

# Local Validation List

## Requirements for Planning Applications

Version 1.5 – May 2020



milton keynes council

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## **1. Making a Valid Submission**

1.1 The submission of a valid application for planning permission requires:

- a) A completed application form;
- b) Compliance with national information requirements;
- c) The correct application fee; and
- d) Provision of [local information requirements](#).

More detail on the above is provided in Section 2 below.

1.2 Applications can be made electronically through the Planning Portal ([www.planningportal.co.uk](http://www.planningportal.co.uk)), by email ([dcadmin@milton-keynes.gov.uk](mailto:dcadmin@milton-keynes.gov.uk)), or in hard copy to the Local Planning Authority (LPA). A copy of the application form can be downloaded from the Planning Portal website.

1.3 Please note if submitting hard copies, we only require one copy of the application form, plans and any supporting documents. If submitting your planning application in hard copy, applicants are also requested to supply a copy of the application on CD/USB flash drive.

1.4 It is advised that, prior to commencing your application, you check what constraints may be on the site to inform you as to what documentation will be required to submit in support of your application. This can be done through the Council's mapping system (<https://mapping.milton-keynes.gov.uk/mymiltonkeynes.aspx>) and selecting the map category 'Planning Policies and Constraints'.

1.5 If the information supplied with the application does not meet the requirements outlined, the applicant/agent will be provided with a letter of invalidity stating the details which will be required. The applicant/agent will have 28 days to make the application valid. If we do not receive the required information within 28 days, the application will be returned with the fee refunded, minus an administration fee.

1.6 Please be aware that this Local Validation List is not designed to be an exhaustive list. You are still able to submit additional documentation, which is not specifically required by the validation list, in support of your application. The LPA reserves the right to request additional documentation in addition to the validation list requirements during the application determination period.

1.7 The term “major development” has the same definition as The Town and Country Planning (Development Management Procedure) (England) Order 2015:

“major development” means development involving any one or more of the following—

- (a) the winning and working of minerals or the use of land for mineral-working deposits;
- (b) waste development;
- (c) the provision of dwellinghouses where—
  - (i) the number of dwellinghouses to be provided is 10 or more; or
  - (ii) the development is to be carried out on a site having an area of 0.5 hectares or more and it is not known whether the development falls within sub-paragraph (c)(i);
- (d) the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more; or
- (e) development carried out on a site having an area of 1 hectare or more.

1.8 “Minor development” therefore means the provision of between 1 and 9 dwellinghouses, or less than 1000sqm of non-residential floorspace. All other applications are considered “Others”.

## **2. Validation requirements**

### a) Planning application form

A completed planning application form is required, ensuring all relevant sections are accurately completed, including ownership certificates and agricultural holdings certificate and signed declaration.

See <https://www.gov.uk/guidance/making-an-application#Application-form> for more guidance.

### b) National information requirements

These are required by The Town and Country Planning (Development Management Procedure) (England) Order 2015. National requirements include:

- Plans and drawings. Including:
  - Location Plan showing the application site edged clearly with a red line. It should include all land necessary to carry out the proposed development (e.g. land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas

around buildings). A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site. A location plan should identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear.

- Proposed and existing floorplans and elevations, as appropriate to the type of application, at an appropriate scale.
- Design and Access Statement, required for applications for:
  - Major development.
  - Development in a conservation area, where the proposed development consists of one or more dwellings; or a building or buildings with a floor space of 100 square metres or more.
  - Applications for listed building consent.

See <https://www.gov.uk/guidance/making-an-application#National-information-requirements> for more guidance.

c) The correct fee (where one is necessary)

Information on the appropriate fees for the type of planning application can be found on the [planning portal fee calculator](#) or [https://ecab.planningportal.co.uk/uploads/english\\_application\\_fees.pdf](https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf)

The fee can be paid using one of the following methods:

- Electronically via the planning portal
- Electronically via [www.milton-keynes.gov.uk/payplanningonline](http://www.milton-keynes.gov.uk/payplanningonline)
- By a cheque made payable to Milton Keynes Council

Further information can be found using this link: <https://www.milton-keynes.gov.uk/planning-and-building/planning-apply-pay-view>

d) Local information requirements

Table 1 below sets out the local list of information requirements for planning applications, the “Local Validation List.” The type of application that would trigger the requirement is identified and a justification of the need for the information is set out (based on national and local policy and guidance). This is based on it being a reasonable requirement, having regard in particular to:

- The nature and scale of the proposed development; and
- Those matters that it is reasonable to think will be a material consideration in the determination of the application.

Applicants can discuss the local requirements with planning officers as part of the pre-application advice procedure <https://www.milton-keynes.gov.uk/planning-and-building/premium-planning-service/pre-application-advice-for-planning>. Further

detail on each local information requirement is set out in the section of this document immediately following Table 1.

**Table 1 - Local Validation List**

<b>Local information requirement</b>	<b>Application type (and/or location) where local requirement applies</b>
<a href="#"><u>Planning Statement</u></a>	All applications for major and minor development.
<a href="#"><u>Statement of Community Involvement</u></a>	All applications for major developments.
<a href="#"><u>Environmental Statement</u></a>	All applications falling within The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 (as amended), which set out the circumstances in which an Environmental Impact Assessment (EIA) is required.
<a href="#"><u>Biodiversity/ Ecological Assessments</u></a>	Applications on sites within or adjacent to a Site of Nature Conservation Importance (SNCI), Sites of Special Scientific Interest (SSSI), Local Nature Reserve (LNR), Regionally Important Geological Site (RIGS), Locally Important Geological Site (LIGS) or other sites which may have impacts on biodiversity.  All applications for developments of 5 or more dwellings or over 1000 sqm non-residential floorspace.
<a href="#"><u>Biodiversity Impact Assessment Metric</u></a>	All applications for developments of 5 or more dwellings or over 1000 sqm non-residential floorspaces.
<a href="#"><u>Tree Survey/ Arboricultural Impact Assessment</u></a>	All applications for major development; and any application which affects trees protected by a Tree Preservation Order, trees within conservation areas, or with a significant amount of trees on site.
<a href="#"><u>Flood Risk Assessment</u></a>	All applications for development in flood zone 2 or 3 including change of use.  Development of more than 1 hectare (ha) in flood zone 1. Development of less than 1 ha in flood zone 1 where it could be affected by sources of flooding other than rivers and the sea (for example surface water drains, reservoirs).  Development in an area within flood zone 1 which has critical drainage problems as notified by the Environment Agency
<a href="#"><u>Sustainable Drainage System (SuDS) Strategy</u></a>	All applications for new dwellings, new buildings/extensions to non-residential buildings and new/extension of areas of hardstanding will be required to submit a SuDS Strategy or a SuDS Statement stating why a strategy is not appropriate in



