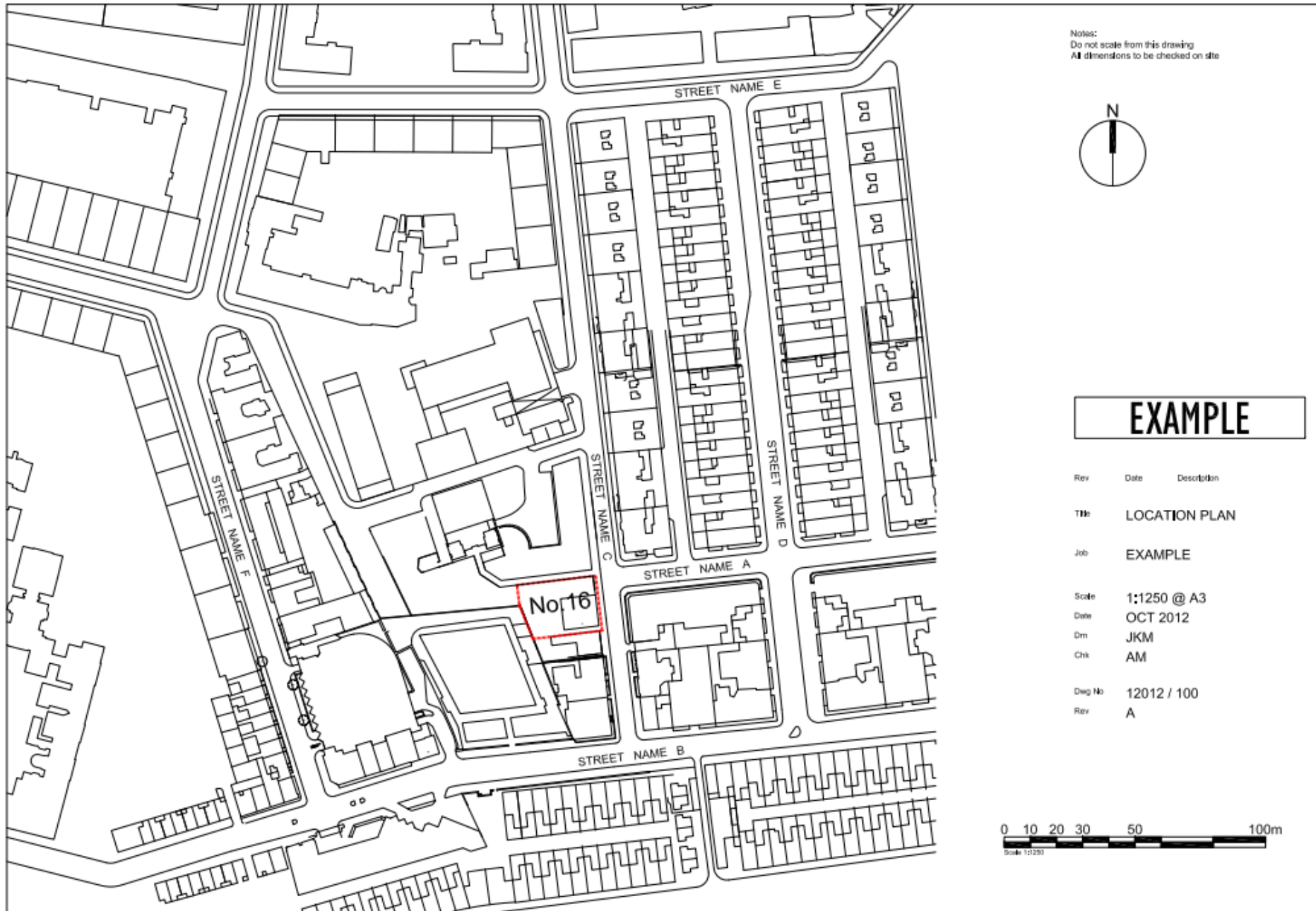
[Appendix 7 – Example of proposed elevations](#)

