

To: Members of the Planning & Regulation Committee

Notice of a Meeting of the Planning & Regulation Committee

Monday, 31 March 2025 at 2.00 pm

Room 2&3 - County Hall, New Road, Oxford OX1 1ND

If you wish to view proceedings online, please click on this [Live Stream Link](#).
However, this will not allow you to participate in the meeting.



Martin Reeves
Chief Executive

March 2025

Committee Officer: **Committees Team**
E-Mail: committeesdemocraticservices@oxfordshire.gov.uk

Members are asked to contact the case officers in advance of the committee meeting if they have any issues/questions of a technical nature on any agenda item. This will enable officers to carry out any necessary research and provide members with an informed response.

Membership

Chair – Councillor Ian Snowdon
Deputy Chair - Councillor Stefan Gawrysiak

Councillors

Robin Bennett
Felix Bloomfield
Imade Edosomwan
Mohamed Fadlalla

Ted Fenton
Bob Johnston
David Rouane
Geoff Saul

Les Sibley
Peter Stevens

Notes:

- ***Date of next meeting: 2 June 2025***

If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the officer named on the front page, but please give as much notice as possible before the meeting.



AGENDA

- 1. Apologies for Absence and Temporary Appointments**
- 2. Declarations of Interest - see guidance note below**
- 3. Minutes (Pages 1 - 8)**

To approve the minutes of the meeting held on 25 November 2024 (**PN3**) and to receive information arising from them.

- 4. Petitions and Public Address**
- 5. Application for a Certificate of Lawfulness of Existing Use or Development for retention of a Waste Transfer Station (Pages 9 - 30)**

Report by Planning Development Manager.

This application seeks to gain a Certificate of Lawfulness of Existing Use or Development (CLEUD) under Section 191 of the Town & Country Planning Act 1990 ("the 1990 Act") as amended. The applicant claims that the land has been in use for over 10 years as a waste transfer station at the date of the application (5th December 2023).

RECOMMENDATION:

- 1. It is RECOMMENDED that a Certificate of Lawful Existing Use or Development is GRANTED for the MW.0171/23 application site (as shown edged red on the Location Plan within Appendix 1 and described in the Certificate as "the Land"), for the uses indicatively set out in the First Schedule below. Final wording of the Certificate to be delegated to the Planning Development Manager in consultation with the Director of Law and Governance.**
- 2. The claimed uses, as set out in Schedule 1, are considered lawful within the meaning of Section 191(2) of the 1990 Act. Oxfordshire County Council considers that there is, on the balance of probabilities, sufficient evidence that the claimed use has been carried out on the Land for the past 10 years. The issue of a Certificate of Lawful Existing Use and Development on the terms set out below is accordingly justified.**

6. Update to the Local List of Validation Requirements for County Matters (Minerals & Waste) and County Development (Regulation 3) Planning Applications submitted to the County Council (Pages 31 - 128)

Report by Planning Development Manager.

It is a statutory requirement to update the Local List of Validation Requirements for County Matters and County Development Planning Applications, hereby referred to as the Local List, at least every two years. If it is not revised within two years, then it cannot be used for the purposes of validating planning applications.

RECOMMENDATION:

It is RECOMMENDED that the proposed Local List of Validation Requirements 2025, as set out in Annex 1 of this report, is adopted to replace the Local List of Validation Requirements 2023, in order to meet the statutory requirement of updating the List.

Councillors declaring interests

General duty

You must declare any disclosable pecuniary interests when the meeting reaches the item on the agenda headed 'Declarations of Interest' or as soon as it becomes apparent to you.

What is a disclosable pecuniary interest?

Disclosable pecuniary interests relate to your employment; sponsorship (i.e. payment for expenses incurred by you in carrying out your duties as a councillor or towards your election expenses); contracts; land in the Council's area; licenses for land in the Council's area; corporate tenancies; and securities. These declarations must be recorded in each councillor's Register of Interests which is publicly available on the Council's website.

Disclosable pecuniary interests that must be declared are not only those of the member her or himself but also those member's spouse, civil partner or person they are living with as husband or wife or as if they were civil partners.

Declaring an interest

Where any matter disclosed in your Register of Interests is being considered at a meeting, you must declare that you have an interest. You should also disclose the nature as well as the existence of the interest. If you have a disclosable pecuniary interest, after having declared it at the meeting you must not participate in discussion or voting on the item and must withdraw from the meeting whilst the matter is discussed.

Members' Code of Conduct and public perception

Even if you do not have a disclosable pecuniary interest in a matter, the Members' Code of Conduct says that a member 'must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself' and that 'you must not place yourself in situations where your honesty and integrity may be questioned'.

Members Code – Other registrable interests

Where a matter arises at a meeting which directly relates to the financial interest or wellbeing of one of your other registerable interests then you must declare an interest. You must not participate in discussion or voting on the item and you must withdraw from the meeting whilst the matter is discussed.

Wellbeing can be described as a condition of contentedness, healthiness and happiness; anything that could be said to affect a person's quality of life, either positively or negatively, is likely to affect their wellbeing.

Other registrable interests include:

- a) Any unpaid directorships

- b) Any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority.
- c) Any body (i) exercising functions of a public nature (ii) directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management.

Members Code – Non-registrable interests

Where a matter arises at a meeting which directly relates to your financial interest or wellbeing (and does not fall under disclosable pecuniary interests), or the financial interest or wellbeing of a relative or close associate, you must declare the interest.