	this instance.
<a href="#"><u>Heritage Statement</u></a>	All applications directly or indirectly affecting a designated heritage asset (listed building, conservation area, scheduled ancient monuments or historic parks and gardens) or non-designated heritage asset as defined by the NPPF. All applications for Listed Building Consent.
<a href="#"><u>Archaeological Assessment</u></a>	Applications for developments within or adjacent to Archaeological Notification Areas / Heritage Sites. All applications for major developments.
<a href="#"><u>Window and Door Details</u></a>	All applications for the change of windows and/or doors within the Wolverton or Olney Article 4 Direction areas.
<a href="#"><u>Transport Assessment/ Statement</u></a>	All applications for major developments and any other applications that would have significant transport implications or which generate significant additional traffic movements.
<a href="#"><u>Travel Plan</u></a>	All applications requiring a Transport Assessment and any other application which is likely to have significant transport implications.
<a href="#"><u>Parking Assessment/Plan</u></a>	All applications for major and minor development, changes of use, and any application which changes the number of bedrooms in a dwelling.
<a href="#"><u>Tracking Diagrams/Visibility Splays</u></a>	All applications for major developments, or developments with constrained access or layout.
<a href="#"><u>Construction Traffic Management Plan</u></a>	All applications for major developments and any other applications that would have significant transport implications during the construction phase which generate significant additional traffic movements.
<a href="#"><u>Sustainability Statement</u></a>	All applications for major and minor developments.
<a href="#"><u>Housing Statement and Accommodation Schedule</u></a>	All applications for major residential developments.
<a href="#"><u>Economic Statement (including application of sequential testing where necessary)</u></a>	All applications relating to the loss of commercial floor space/site area, or the loss of employment land. Proposals for commercial development outside of allocated areas.
<a href="#"><u>Landscape Visual</u></a>	Any applications for development with implications for

<a href="#">Impact Assessment</a>	landscape character.
<a href="#">Landscaping Details</a>	All applications for major developments, or developments with landscape implications.
<a href="#">Lighting Assessment</a>	All applications proposing external lighting (including commercial uses, recreational uses, security lighting and floodlighting).
<a href="#">Open Space Assessment</a>	All applications within or affecting open spaces, play, sport or recreation facilities, including the loss of such spaces; and all major applications for residential development (where the proximity to open spaces will need to be considered).
<a href="#">Noise Assessment</a>	All applications for residential development and other noise sensitive development close to existing sources of noise; all applications for noise generating uses that raise noise disturbance issues to existing buildings; applications which involve installation of flues, air conditioning, plant, extraction etc.
<a href="#">Ventilation/extraction Equipment Details</a>	All applications for developments within the A3, A4, A5, or B2 use classes; significant retail, business, industrial, leisure or other similar developments where substantial ventilation or extraction equipment is proposed.
<a href="#">Daylight/sunlight Assessment</a>	All applications for householder extensions which are either 2 or more storeys, or where the extension is at first floor level or above. All applications for major or minor developments, where existing surrounding buildings are likely to be affected.
<a href="#">Land Contamination Assessment</a>	All applications on land formerly used for industrial, commercial or utilities purposes or which is considered to be potentially contaminated, contaminated or impacted by adjacent contamination.  All applications where the proposal is particularly vulnerable to the presence of contamination.
<a href="#">Site Waste Management Plan</a>	All applications for major developments or applications with significant demolition.
<a href="#">Telecommunications Development Statement</a>	All applications for telecommunications development, including those applications submitted under The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended).
<a href="#">Planning Obligations/Heads of</a>	All applications for development which are required to provide contributions to local infrastructure and facilities in

<a href="#">Terms</a>	accordance with the Council’s planning policies and Planning Obligation Supplementary Planning Documents and Guidance.
<a href="#">Viability Assessment</a>	All applications for development which does not comply with the Council’s planning policy and the applicants are seeking to justify that failure on viability grounds.

### **3. Further detail on local information requirements**

#### **Planning Statement**

- Justification – To enable the applicant to demonstrate that the development complies with national and local planning policy, and any material planning considerations.
- NPPF (2019) paragraph 47; Plan:MK (2019); all adopted and emerging SPDs and Neighbourhood Plans.

The Planning Statement should set out how the proposed development conforms to national and local planning policy.

Depending on the scope and nature of the proposed development, the type of application and the sensitivity of the proposed development location, the Planning Statement may vary in format from a short summary to a detailed document that includes commentary on all planning issues relevant to the proposal.

#### **Statement of Community Involvement**

- Justification – To enable developers to show how they have engaged with the community prior to the submission of their planning application.
- Localism Act (2011); Statement of Community Involvement (2019).

For larger-scale major applications or potentially controversial development proposals, the Council expects developers to engage with relevant stakeholders, including the local community, Ward Members and Town and Parish Councils, in line with the Council’s Statement of Community Involvement (2019).

The Statement of Community Involvement should outline how consultation was undertaken, the responses which were received and how these comments have been taken into consideration.

## **Environmental Statement**

- Justification – To ensure that the environmental impacts of certain types of developments (EIA development) have been fully considered.
- The Town and Country Planning (Environmental Impact Assessment) Regulations 2017.

Schedule 4 of the above regulations sets out the information that should be included in an Environmental Statement (ES). For developments that are listed in Schedule 1 or meet the criteria and/or thresholds of Schedule 2 of the above regulations, developers are encouraged to request an “EIA Screening Opinion” from the Local Planning Authority, prior to the submission of a planning application, to determine whether a development is “EIA development” and requires an ES. In cases, where a full ES is not required, it is expected that any relevant information will be covered by submission of the relevant documents in the Local Validation List.

## **Biodiversity/Ecological Assessments**

- Justification – To ensure that applicants have considered the impacts on habitats and protected species.
- NPPF (2019) paragraphs 170, 175; Plan:MK (2019) Policies NE1, NE2 and NE3.

Information should be provided on existing biodiversity interests and the possible impacts on them. This will allow full consideration of those impacts to be taken into account. Information will be needed to support proposals that include mitigation and/or compensation measures.

Where appropriate, accompanying plans should indicate any significant wildlife habitats or features and the location of habitats for any species protected under the Wildlife and Countryside Act 1981, or the Protection of Badgers Act 1992. Certain proposals which include work involving the demolition of older buildings or roof spaces, removal of trees, scrub, hedgerows or alterations to water courses may affect protected species and will need to provide information on them, any potential impacts for them and any mitigation proposals for such impacts.

Information on designated sites can be found via <http://www.naturalengland.org.uk/>

Applicants should provide a Preliminary Ecological Appraisal (PEA) (Phase 1 Survey) and any necessary Protected Species or Habitat Surveys (Phase 2 Surveys) as identified in the PEA.