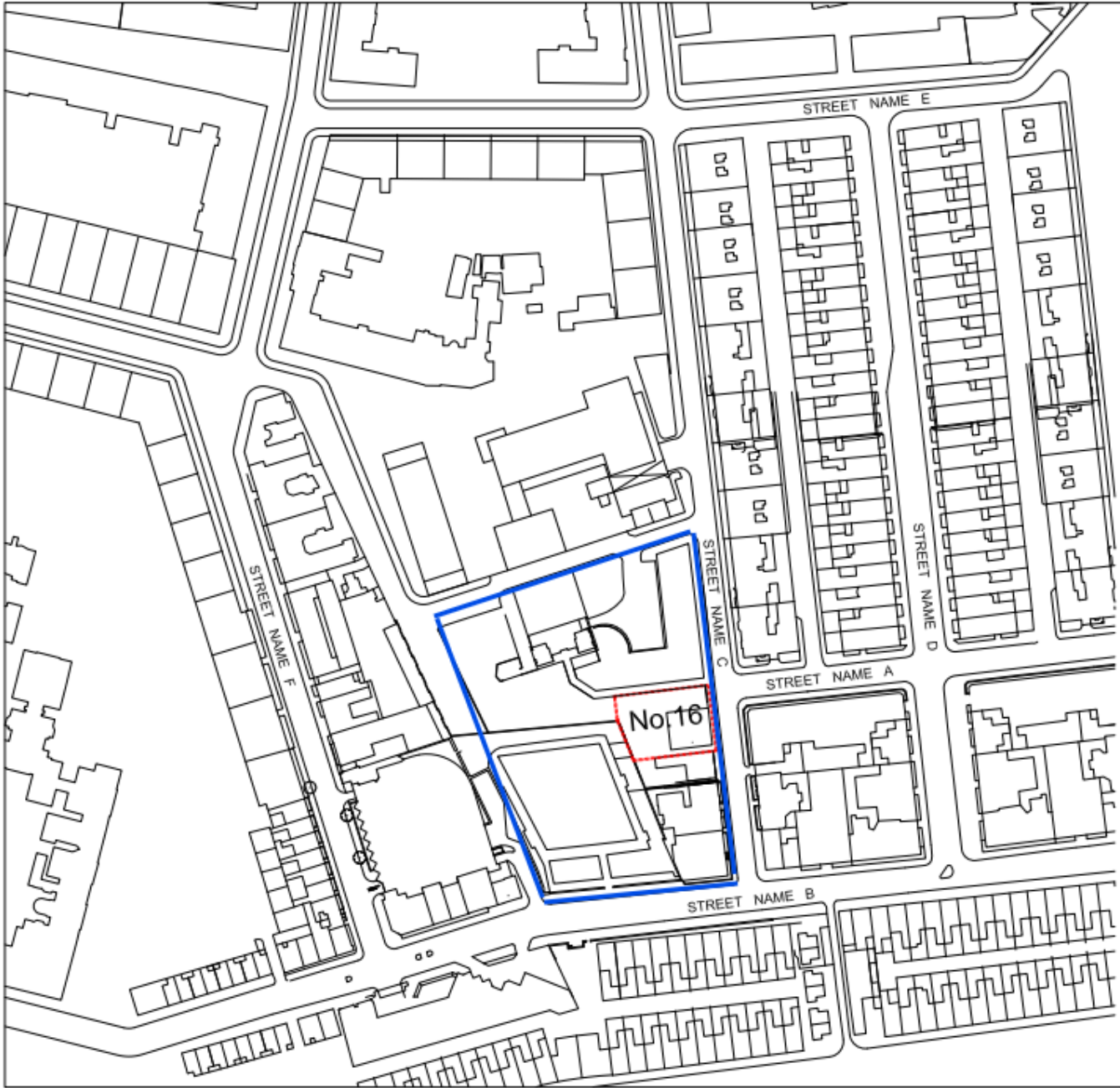
[Appendix 8 – Example of proposed sections](#)

[Appendix 9 – Example of existing and proposed roof plans](#)

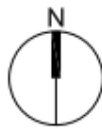
[Appendix 10 – Example of existing and proposed parking plans](#)

Appendix 1 – Example of site location plan (with red line only and red and blue lines)



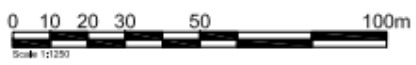


Notes:
 Do not scale from this drawing
 All dimensions to be checked on site



EXAMPLE

Rev	Date	Description
		LOCATION PLAN
		EXAMPLE
Scale	1:1250 @ A3	
Date	OCT 2012	
Drn	JKM	
Chk	AM	
Desg No	12012 / 100	
Rev	A	



Appendix 2 – Example of proposed site plan (proposed block plan)