Where a matter arises at a meeting which affects your own financial interest or wellbeing, a financial interest or wellbeing of a relative or close associate or a financial interest or wellbeing of a body included under other registrable interests, then you must declare the interest.

In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied:

Where a matter affects the financial interest or well-being:

- a) to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- b) a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest.

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

Agenda Item 3

PLANNING & REGULATION COMMITTEE

MINUTES of the meeting held on Monday, 25 November 2024 commencing at 2.00 pm and finishing at 3.15 pm

Present:

Voting Members: Councillor Ian Snowdon – in the Chair

Councillor Stefan Gawrysiak (Deputy Chair)
Councillor Robin Bennett
Councillor Felix Bloomfield
Councillor Imade Edosomwan
Councillor Mohamed Fadlalla
Councillor Bob Johnston
Councillor David Rouane
Councillor Geoff Saul
Councillor Peter Stevens

Officers:

Whole of meeting

David Periam (Development Management Team Leader), Enya Dale (Assistant TDM Officer), David Mytton (Solicitor) and Lucy Brown (Senior Democratic Services Officer)

The Committee considered the matters, reports and recommendations contained or referred to in the agenda for the meeting, together with [a schedule of addenda tabled at the meeting] and decided as set out below. Except as insofar as otherwise specified, the reasons for the decisions are contained in the agenda and reports [agenda, reports and schedule/additional documents], copies of which are attached to the signed Minutes.

23/24 APOLOGIES FOR ABSENCE AND TEMPORARY APPOINTMENTS

(Agenda No. 1)

Apologies for absence were received from Councillor Les Sibley, and Councillor Ted Fenton joined the meeting remotely and was aware that he was unable to vote on decisions taken by the Committee.

24/24 DECLARATIONS OF INTEREST - SEE GUIDANCE NOTE BELOW

(Agenda No. 2)

Councillor Bob Johnston advised the Committee that, in the interests of transparency, he wished to declare that he knew two members of the audience that had joined the meeting for Item 5.

Councillor Felix Bloomfield advised the Committee that, in the interests of transparency, he wished to declare that he was the Ward Member for the neighbouring area, and therefore had good local knowledge of the area.

25/24 MINUTES

(Agenda No. 3)

Resolved: that the minutes of the meeting held on 2 September were approved as an accurate record of the meeting and signed by the Chair.

26/24 PETITIONS AND PUBLIC ADDRESS

(Agenda No. 4)

The following speakers requested to address the Committee on the following items on the agenda:

Item 5: Application for a Certificate of Lawfulness of Existing Use or Development for retention of a Waste Transfer Station

- Cllr Freddie VanMierlo, Chalgrove & Watlington
- David Soloman, on behalf of Ewelme Parish Council
- Frank Dixon, agent of Hazell & Jefferies (applicant)
- Christopher Stanley, General Manager, Hazell & Jefferies (applicant)

27/24 APPLICATION FOR A CERTIFICATE OF LAWFULNESS OF EXISTING USE OR DEVELOPMENT FOR RETENTION OF A WASTE TRANSFER STATION

(Agenda No. 5)

David Periam, Planning Development Manager introduced the application which sought to gain a Certificate of Lawfulness of Existing Use or Development (CLEUD) under Section 191 of the Town & Country Planning Act 1990 as amended. The applicant had claimed that the land had been in use as a waste transfer station for over 10 years at the date of the application (5 December 2023) and a Statutory Declaration with supporting attachments submitted by the applicant in support of the claim was attached to the report.

He highlighted the differences between the CLEUD and planning applications and outlined the remit of the Committee to consider the evidence put forward by the applicant, third party responses and the Local Authority. It was noted that determination of a CLEUD would usually be taken by the Head of Strategic Planning jointly with the Solicitor to the Council, however in this case, the local County Councillor had asked that the application be decided by the Committee.

He drew the Committee's attention to the published addenda which provided a response to Ewelme Parish Council and a subsequent change to the recommendation as noted below.

The Committee were presented with slides detailing the geographical landscape and the Committee was advised that Application P00/W0534/CLD was submitted to the County Council in October 2002, and the report outlined the uses that were certified as lawful and also the uses that were subject to identified limitations.

The recommendation to the Committee was as follows:

It is RECOMMENDED that a Certificate of Lawful Existing Use or Development is GRANTED for the MW.0171/23 application site (as shown edged red on the attached Location Plan and described in the certificate as “the Land”), for the uses set out in Schedule 1.

The claimed uses, as set out in Schedule 1, are considered lawful within the meaning of Section 191(2) of the 1990 Act. Oxfordshire County Council considers that there is, on the balance of probabilities, sufficient evidence that the claimed use has been carried out on the Land for the past 10 years. The issue of a Certificate of Lawful Existing Use and Development on the terms set out below is accordingly justified.

First Schedule

The uses hereby certified as lawful are:

- (a) The receipt of waste via HGV skip lorries, tipper lorries, agriculture tractors and trailers and light goods vehicles (including vans and pickup trucks only) with or without trailers.
- (b) Sorting and segregating waste material by various mechanical methods and processes (as set out in description c) for either transfer off site as waste to other processors or landfill, or for recycling on site by crushing, grading and washing to produce usable secondary aggregates for the building, construction and civil engineering industries.
- (c) Stationing of both static and mobile plant and machinery at the land for use in receiving, unloading, handling, moving, stockpiling, sorting, segregating, grading, crushing and loading waste and recycled materials at the land. Such plant and machinery only includes conveyor belt apparatus, crusher, loading shovel, rubber duck, 3 way screener, generator and tractor.
- (d) Parking and maintenance of HGV tipper lorries and skip lorries used in connection with the waste transfer station.
- (e) Stationing of mobile Portacabin type offices for use in connection with the management and operation of the waste transfer station.