Milton Keynes operates under a District Licensing Scheme for Great Crested Newts. If you intend to enter into this scheme, you should do so prior to submission of the planning application, and submit the relevant reports as part of the application submission. See [www.naturespaceuk.com](http://www.naturespaceuk.com) for more information.

### **Biodiversity Impact Assessment Metric**

- Justification – To quantifiably demonstrate the impact on biodiversity and demonstrate whether there will be a net loss or gain in biodiversity as a result of the proposal.
- NPPF (2019) paragraphs 170, 175; Plan:MK (2019) Policy NE3.

Applicants should provide a completed Defra or locally approved Biodiversity Impact Assessment Metric (BIAM).

Milton Keynes will not develop its own Metric but intends to locally approve the Metric currently being developed in conjunction with the Buckinghamshire and Milton Keynes Natural Environment Partnership.

The current DEFRA metric is out of date and it is acknowledged that it is no longer fit for purpose. The updated draft DEFRA metric is being consulted on at present and is unlikely to be issued until mid-late 2020 (or when the Environment Bill is adopted). MKC currently recommends the use of the Warwickshire CC v19.1 metric, which has some similarities to the updated DEFRA version, is very similar to the metric being developed by the Bucks and MK NEP and is recognised by ecologists as the most up to date industry standard, although the use of this is not formally locally approved in MK.

### **Tree Survey/Arboricultural Impact Assessment (AIA)**

- Justification – To ensure that applicants have considered the impacts trees, hedgerow.
- NPPF (2019) paragraphs 170, 175; Plan:MK (2019) Policies NE1, NE2 and NE3.

The AIA or Tree Survey should provide information on which trees are to be retained and the means of protecting these trees during construction works. Where works are required to trees, this should be outlined within the survey.

If trees are to be removed due to this development, it should show where replacement landscaping will be provided to mitigate the loss of the trees (this can

be provided by way of landscaping plans if these are required also). This information should be prepared by a qualified arboriculturist.

### **Flood Risk Assessment (FRA)**

- Justification – To ensure that flood risk will not be increased on or off site.
- NPPF (2019) paragraphs 163-164; Plan:MK (2019) Policy FR1; Milton Keynes Drainage Strategy – Development and Flood Risk SPG (2004)

The FRA should identify and calculate the risks of all forms of flooding to and from the development and demonstrate how the development remains safe throughout its lifetime, taking climate change into account. A Sequential and/or Exception Test should be provided where necessary.

As part of their flood risk assessment, applicants must provide details of indicative breach flood water levels, ground levels, floor levels (ground, first and second) in metres, and show the floor level for bedrooms and safe refuges, providing justification for the options chosen.

Applicants must also provide a flood plan, detailing evacuation and flood response; this must be prepared by a qualified emergency planner and must be maintained for the lifetime of the development.

For more information, follow <https://www.gov.uk/guidance/flood-risk-assessment-for-planning-applications>

### **Sustainable Drainage System (SuDS) Strategy**

- Justification – To ensure that the development meets the requirement of the
- NPPF paragraph 165; Plan:MK (2019) Policy FR2; Milton Keynes Drainage Strategy – Development and Flood Risk SPG (2004)

A Drainage Strategy should set out how the water will be drained from the site, as developed, without increasing the impact on adjacent areas or a Statement setting out why this is not necessary in this case.

### **Heritage Statement**

- Justification – To demonstrate that the impact on designated and non-designated heritage assets has been properly assessed.
- NPPF (2019) paragraphs 189-202; Plan:MK (2019) Policy HE1.

Applicants are advised to review the Council's mapping system to identify whether any heritage assets are present within and around the site. Heritage assets also have a 'setting' which may contribute to their significance, this setting can be affected by proposals on another site. The Heritage Statement should consider the impact upon both the assets within the site and those outside it.

'Designated' heritage assets within MK include listed buildings, conservation areas, scheduled monuments and historic parks and gardens. Other assets may possess heritage significance meriting consideration in planning decisions, these are commonly known as 'non-designated' heritage assets. These can vary in type, including for example, important elements of the twentieth century new town. Non designated heritage assets must also be identified in the heritage statement.

Heritage statements must provide an impartial and objective assessment. In some cases it will be necessary to engage suitably qualified specialists to undertake this. The statement must:

- Assess and describe the significance of the heritage assets affected, identifying those elements that contribute to that significance and, where appropriate, those that do not. The level of detail shall be proportionate to the assets' importance and no more than is sufficient to understand the potential impact of proposals on their significance. Limited and localised alterations to an unlisted building in a conservation area need not be supported by the level of detail required to convey the impact on significance of, for example, alterations to the built fabric of a listed building. See published guidance from Historic England for further explanation of significance: [Conservation Principles](#)
- Be of an analytical and interpretive nature rather than simply provide a description of the assets and the proposed works.
- Provide a sound justification for the works, based on the economic, social and environmental benefits delivered by the scheme, for example, promoting the long term care for a heritage asset and/or its setting.
- Explain how the scheme has taken account of the significance of the assets in its scope, design and detail, in order to minimise or avoid harm to the heritage assets affected.
- Assess the nature and extent of any harm or public benefit arising from the scheme. Where harm is caused by the proposal, the assessment shall explain why such harm is unavoidable or required to deliver public benefits that outweigh the harm caused.

- Consider the full scope of works required to achieve changes to the listed building, such as those that will be required by Building Regulations, The Fire Authority, Environmental Health etc.

The scope and degree of detail necessary in a Heritage Statement will vary according to the particular circumstances of each application. The NPPF advises that applicants *'describe the significance of any heritage assets affected, including any contribution made by their setting. The level of detail should be proportionate to the assets' importance and no more than is sufficient to understand the potential impact of the proposal on their significance. As a minimum the relevant historic environment record should have been consulted and the heritage assets assessed using appropriate expertise where necessary'* (paragraph 189, NPPF 2019).

A structural survey may be required in support of an application for listed building consent.

Information on accessing the Historic Environment Record may be found here:

<https://www.milton-keynes.gov.uk/planning-and-building/conservation-and-archaeology/historic-environment-record>

Information on nationally designated sites may be found via the National Heritage

List: <https://historicengland.org.uk/listing/the-list/>

### **Archaeological Assessment**

- Justification – To demonstrate that the impact on potential archaeological sites has been considered.
- NPPF (2019) paragraphs 189-202; Plan:MK (2019) Policy HE1.

The Archaeological Assessment should be prepared by a suitably qualified and accredited individual or organisation, and should use existing information (including data from the Council's Historic Environment Record) to establish the archaeological significance of the site and the impact of the proposals on surviving remains.