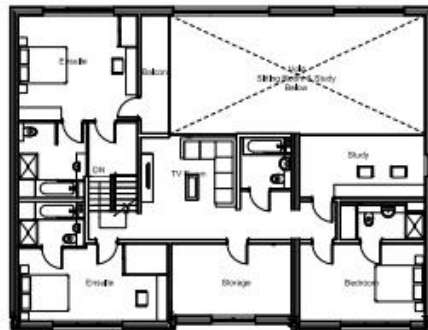
Appendix 3 – Example of existing site plan (existing block plan)



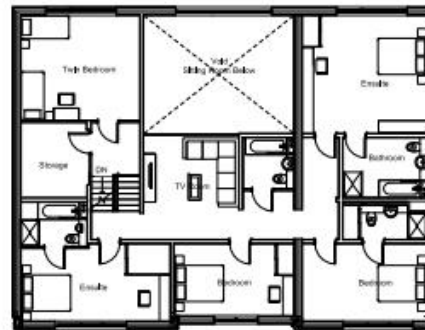
Appendix 5 - Example of proposed floor plans



1 Proposed Ground Floor Plan
204 1:100@A3



2 Proposed First Floor Plan
204 1:100@A3



3 Proposed Second Floor Plan
204 1:100@A3

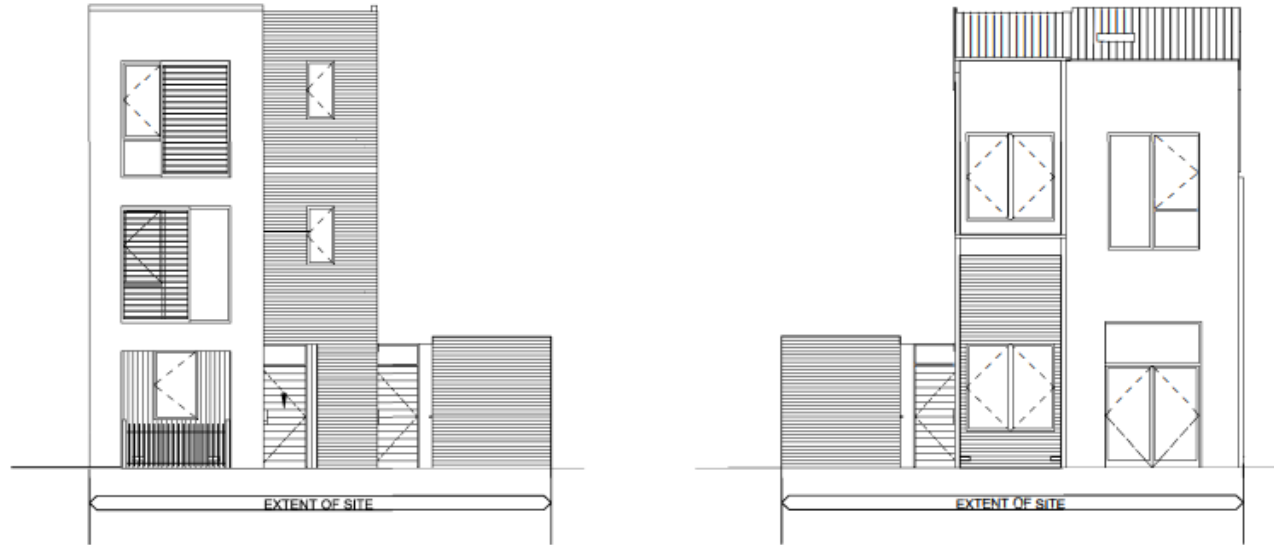
Notes:
Do not scale from this drawing
All dimensions to be checked on site



EXAMPLE

A	01.02.2016	Planning Issue
Rev	Date	Description
Title		
PROPOSED FLOOR PLANS		
Job		
Project EXAMPLE		
Scale		
1:100 @ A3		
Date		
FEB 2016		
Dm		
-		
Chk		
-		
Dwg No		
204		
Rev		
C		