Throughout this Certificate the uses set out above are referred to collectively as a “waste transfer station.”

Subject to the following identified limitations

General limitations:

- The amount of waste received on the Land does not exceed 16,406 tonnes per annum.

- No materials stored on the Land are stored at a height exceeding the height of the surrounding bunds.
- The site is not operated other than:
Between 0700 hours and 1900 hours Mondays to Saturdays; and
Between 0900 hours and 1300 hours Sundays and Bank Holidays
- There are no more than 50 movements per day (25 in 25 out) of operational vehicles into and out of the Land.
- There are no more than 14 movements per day (7 in 7 out) of vehicles relating to staff movements into and out of the Land.
- There are no more than 19 employees at the site.
- All materials stored on the land are not processed by mechanical means other than by using plant and machinery stored on the Land.
- The static and mobile plant stationed on the Land are only used in connection with the Waste Transfer Station.
- One conveyor belt apparatus is stored at the site and operated on the Land. The conveyor belt apparatus is only used in connection with the Waste Transfer Station.
- One Tractor is stored at the site and operated on the Land. The Tractor is only used in connection with the Waste Transfer Station.
- One 360-degree excavator is operated on the Land. This 360-degree excavator is only be used in connection with the Waste Transfer Station.
- One screening plant is stored at the site and is operated on the Land. This screening plant is only used in connection with the Waste Transfer Station.
- One crusher is stored at the site and is operated on the Land. This crusher is only used in connection with the Waste Transfer Station.
- One loading shovel is stored at the site and operated on the Land. This loading shovel is only used in connection with the Waste Transfer Station.
- One generator is stored at the site and operated on the Land. This generator is only used in connection with the Waste Transfer Station.
- Only seven 18 tonne skip HGVs are parked and maintained at the site and operated from the Land.
- Only two 7.5 tonne Canter HGVs are parked and maintained at the site and operated from the Land.
- Only one 32 tonne HGV tipper is parked and maintained at the site and operated from the Land.
- Only two Portacabins are located on the site. One on the western boundary and one to the east of the Land.

Limitations relating specifically to waste materials:

- Waste materials are transferred onto The Land broadly in the following proportions:

Mixed construction and demolition (70%)
Soils and stones (minor non-hazardous) (16%)
Wood (3%)
Mixed metals (1%)
Gypsum based construction material (4%)
Mixed municipal waste (6%)

Reasons:

The details provided by the applicant, third parties, site visits, aerial photographs and the Council's files demonstrate on the balance of probabilities that the uses and associated operational development described in the First Schedule to this certificate have been continued on the Land for a period of 10 years preceding the application date of the 5th December 2023.

Second Schedule

The uses hereby certified as not lawful are:

- Plant and machinery including a 'grab or magnet type machine' and 'trommel' stored and operated on the Land.
- Parking and maintenance of a road sweeper used in connection with the Waste Transfer Station on the Land.
- Stationing of mobile trailer type living accommodation units for operatives based at the Waste Transfer Station on the Land.

Reasons:

The uses set out in the Second Schedule have not been demonstrated on the balance of probabilities to be lawful uses within the meaning of section 191(2) of the 1990 Act as there is insufficient evidence that they have been carried out on the Land with sufficient continuity over a ten year period to preclude enforcement action for the breach of planning control.

For the avoidance of doubt this Certificate relates to the area shown on the plan submitted with the application and as shown in red on Plan 2 but does not control either of the following areas within the planning unit shown in blue on Plan 2:

- i) the use of the land to the south which is the subject of planning permission no. P17/S4066/CM (MW.0098/17) for "*change of use for the storage of recycled material on land to the south of the primary working area. In addition to storage of recycled materials it is proposed to store empty waste skips in the ancillary area;*" or
- ii) the use of the land to the north which is the subject of planning permission no. P17/S4069/CM (MW.0099/17) for "*change of use of a small part of the application site to allow motor vehicles to park on land to the north of the primary working areas.*"

The Committee were addressed by the following registered speakers:

- Councillor Freddie VanMierlo addressed the Committee as Councillor for the Chalgrove & Watlington Division. He advised that he had asked for the application to come to the Committee in the interests of transparency, and to give the Parish Council an opportunity to voice their concerns. He addressed his own concerns with the lack of enforcement that had taken place allowing the development to operate in an irregular manner, and in particular vehicular movements through the village. In response to questions from the Committee he confirmed his agreement with the report and recommendation as submitted and welcomed the opportunity presented to Ewelme Parish Council to address their concerns directly to the Committee.