Archaeological fieldwork may be required prior to the determination of certain applications to determine the actual extent and degree of survival on site.

An assessment will be required where there is a reasonable probability of archaeological remains, whether below or above ground, being present on the site. Domestic extensions and alterations will not require such an assessment unless located on a scheduled monument. Where there will be significant ground disturbance, especially where there are known archaeological remains recorded on the Historic Environment Record (or in areas over 0.5 hectares which have the



potential to contain significant remains), then a field evaluation including trial trenching leading to a mitigation strategy may be necessary as part of the Heritage Statement.

Information on accessing the Historic Environment Record may be found here: <https://www.milton-keynes.gov.uk/planning-and-building/conservation-and-archaeology/historic-environment-record>

Information on nationally designated sites may be found via the National Heritage List: <https://historicengland.org.uk/listing/the-list/>

### **Window and Door Details**

- Justification - To ensure that details are provided to make assessment on the impact on the conservation area.
- NPPG (2019) paragraph 192; Plan:MK Policy HE1.

### **Photograph of existing elevation where you wish to install the new windows (*See Example 2 in Appendix 1*)**

The photograph must:

- Be titled to make it clear which elevation of the building it is (e.g. north elevation, south elevation).
- Be clear and not be obscured by any structures, trees, or vehicles etc. If obstructions are present you will need to provide a scaled existing elevation plan instead of a photograph.
- Have written dimensions of the window openings.
- Be large enough to clearly see the style of existing windows.
- Each window you wish to replace must be clearly referenced (e.g. W1, W2).

A statement must be provided indicating that the size of the window openings will not be altered. If the window opening sizes will be altered then you will need to provide a scaled existing elevation plan instead of a photograph.

### **Details of proposed window at a scale of 1:10 or 1:5 (*see Example 3 in Appendix 1*)**

This must:

- Be of sufficient quality and detail to see the window detail.
- Show glazing bars, sash horns etc. where appropriate.

- Be referenced to the photographs to clearly identify which replacement window the drawing relates to.
- Colour and material of the doors/windows.

**Note:** *It may be that you can obtain these drawings from the window manufacturer. However, if these are not available you may need to employ someone to complete these drawings as they will have to be of a suitable standard and detail.*

### **Scaled Vertical and horizontal cross sections (see example 4 and 5 in Appendix 1)**

These must:

- Be of a sufficient quality and detail.
- Be to a scale of 1:5 or 1:2.
- Show the reveal (how far the window is set back in the wall) of the window in relation to the surrounding wall.
- Be referenced to the photographs to clearly identify which replacement window the drawing relates to.

**Note:** *It may be that you can obtain these drawings from the window manufacturer. However, if these are not available you may need to employ someone to complete these drawings as they will have to be of a suitable standard and detail.*

### **Transport Assessment/Statement**

- Justification – To ensure that the impact on the highway has been taken into account and that encouraging sustainable transport has been considered.
- NPPF (2019) Section 9; Plan:MK Polices CT1, CT2, CT3 and CT10.

A Transport Assessment should be submitted as part of major planning applications or where the proposed development has significant transport implications. The coverage and detail of the assessment should reflect the scale of the development and the extent of the transport implications of the proposal.

For smaller schemes a Transport Statement should simply outline the transport aspects of the application. For major proposals the assessment should illustrate accessibility to the site by all modes of transport, and the likely modal split of journeys to and from the site.

It should also give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal, and to mitigate transport impacts. The statement should analyse existing

traffic flows around the site and the likely change that will occur due to the development.

### **Travel Plan**

- Justification - To ensure that a plan for increasing sustainable travel is in place.
- NPPF (2019) Section 9; Plan:MK (2019) CT3, CT6 and CT10.

A Travel Plan should set out how transport implications created by the development will be mitigated. It should aim to encourage more sustainable methods of transportation as part of the development scheme.

The plan should note where existing transport systems can be utilised or whether new connections will need to be proposed. Where non-residential uses are proposed, the Travel Plan should analyse how similar uses, or an existing use, utilise sustainable methods of transport and how further use of these will be implemented and monitored.

### **Parking Assessment/Plan**

- Justification - To ensure that applicants have provided sufficient vehicle and cycle parking, to avoid an adverse impact on highway safety.
- NPPF (2019) Section 9; Plan:MK (2019) Policies CT2, CT3 and CT10; Parking Standards SPD (2016).

A Parking Plan should show details of existing and proposed parking provision, and could also be shown on a site layout plan. Layouts should be clear to show where parking is allocated to individual properties or where it is unallocated parking.

For non-residential uses, layouts should show where staff parking is provided and where parking is provided for visitors. If multiple units are proposed, or for a change of use of part of a larger site, any parking spaces which are solely in the use of that unit should be highlighted. Likewise, any spaces which are in the use of other units which would not be able to be used by this unit should be shown.

The dimensions of parking spaces and access routes should comply with the Parking Standards SPD (2016), and dimensions should be shown on the plan. For major developments a Parking Schedule should be provided to list the parking on a plot-by-plot basis, including any instances of tandem parking, any associated additional requirement and the amount of unallocated parking for the development as a whole.

Most forms of development have the potential to increase the amount of on-street parking. Where insufficient off-street parking to meet the Council's Parking Standards is proposed, an on street parking survey should be carried out to ensure that the increase in on street parking will not have an impact on highway safety, the free-flow of traffic, amenity, access by emergency services, refuse collection and delivery of goods.

### **Tracking Diagrams/Visibility Splays**

- Justification - To ensure that applicants have provided safe and appropriate vehicle access.
- NPPF (2019) Section 9; Plan:MK (2019) Policies CT2, CT3 and CT10; Parking Standards SPD (2016).

Tracking diagrams for private, refuse and emergency vehicles should be provided that show safe and easy access and egress to the site. Any developments that would be served by HGVs should also provide diagrams to show that the relevant vehicles can access and exit the site safely, and in forward gear.

If alterations or new access to the adopted highway is proposed then appropriate visibility splays for the speed of the road should be provided.

### **Construction Traffic Management Plan**

- Justification - To ensure that applicants have considered the traffic implications of a proposal during the construction phase.
- NPPF (2019) Section 9; Plan:MK (2019) Policies CT2 and NE6.

A Construction Traffic Management Plan should be provided that includes details of the site compounds, including on-site parking areas, loading and unloading areas, construction access, level of vehicle movement and routing arrangements. If necessary, details regarding wheel washing and road sweeping facilities should be provided.

### **Sustainability Statement**

- Justification - To demonstrate that the proposal is energy efficient, low carbon and environmentally sustainable.
- NPPF (2019) paragraphs 149-153, Plan:MK (2019) Policy SC1; Sustainable Construction SPD (2007).