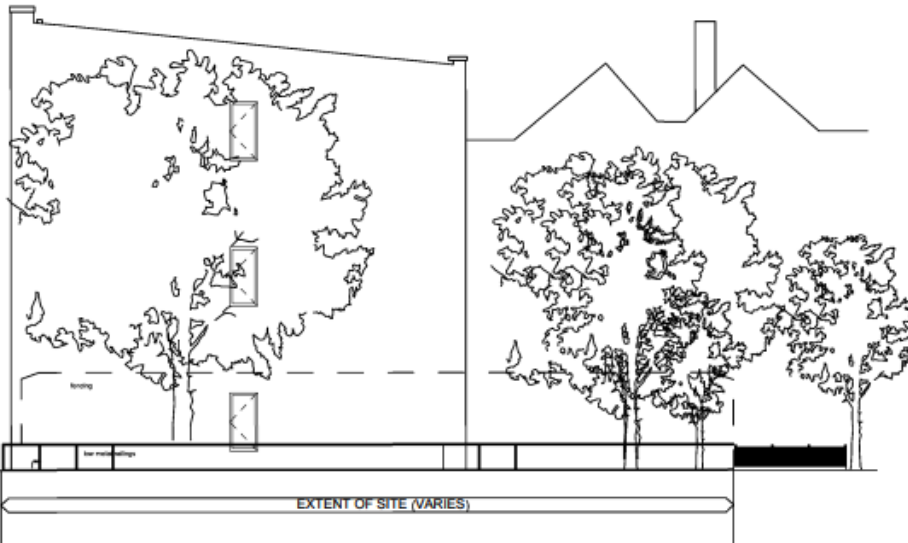
Appendix 6 – Example of existing elevations



1 Existing Front Elevation
219 1:100@A3

2 Existing Rear Elevation
219 1:100@A3

Notes:
Do not scale from this drawing
All dimensions to be checked on site



3 Existing North Elevation
219 1:100@A3

EXAMPLE

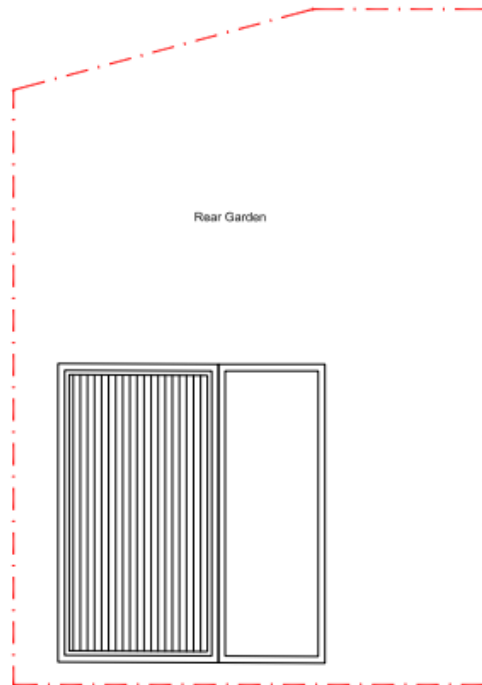
Rev	Date	Description
Title		Existing Elevations
Job		Project London
Scale		1:100 @ A3
Date		Feb 2016
Dm		--
Chk		--
Dwg No		219
Rev		A

Appendix 7 – Example of proposed elevations



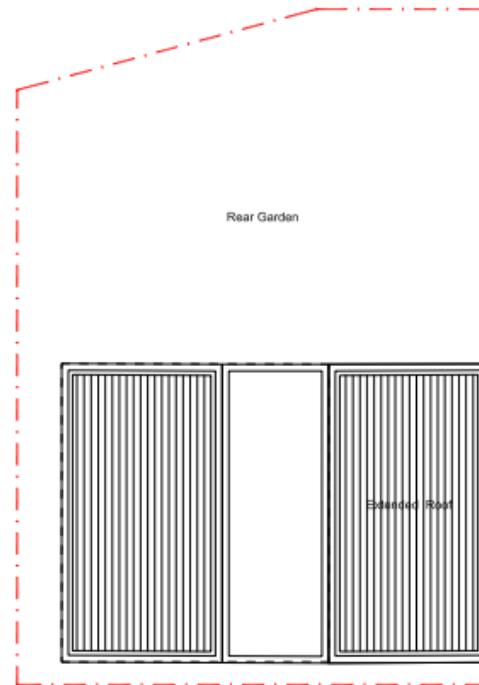
Appendix 9 – Example of existing and proposed roof plans

Notes:
Do not scale from this drawing
All dimensions to be checked on site



Rear Garden

1 Existing Roof Plan
209 1:100@A3



Rear Garden

Extended Roof

1 Roof Plan As Proposed
209 1:100@A3

EXAMPLE

Rev	Date	Description
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Title	Roof Plan	
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Job	Project EXAMPLE	
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Scale	1:100 @ A3	
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Date	Feb 2016	
------	----------	--

Dm	-	
----	---	--

Chk	-	
-----	---	--

Dwg No	209	
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Rev	A	
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Appendix 10 – Example of existing and proposed parking plans



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