- David Soloman, Chair of Ewelme Parish Council thanked the Committee for allowing them the opportunity to express their views. He advised that the Parish Council agreed with the recommendation submitted within the addenda and outlined their original concerns which had since been addressed in the response received by the Officers and asked that the Committee approve the proposed CLEUD subject to the incorporation of the enclosed addenda. He outlined some remaining concerns regarding the issue of mud on the public road, the problems of monitoring the compliance of the conditions of the CLEUD, and the problem of enforcement which has proved an issue in the past.
- Frank Dixon, Planning Consultant and agent for Hazell & Jefferies addressed the Committee to object to the recommendation as set out in the published committee report and highlighted that the report contained certain errors which should be the subject of negotiation between the applicant and the Council. As an example, he identified that operating hours had been listed as a limitation, and questioned the validity of this evidence, as they had not submitted any evidence of operating hours. He highlighted that if the CLEUD was agreed by the Committee, the company would be in breach of the issued CLEUD from the next working day.
- Christopher Stanley, General Manager of Hazell & Jefferies addressed the Committee to object to the recommendation as set out in the published committee report and advised that they had not received the addenda that had been published. He thanked Councillor Freddie VanMierlo for his explanation as to why the application had been brought to Committee. He advised that he would welcome any requests from Councillors to visit the site, and as yet had not received any such requests. In response to comments raised regarding vehicle movements, he advised that it would not have been possible to provide evidence on the number of vehicles coming to and from the site over the past 10 years, as this was not information they would hold or have to provide evidence of for tax purposes or to the Environment Agency. He expressed his concern regarding some of the limitations applied to the CLEUD and questioned how some of the evidence had been provided for in the report and asked the Committee to instruct Officers to engage with the applicant's comments and reconsider the report based on those comments.

In response to questions asked by the Committee, Frank Dixon and Christopher Stanley clarified the following:

- Most of the lorries would be 4-axle vehicles with sheeted covers carrying a maximum load of 18 tonnes, however not all vehicular movements would be carrying waste to and from the site.
- They had only received notification of the schedules in the last week, and did not feel they were given adequate time to review these and had not received any representations via the Council's Planning Portal from third parties.
- Whilst there were no fixed operating hours, the usual start time for skip lorries leaving the site would be from 0600 hours, however wished to note that there were many other lorries using the neighbouring roads around the site at the same time. He advised that although the report had stated operating hours between 0700 hours and 1900 hours, these times would not be acceptable due to issues with traffic etc, and an earlier start time would be the most efficient for the business. In response to further questions, the Committee were advised that the company does not adhere to any strict timings, and were dependent on need, but

as shown by the evidence and comments made, have been operating above those hours listed.

- Statutory Declarations from staff would be the only type of evidence that could be submitted by the company to support evidence of operating hours and the use of living accommodation on the site. The company had already submitted a Statutory Declaration from the Managing Director of the Hazell & Jefferies and asked if the validity of this document was being called into question.
- The site would be lit for health and safety reasons if there were people working on site.
- The report stated that there were to be no more than 50 movements per day of operational vehicles transporting material into and out of the Land, however that low number would not be viable for the company.
- As highlighted above, when the number of vehicle movements in and out of the Land during the past 10 years had been requested by the Council in September 2024, the company had advised Officers that this type of information was not available due to the nature of the business.
- The site was purchased in 2002 with the benefit of a Certificate of Lawfulness, and following advice received from the agent, the level of operation had been increased without a material change of use, the Council had monitored the site over this time and had made the suggestion to apply for an updated CLEUD in order to regularise the position which had become irregular. For the application to be considered unlawful, the Council would have to demonstrate this and start enforcement action.

In response to questions from the Committee, David Periam, Planning Development Manager and Enya Dale, Assistant TDM Officer advised the following:

- The operating hours as per the schedules contained within the Certificate of Lawfulness form part of the planning history of the application of the site and the Council had not received any other evidence to provide alternative hours than those applied from the original Certificate attached to the site.
- The addenda had been published on Friday and apologised that this had not been provided to the applicant, however advised that this amendment had only clarified the recommendation with the use of 'Land' and its meaning and a small change to the wording of the limitation on vehicle movements but not to the daily numbers of operational vehicle movements. In particular he advised that the addendum had not amended the Recommendation with regard to the limitations on the hours of site operation.
- The number of vehicle movements had been derived from a response to a Planning Contravention Notice issued in 2008, and no other evidence had been received from the applicant who had advised they did not hold this information.

Cllr Ted Fenton left the meeting and did not return.

- There had not been any evidence received to conclude that a trommel had been in use at the site for the 10-year period.
- There was no evidence presented in any of the Council's monitoring reports that provided information on the operating hours or number of vehicle movements to and from the site.

- It was confirmed that operating hours were contained within the existing Certificate attached to the site, and if the CLEUD was agreed with the existing operating hours in place and the applicant was not in agreement with these, they would have the standard right of appeal.

David Periam advised the Committee that they have been asked to take a view on the evidence provided before them in applying the CLEUD as set out in the recommendation published in the addenda, and if they felt that there was insufficient evidence provided to enable them to do so, they could delegate the decision to Officers on receipt of any additional evidence received. If this was the case, the Parish Council could be provided an opportunity to review any additional evidence provided by the applicant on the specific points raised regarding operating hours and vehicle movements, prior to any decisions being taken by Officers.

Councillor Felix Bloomfield proposed to **REJECT** the Officers' recommendation in the addenda which was seconded by Councillor Bob Johnston and requested that the application be deferred for the applicant to provide additional evidence and brought back to the Committee with the additional evidence provided. The Parish Council would be given the opportunity to comment on the additional evidence.

On the above being presented to the Committee and put to the vote, the following was agreed: For = 6, Against = 3, Abstain = 1, and the motion was carried.