The Sustainability Statement should include information about how the design and construction of the development complies with sustainable design and construction policies and guidance and will be built to achieve the highest standards possible.

It should include information about how the layout achieves the most sustainable development, how landscaping is likely to be utilised to improve sustainability, renewable energy utilisation, use of building materials and achieving carbon neutrality, where appropriate. Where an element of the scheme cannot meet any of the goals of sustainability in policy, it should be highlighted why this cannot be achieved.

The statement should also outline how the development proposes to interact with providing positive environmental, social and economic implications, such as integration with sustainable transport networks and infrastructure and climate change mitigation.

### **Housing Statement and Accommodation Schedule**

- Justification - To ensure that an appropriate mix of housing types, and an appropriate proportion of accessible, adaptable and innovative homes have been proposed.
- NPPF (2019) paragraph 63, 64; Plan:MK (2019) Policies HN1, HN2, HN3, HN4 and D4; Affordable Housing SPD (2013); New Residential Development Design Guide SPD (2012).

A Housing Statement and Accommodation Schedule will need to provide:

- Details of the mix of housing, provision of affordable housing, and provision of accessible and adaptable homes.
- Details of the size and tenure of dwelling units and any arrangements with social housing providers.
- Details of the numbers of habitable rooms and / or bedrooms, and the floor space of habitable areas of residential units in accordance with the Nationally Described Space Standards (NDSS).
- If different levels or types of affordability or tenure are proposed for different units this should be clearly and fully explained.
- A site layout plan which shows the location of market and affordable housing (full application or approval of layout only).
- Any other material information which influences the provision of affordable housing or housing mix decisions (i.e. need or viability of affordable housing).

- Any details of innovative design and construction methods in accordance with policy D4.
- An Accommodation Schedule which provides a plot-by-plot list of dwellings, including type, tenure, size, and whether it meets the requirements of an accessible or adaptable home.

**Economic Statement (including application of sequential testing where necessary)**

- Justification – To demonstrate how new employment opportunities have been created, or the loss of employment floorspace justified.
- NPPF (2019) Section 6; Plan:MK (2019) Policies ER1, ER2, ER8 and ER10.

Applications may need to be accompanied by a supporting statement of any regeneration benefits from the proposed development, including: details of any new jobs that might be created or supported; the relative floor space totals for each proposed use (where known); any community benefits; reference to any regeneration strategies that might lie behind or be supported by the proposal; and how the proposal contributes to local strategy, including the Economic Development Strategy and the MK Futures 2050 Commission’s report.

Where there is a loss of employment space, the economic statement will need to demonstrate that the site is environmentally or physically unsuitable for employment generating uses, that the site has been fairly marketed for at least two years and there is no real prospect of any form of employment arising or employment is only viable within a mixed use scheme.

Development of a town centre use which is in an edge or out of town centre location, of greater than 900 sqm in Central Milton Keynes or 350 sqm for all other centres will need to provide an impact assessment which demonstrates the following:

- The need for development;
- That the development is of an appropriate scale;
- That there are no more central sites for the development;
- That there are no unacceptable impacts on existing centres;
- That locations are accessible; and
- If a unit is subject to change of use, it should be demonstrated that the site has been fairly marketed for at least two years and there is no real prospect of a viable town centre use occupying the unit (if loss of town centre use proposed).

Town centre uses are defined as: retail; leisure facilities; entertainment facilities; intensive sport and recreation uses; arts, culture and tourism uses.

### **Landscape Visual Impact Assessment**

- Justification – To assess the landscape impact of a proposed development.
- NPPF (2019) paragraphs 127, 170; Plan:MK Policies NE5 and D3.

Applications for development which would have an impact on landscape character, whether by virtue of their size, location or nature, should be accompanied by an LVIA in accordance with standard guidance. It is likely that most major or minor development in the Open Countryside, or proposals which are significantly taller than their surroundings will require an LVIA.

### **Landscaping Details**

- Justification - To provide an appropriate landscaping scheme and setting for the proposal.
- NPPF (2019) paragraph 127; Plan:MK (2019) Policies D1, D2, D3 and D5.

Applications for development shall include Landscape plans show the proposed design and layout of all outdoor areas within the curtilage of a development.

Submitted landscape plans should set out the proposed landscape layout, including:

- How it responds to policies;
- Ecological benefits;
- Climate change adaptation measures;
- The approach to trees;
- Sustainable drainage;
- Management and maintenance; and
- Landscaping materials.

### **Lighting Assessment**

- Justification - To assess the impact of lighting on biodiversity and amenity, and any implications for safety and security.
- NPPF (2019) paragraph 180; Plan:MK (2019) Policies NE1, NE2, NE5, NE6, D1, D2 and D5.

Applications for development where external lighting (including commercial uses, recreational uses, security lighting and floodlighting) is proposed or required to sustain the development will be required to be accompanied by details of external lighting and the proposed hours when the lighting would be switched on. These details should include a layout plan with beam orientation, a schedule of the equipment in the design and the light/lux levels for proposed lighting.

### **Open Space Assessment**

- Justification - To ensure that applicants have assessed the implications of a loss of open space and provided appropriate facilities in new developments.
- NPPF (2019) paragraphs 92, 96, 97; Plan:MK (2019) Policies L2, L3 and L4

Plans to be submitted showing any areas of existing or proposed open space, or play, sports or recreation facilities, within or adjoining the application site. Where the proposal would result in the loss of open space or play, sports or recreation facilities, an independent assessment should be provided as evidence that the land/buildings are surplus to local requirements. The assessment must also identify provision for future amenity space (including private, public, communal and formal play space).

Applications for major developments should provide details of proposed play space.

This should identify formal and informal play space provision, demonstrating how quantity standards have been met, and should include information on the location and design of the space (including layout, landscaping and materials). Maintenance arrangements should be included.

### **Noise Assessment**

- Justification - To ensure that potential noise from the development or its surrounding have been considered, to assess the impact on amenity.
- NPPF (2019) paragraph 170, 180, 182; Plan:MK (2019) Policies NE6 and D5.

Applications for developments that may generate noise disturbance to the occupants of nearby existing buildings, or are considered to be noise sensitive and which are close to existing sources of noise, should be supported by a noise assessment prepared by a suitably qualified acoustician.

A noise assessment should also be submitted in areas where noise pollution is already poor and could have an adverse impact on the proposed development. The noise assessment should confirm whether noise is an issue and where it is,



demonstrate what mitigation measures would be implemented to ensure the inhabitants of the proposed development are not negatively affected by the existing noise pollution.

### **Ventilation/extraction Equipment Details**

- Justification - To ensure that applicants have demonstrated that there will no adverse impact on human health and amenity.
- NPPF (2019) paragraph 180; Plan:MK (2019) Policies NE6 and D5.

Details of the position and design of ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics, will be required to accompany all applications for the use of premises for purposes within Use Classes A3 (i.e. restaurants and cafes – use for the sale of food and drink for consumption on the premises), A4 (i.e. drinking establishments – use as a public house, wine-bar or other drinking establishment), A5 (i.e. hot food takeaways – use for the sale of hot food for consumption off the premises), and B2 (general industrial).

This information (excluding odour abatement techniques unless specifically required) will also be required for significant retail, business, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.

### **Daylight/sunlight Assessment**

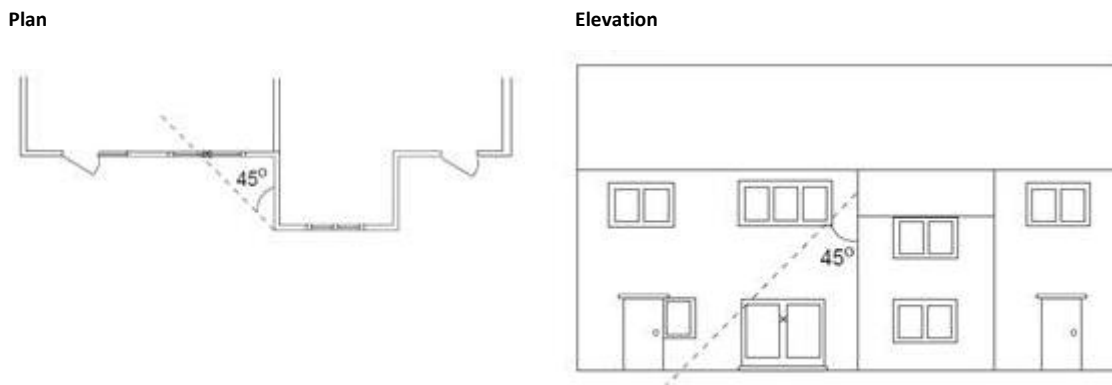
- Justification - To ensure that applicants have demonstrated that the development does not cause unacceptable loss of amenity to adjacent occupiers by reducing the amount of daylight, sunlight, or as a result of overshadowing.
- NPPF (2019) paragraphs 123; Plan:MK (2019) Policy D5.

The assessment should illustrate that the development does not cause unacceptable loss of amenity to adjacent occupiers by reducing the amount of daylight, sunlight or privacy. It should:

- Conform to the methodology identified in the Building Research Establishment guidance 'Site layout planning for daylight and sunlight: A guide to good practice' (2011); and
- Identify and examine the impacts upon existing properties and sites with extant planning permissions.

The assessment should include a floor plan demonstrating a 45 degree angle from the side wall of the proposed extension towards the ground floor of the neighbouring property, and an elevation plan demonstrating a 45 degree angle from the centre of the roof slope towards the ground floor of the neighbouring property. See Example 1, below.

### Example 1 – 45 degree rule



### Land Contamination Assessment

- Justification – To ensure that the risk from potential site contamination has been assessed.
- NPPF (2019) paragraph 178, 179; Plan:MK (2019) Policy NE6.

A preliminary site investigation will normally be required. All investigations of land potentially affected by contamination should be carried out in accordance with established procedures (such as BS10175 (2001) Code of Practice for the investigation of Potentially Contaminated Sites) as required by the NPPF. Any site investigation information should be prepared by a competent person with a recognised relevant qualification, sufficient experience in dealing with the type(s) of pollution or land instability, and membership of a relevant professional organisation.

### Site Waste Management Plan

- Justification - To consider the waste hierarchy in respect of waste generated on site.
- NPPF (2019) paragraph 8; Plan:MK (2019) Policy SC1; National Planning Policy for Waste (2014); Waste Development Plan Document (2008) Policy WDC2.

The plan should demonstrate that the required waste storage and waste collection arrangements can be accommodated on the site. Applicants should demonstrate that waste can be managed on-site including evidence of waste reduction, use of recycled materials and dedicated recyclable waste storage space. This should include refuse vehicle tracking plans where refuse vehicles will be collecting waste from site.

Details on volume and type of waste to be stored and disposed of at site should be included both for the construction phase and once the development is implemented. It should highlight any potentially hazardous or polluting waste that will be generated, stored and disposed of at the site.

### **Telecommunications Development Statement**

- Justification – To provide evidence to justify the development.
- NPPF (2019) paragraph 115. Plan:MK (2019) Policy D8.

Full and prior notification applications for mast and antenna development by mobile phone network operators in England should be accompanied by a range of supplementary information as set out in the NPPF. This should include the:

- area of search;
- details of any consultation undertaken;
- details of the proposed structure;
- technical justification;
- information about the proposed development; and
- signed declaration that the equipment and installation has been designed to be in full compliance with the requirements of the radio frequency (RF) public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection (ICNIRP).

### **Planning Obligations/Heads of Terms**

- Justification - To consider the contributions necessary to make an otherwise unacceptable development acceptable, and to ensure that this process is undertaken early in the application process.
- NPPF (2019) paragraphs 54, 56, 57; Plan:MK (2019) Policies SD9, HN2, INF1, CC1 and CC4; Planning Obligations for Central Milton Keynes SPG; Planning Obligations for Education Facilities SPG; Planning Obligations SPG for Leisure, Recreation and Sports Facilities; Social Infrastructure Planning Obligations SPD.

Planning obligations/S106 contributions are used to ensure that developments provide or contribute towards infrastructure and facilities that are necessary to support the development. Without these contributions the development would otherwise be unacceptable in planning terms. The circumstances which planning obligations may be required are outlined under the above policies.

Any application which will require contributions under planning policy should be accompanied by draft Heads of Terms. Draft Heads of Terms should be discussed and agreed at the pre-application stage.

### **Viability Assessment**

- Justification - To allow the applicant to justify non-compliance with policy on viability grounds.
- NPPF (2019) paragraphs 54, 56, 57; Plan:MK (2019) Policies SD9, HN2, INF1, CC1 and CC4; Planning Obligations for Central Milton Keynes SPG; Planning Obligations for Education Facilities SPG; Planning Obligations SPG for Leisure, Recreation and Sports Facilities; Social Infrastructure Planning Obligations SPD.

A full un-redacted viability assessment should be provided at the time of submission.