..... in the Chair

Date of signing

Division Affected – Chalgrove & Watlington

PLANNING AND REGULATION COMMITTEE

Date 31st March 2025

**Application for a Certificate of Lawfulness of Existing Use or Development
for retention of a Waste Transfer Station**

Report by Planning Development Manager

Contact Officer: Enya Dale **Tel:** 07548 103526

Location: Rumbolds Pit, Eyres Lane, Ewelme Wallingford,
Oxfordshire, OX10 6HF

Applicant: Hazell and Jefferies Ltd

Application No: MW.0171/23 **District Reference:** P23/S4255/CM

Application received date: 5th December 2023

Consultation Period: 15th December 2023 – 7th January 2024
13th February 2025 – 7th March 2025

District Council Area: South Oxfordshire

Introduction and Background

1. This application seeks to gain a Certificate of Lawfulness of Existing Use or Development (CLEUD) under Section 191 of the Town & Country Planning Act 1990 (“the 1990 Act”) as amended. The applicant claims that the land has been in use for over 10 years as a waste transfer station at the date of the application (5th December 2023).
2. The application was originally reported to the meeting of Planning and Regulation committee on 25th November 2024 where the consideration of the application was deferred to allow for further evidence to be submitted.
3. This report should be read in conjunction with the initial report and report addenda provided to Planning and Regulation Committee on 25th November 2024.
4. The committee report, report addenda and minutes from 25th November 2024 Planning and Regulation Committee can be found on

the County Council's website: [Agenda for Planning & Regulation Committee on Monday, 25 November 2024, 2.00 pm | Oxfordshire County Council](#)

Submitted Additional Evidence

5. On 24th January 2025 the applicant submitted two additional statutory declarations to support the claimed uses and operational development to be covered in the certificate and to address limitations proposed by officers. Both statutory declarations can be viewed in Appendices E and F of this report. Details of the claimed uses and operational development and the proposed limitations can be found in paragraphs 13 and 47 of the previous committee report.

The additional submitted evidence, along with all initial evidence submitted for the application (other than Appendix G which contains personal information), are available to view on the County Council's applications website: [Planning Register | Oxfordshire County Council](#) .

6. The County Councillor for Benson and Cholsey, County Councillor for Chalgrove and Watlington, District Council, Benson Parish Council, Ewelme Parish Council and the Environment Agency were consulted on the additional evidence and invited to submit any additional evidence that they held to demonstrate on the balance of probabilities whether the use(s) claimed had or had not been ongoing for a period of ten years. A summary of the responses are as follows:
7. County Councillor for Benson and Cholsey – No response received
8. County Councillor for Chalgrove and Watlington – Objection

The applicant has only been able to produce statutory declarations from its employees. No evidence in the form of photo, invoices, bills, letters, etc. have been provided.

I do not believe the additional statutory declarations should be considered sufficient evidence without supporting data; they cannot be corroborated.

Given this decision should only be taken on the basis of the evidence and no other planning considerations, the officers original recommendation set out in Schedule 1 and 2 with the limitations laid out should be accepted by the Planning and Regulation Committee when it next convenes on this application.

If the applicant wishes to change the use of the land and its operating hours a new planning application should be made on this basis, rather than as a certificate of existing and lawful use.

I note the comments of South Oxfordshire District Council, which restates its position that 'it would seem on the balance of probabilities test it is not met at this stage'.

9. South Oxfordshire District Council – Comments dated 24th January 2024 remain.
10. Benson Parish Council - Objection

Benson Parish Council is very concerned about the increasing number of Skip and Planing HGV's passing through Benson (using Watlington Road, Castle Square, Oxford Road and Church Road) on their way to and from Hazell & Jefferies' Rumbolds Pit site on Eyres Lane. We concur fully with the comments made by Ewelme Parish Council in their responses to the CLEUD and, on Friday 7th March 2025, we ran our own full day vehicle count exercise to establish whether the levels of H&J HGV traffic passing through Benson were commensurate with those experienced by Ewelme. Given that H&J has a duty to share the traffic evenly between the two parishes, it came as no surprise to us to find that we recorded almost identical results to Ewelme's - 80 trips in total. Based on a single day count, it is clear:

- The combined daily total of trips across Benson and Ewelme is likely to be around 160 - over 3 times the 50 daily trips allowed under the CLEUD
- The Planings traffic is much more significant than the Skips traffic (as everyone along the route has always contended) - in our single day exercise, Planings HGV's accounted for over 75% of the total traffic
- The failure by the contractor to provide any data on Planings traffic seems evasive and is simply not acceptable.

The growth of the business has reached a point where all parties need to review honestly and pragmatically whether it has outgrown this particular site. In our view, the appropriate way to address this question is not in a review to extend an existing and outdated CLEUD certificate, but via a planning application, including a public hearing if needs be.

11. Ewelme Parish Council – Objection

The main concern of Ewelme Parish Council (EPC) throughout this process has been the number of HGVs entering and leaving the site, and the disturbance and danger they represent upon the narrow roads through Ewelme. The new statements offered by Mr Miles and Mr Daniel do not include any further information on the history of overall vehicle numbers. Our earlier objections and observations, and our support for the conditions limiting vehicle numbers which were proposed by OCC and were tabled at the meeting on November 25 last, should remain on record. We have

provided a brief summary note on the EPC observations on the level of HGV traffic; we would be grateful if this could be given consideration.

With respect to staff being accommodated on the site, we are concerned that this represents a change in the nature of the operation. The only specific mention within the statements is of numbers of staff accommodated on site in 2009, well before the ten-year period of reference for the CLEUD currently under consideration. This seems to be a rather thin evidence base for including staff accommodation within the list of activities allowed by the CLEUD. EPC can offer no specific information on staff accommodation on site.

Similarly, the evidence offered for the level of night-time operation seems to be notably non-specific. Some recent night-time vehicle movements (February 2025) have caused significant disturbance to residents along the route used. We would be very concerned if the schedule of operations recognised under the CLEUD were to include frequent night operation of trucks to and from the site, without very specific information on the extent to which this had in fact taken place in the reference period of ten years ending on December 5 2023.

12. Environment Agency – No comment

Third Party Responses

13. No third-party responses were received during the consultation of the additional evidence.

The Approach to the Consideration of this Application

14. As set out in paragraph 23 in the initial committee report (dated 25/11/2024), the application rests upon the examination of evidence and not matters of planning judgement, planning merit or planning policy.
15. The applicant must demonstrate on the balance of probabilities that a material change of use (including any ancillary operational development) of the planning unit has taken place over a continuous period of ten years preceding the date of the application.

Analysis - Comments of the Planning Development Manager

16. Further to the Committee's decision on the 25th November 2024 to defer for the applicant to submit further evidence, the additional evidence submitted has covered matters concerning hours of operation, overnight operations and residential use. I will address each matter in turn.

Hours of Operation:

17. Statutory declarations provided by Mr Miles and Mr Daniel state the typical daily hours which the site has operated within in the last ten years. On the

basis of this additional evidence, officers recommend that the hours of operation are finalised to:

Gates open for the receipt and export of waste and recycled materials and for site operations:

Between 0600 hours and 1900 hours Mondays to Fridays; and

Between 0600 hours and 1500 hours Saturdays.

Gates closed other than for staff access and the site operates solely for maintenance functions:

Between 1500 hours and 2100 hours Saturdays; and

Between 0900 hours and 1300 hours Sundays and Bank Holidays

18. The First Schedule limitations have been revised to reflect these hours.
19. Mr Miles' Statutory declaration sets out the types of activities which are undertaken when the gates are closed. These have been set out in the First Schedule limitations.

Over Night Operations:

20. Statutory declarations by Mr Miles and Mr Daniel provide some detail on the overnight operations which take place occasionally at the waste transfer station. There is a lack of sufficient and precise evidence to show that the site has been operating overnight continuously for the relevant ten years period. Therefore, overnight operations are not recommended to be included within the scope of the certificate. Operating hours at The Land will be restricted to those set out above.

Residential use:

21. Statutory declarations provided by Mr Miles and Mr Daniel along with the council's own internal evidence is now considered to demonstrate that on the balance of probabilities there has been the 'stationing of mobile trailer type living accommodation units for operatives based at the waste transfer station and recycling centre'. This supports the applicants claim (f) and therefore has been scoped into the First Schedule.
22. Limitations regarding the living accommodation have been set out in the First Schedule. Only staff members who work at the waste transfer station reside in this accommodation and a maximum of 4 members of staff have consistently done so. A maximum of two 'mobile trailer accommodation units' are stationed within the Land at any one time. A map has been provided in Appendix C to demonstrate where the mobile trailers are located (and have been located for the last ten years).
23. Statutory declarations provided by Mr Miles and Mr Daniel along with the council's own internal evidence can establish that, on the balance of

probabilities, there has been a permanent building onsite. The building is associated with the residential use - being a single storey concrete block structure providing two WCs, two shower cubicles, a mess room and a laundry room fitted with a washing machine and dryer.

24. Limitations regarding the permanent structure have been set out within the First Schedule. A map has been provided within Appendix B to demonstrate where the permanent building is located.

Conclusion

25. The additional evidence provided for the application has altered the recommendation which was previously put forward to committee on 25th November 2024. Whilst the principles of the Officer's recommendation remain as was put forward to committee on 25th November 2024, the claimed uses set out in the First Schedule have been amended to include residential use and development on the Land as there is sufficient evidence that the claimed use and development has been present on the Land for the past 10 years.
26. The additional evidence provided to the application has identified additional limitations necessary for the inclusion in the First Schedule of the Certificate. Additional limitations include those relating to the residential use and development on the Land. Alterations have been made to the limitation specifying the hours of operation.

Financial Implications

27. Not applicable as the financial interests of the County Council are not relevant to the determination of planning applications.

Legal Implications

28. Legal comments and advice have been incorporated into the report.

Equality & Inclusion Implications

29. In accordance with Section 149 of the Equality Act 2010, in considering this proposal, due regard has been had to the need to:
 - Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act.
 - Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it.
 - Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

30. It is not however considered that any issues with regard thereto are raised in relation to consideration of this application.

RECOMMENDATION

31. **It is RECOMMENDED that a Certificate of Lawful Existing Use or Development is GRANTED for the MW.0171/23 application site (as shown edged red on the Location Plan within Appendix 1 and described in the Certificate as “the Land”), for the uses indicatively set out in the First Schedule below. Final wording of the Certificate to be delegated to the Planning Development Manager in consultation with the Director of Law and Governance.**
32. **The claimed uses, as set out in Schedule 1, are considered lawful within the meaning of Section 191(2) of the 1990 Act. Oxfordshire County Council considers that there is, on the balance of probabilities, sufficient evidence that the claimed use has been carried out on the Land for the past 10 years. The issue of a Certificate of Lawful Existing Use and Development on the terms set out below is accordingly justified.**

First Schedule

The uses hereby certified as lawful are:

- (a) The receipt of waste via HGV skip lorries, tipper lorries, agriculture tractors and trailers and light goods vehicles (including vans and pickup trucks only) with or without trailers.
- (b) Sorting and segregating waste material by various mechanical methods and processes (as set out in description c) for either transfer off site as waste to other processors or landfill, or for recycling on site by crushing, grading and washing to produce usable secondary aggregates for the building, construction and civil engineering industries.
- (c) Stationing of both static and mobile plant and machinery at the land for use in receiving, unloading, handling, moving, stockpiling, sorting, segregating, grading, crushing and loading waste and recycled materials at the land. Such plant and machinery only includes conveyor belt apparatus, crusher, loading shovel, rubber duck, 3 way screener, generator and tractor.
- (d) Parking and maintenance of HGV tipper lorries and skip lorries used in connection with the waste transfer station.
- (e) Stationing of mobile Portacabin type offices for use in connection with the management and operation of the waste transfer station.
- (f) Stationing of 2 x mobile trailer type living accommodation units for

operatives working on The Land.