In order to fully assess whether the case made by an applicant for not meeting the policy requirements is reasonable and justifiable. This should include:

- Existing Use Value supported by an independent valuation;
- Land acquisition price and the basis of its purchase; salient terms of acquisition (e.g. subject to planning, soils, ground conditions survey, etc.);
- Purchase process (e.g. private treaty, open market bid, auction, etc.);
- Purchase costs including legal and agents fees;
- Estimated sales values with independent supporting evidence including schedule of unit sizes;
- Estimated construction costs supported by Tender costs or QS schedule to include a specified contingency, contract related fees and itemised/defined 'abnormals';
- Itemised preliminary costs;
- Professional fees presented under each respective heading;
- S106/CIL costs as advised by the LPA;
- Financing rate + evidence of financing terms/details (e.g. debt/equity ratio, etc.);

- Estimated profit together with contextual information appropriate to the developers target returns;
- Value/cost of the affordable housing provision, where relevant, together with tenure assumptions and calculation of any commuted sum; and
- Valuations using standard viability models such as HCA or RICS, will be acceptable subject to providing all the above information and are supported by an appropriate cash flow analysis.

Where viability grounds are used in not meeting policy (for example rural needs) it should be outlined why the proposed use or development is required in this location, and if related to a business operation, may require financial justification.

This information should be provided to the Council in its entirety. Applicants should be aware that the assessment will be made available in the same manner as other documents that form part of the submission.

If the Council considers it necessary to appoint an independent viability consultant to assess the application, the cost will be met by the applicant.

## Appendix 1: Windows and Doors Examples

### Example 2 – Existing Photograph Annotated

#### Existing South Elevation



#### **Window opening dimensions**

W1 – 1.96 metres high x 0.95 metres wide

W2 - 1.96 metres high x 0.95 metres wide

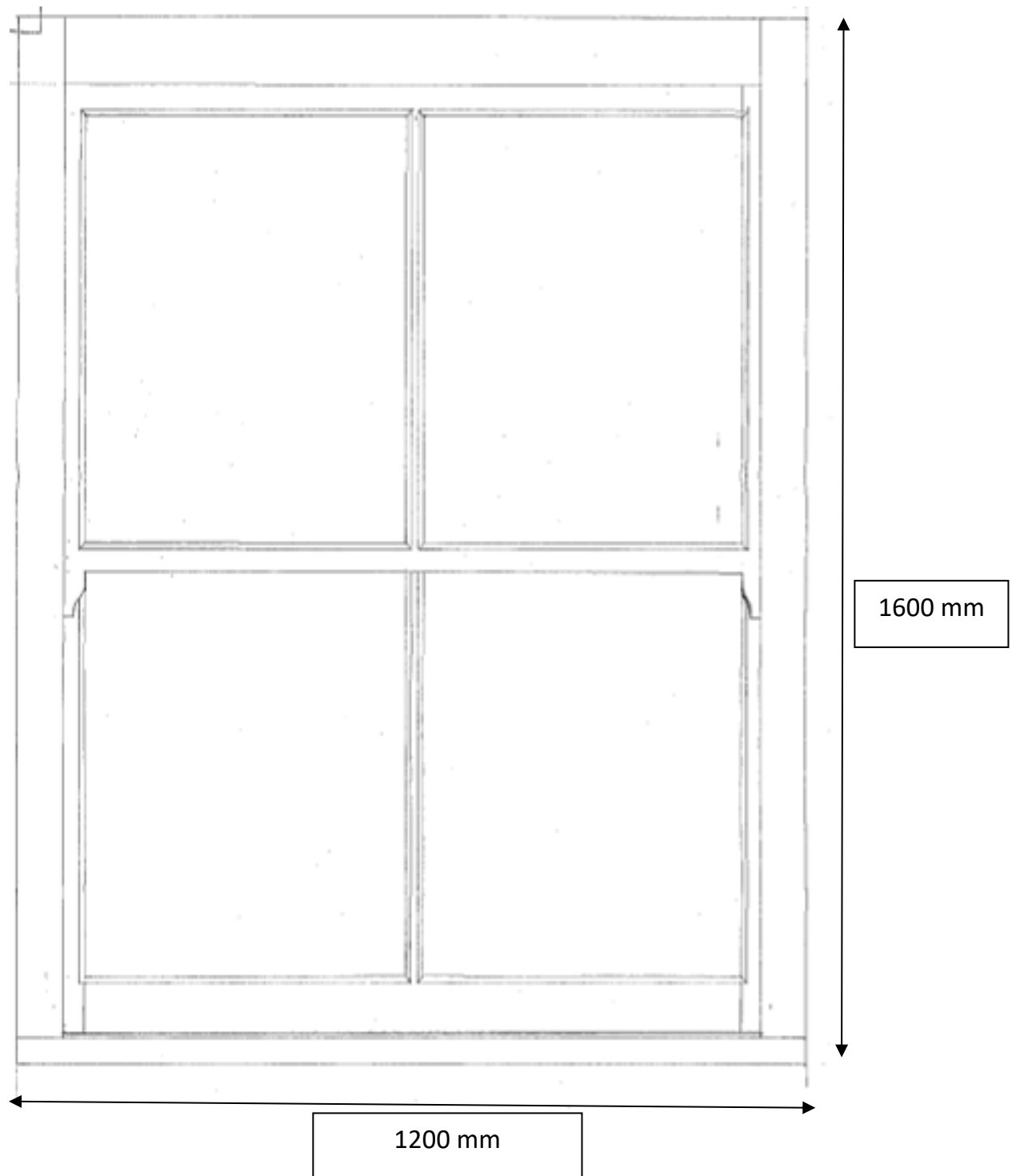
W3 – 1.96 metres high x 2.04 metres wide