Throughout this Certificate the uses set out above are referred to collectively as a “waste transfer station.”

Subject to the following identified limitations

General limitations:

- The amount of waste received on the Land does not exceed 16,406 tonnes per annum.
- No materials stored on the Land are stored at a height exceeding the height of the surrounding bunds.
- The gates to the Land are open for the receipt and export of waste and recycled materials and for site operations:
Between 0600 hours and 1900 hours Mondays to Fridays; and
Between 0600 hours and 1500 hours Saturdays.
- The gates to the Land are closed other than for staff access and the Land operates solely for maintenance functions:
Between 1500 hours and 2100 hours Saturdays; and
Between 0900 hours and 1300 hours Sundays and Bank Holidays
- Maintenance functions are limited to, clearing drains, cleaning the weighbridge pit, repair & maintenance of concrete hardstanding, toilet and messroom cleaning, repainting and reorganising unprocessed waste, processing equipment repair and vehicle repairs.
- There are no more than 50 movements per day (25 in 25 out) of operational vehicles into and out of the Land.
- There are no more than 14 movements per day (7 in 7 out) of vehicles relating to staff movements into and out of the Land.
- There are no more than 19 employees at the site.
- All materials stored on the land are not processed by mechanical means other than by using plant and machinery stored on the Land.
- The static and mobile plant stationed on the Land are only used in connection with the Waste Transfer Station.
- One conveyor belt apparatus is stored at the site and operated on the Land. The conveyor belt apparatus is only used in connection with the Waste Transfer Station.
- One Tractor is stored at the site and operated on the Land. The Tractor is only used in connection with the Waste Transfer Station.
- One 360-degree excavator is operated on the Land. This 360-degree excavator is only be used in connection with the Waste Transfer Station.
- One screening plant is stored at the site and is operated on the Land. This screening plant is only used in connection with the Waste Transfer Station.
- One crusher is stored at the site and is operated on the Land. This crusher is only used in connection with the Waste Transfer Station.
- One loading shovel is stored at the site and operated on the Land. This loading shovel is only used in connection with the Waste Transfer Station.
- One generator is stored at the site and operated on the Land. This generator is only used in connection with the Waste Transfer Station.
- Only seven 18 tonne skip HGVs are parked and maintained at the site and

- operated from the Land.
- Only two 7.5 tonne Canter HGVs are parked and maintained at the site and operated from the Land.
- Only one 32 tonne HGV tipper is parked and maintained at the site and operated from the Land.
- Two Portacabins, used only for office use, are located on the site. One on the western boundary and one to the east of the Land.
- Two mobile trailers, used only for residential purposes, are located on the site. The trailers are in the location as shown in Appendix C of this report. A maximum of four members of staff who work at the Land reside in this accommodation at any one time.
- The permanent structure, as shown in Appendix B of this report, is only used as an ancillary use to the residential accommodation on the Land. The structure is a single storey concrete block which provides two WCs, two shower cubicles, a mess room and a laundry room fitted with a washing machine and dryer.

Limitations relating specifically to waste materials:

- Waste materials are transferred onto The Land broadly in the following proportions:

Mixed construction and demolition (70%)
 Soils and stones (minor non-hazardous) (16%)
 Wood (3%)
 Mixed metals (1%)
 Gypsum based construction material (4%)
 Mixed municipal waste (6%)

Reasons:

The details provided by the applicant, third parties, site visits, aerial photographs and the Council's files demonstrate on the balance of probabilities that the uses and associated operational development described in the First Schedule to this certificate have been continued on the Land for a period of 10 years preceding the application date of the 5th December 2023.

Second Schedule

The uses hereby certified as not lawful are:

- Plant and machinery including a 'grab or magnet type machine' and 'trommel' stored and operated on the Land.
- Parking and maintenance of a road sweeper used in connection with the Waste Transfer Station on the Land.

Reasons:

The uses set out in the Second Schedule have not been demonstrated on the balance of probabilities to be lawful uses within the meaning of section 191(2) of the 1990 Act as there is insufficient evidence that they have been carried out on the Land with sufficient continuity over a ten year period to preclude enforcement action for the breach of planning control.

For the avoidance of doubt this Certificate relates to the area shown on the plan submitted with the application, included within Appendix A of this report, but does not control either of the following areas within the planning unit shown in blue on the plan within Appendix D:

- i) the use of the land to the south which is the subject of planning permission no. P17/S4066/CM (MW.0098/17) for *“change of use for the storage of recycled material on land to the south of the primary working area. In addition to storage of recycled materials it is proposed to store empty waste skips in the ancillary area;”* or
- ii) the use of the land to the north which is the subject of planning permission no. P17/S4069/CM (MW.0099/17) for *“change of use of a small part of the application site to allow motor vehicles to park on land to the north of the primary working areas.”*