**The proposed windows will fit into the existing window openings and will not be altered in size in any way.**

#### **Example 3 - Detailed Drawings**

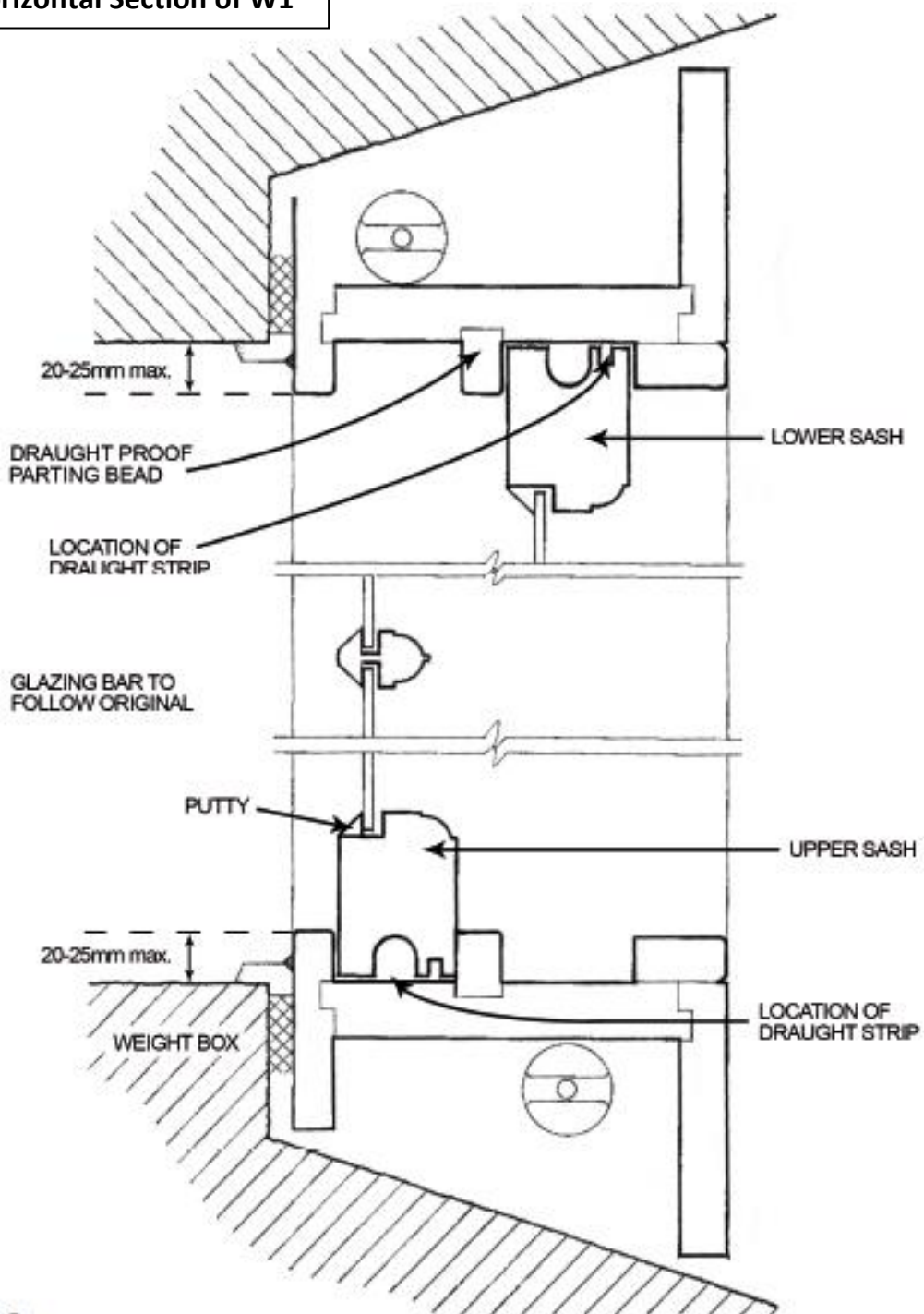
**Detailed Drawing of W1 (refer to photo)**

**Scale 1:5**



**Example 4 - Horizontal Section of Sash Window**

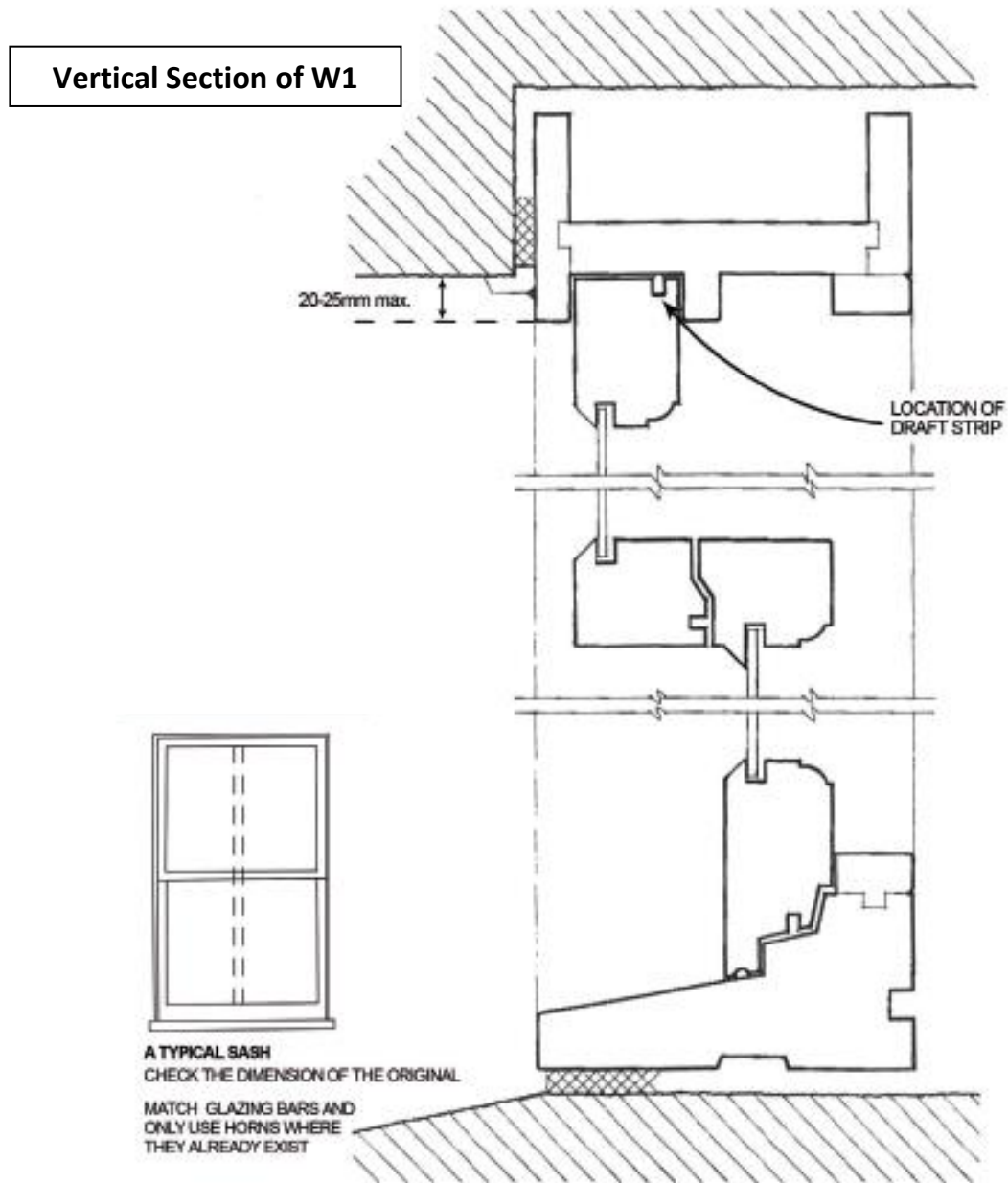
# Horizontal Section of W1



Scale 1:2



## Example 5 – Vertical Sections of a Sash Window



Scale 1:2

**Development Management | Planning**

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