Appendix A – Location Plan

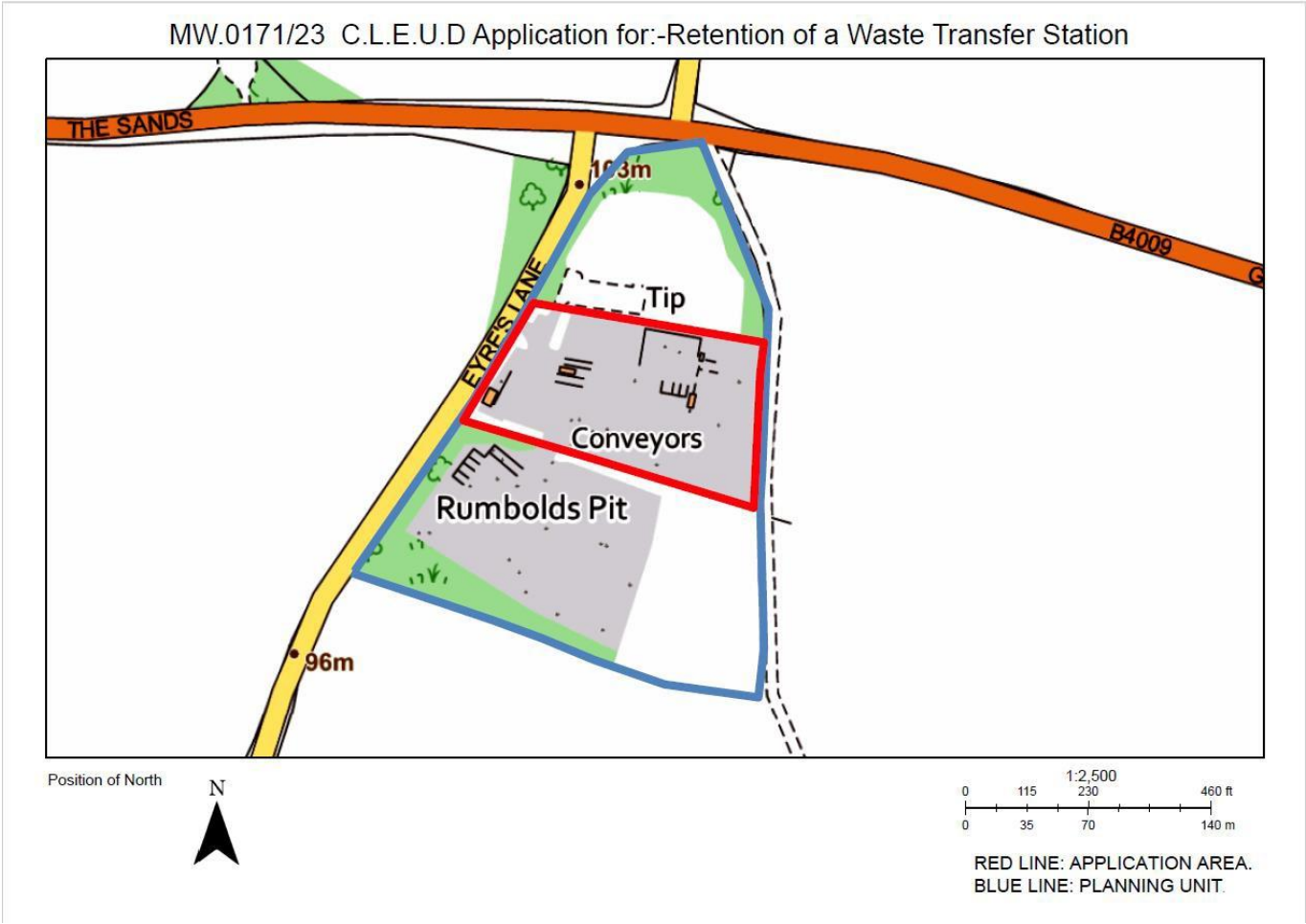


Appendix B – Permanent Structure Location



Appendix C – Mobile Trailer Locations





Appendix E – Mr Miles Statutory Declaration

I, Kenneth Charles Miles of [REDACTED] do

SOLEMNLY AND SINCERELY DECLARE as follows:

- 1 I am employed by Hazell and Jefferies Ltd (hereinafter referred to as 'the Applicant') whose registered office is situated at Mount Pleasant Farm, Coombe End, Whitchurch Hill, Pangbourne, Reading, RG8 7TB. The Applicant is engaged in public works and civil engineering construction as well as the operation of a waste transfer station situated at Rumbolds Pit, Eyres Lane, Ewelme, Oxfordshire, OX10 6HF
- 2 I make this statutory declaration in support of an application for a Certificate of Lawfulness of Existing Use or Development in respect of the existing use of the waste transfer station at Rumbolds Pit, Ewelme (hereinafter referred to as 'the application site'). The application was made to Oxfordshire County Council (OCC) in its capacity as waste and minerals planning authority. The application was given the reference number MW.0171/23 by OCC.
- 3 The application was made for the continued use of land as a waste transfer station and recycling centre, full details of which were provided with the application. I am familiar with the application details and believe that the application details represent a fair and accurate description of the activities which have taken place on the application site for a period of almost 20 years.
- 4 I have been employed by the Applicant for about 40 years. For about the past 20 years I have been based full time at the application site. My position is that of Senior Supervisor.
- 5 I first inspected the application site at about the end of 2003 when the applicant was in the process of purchasing the site. I worked with [REDACTED]

██████████ to devise the working plan for the application site. At that time the application site was owned and operated by ██████████. Under ██████████ ownership the application site was operated in a haphazard and inefficient manner. It was also visually intrusive; in fact, it was a complete eyesore. ██████████ then sold the site to the Applicant. I do not recall the exact date of the sale but it was in or about the end of 2003. I was then responsible for the implementation of the working plan immediately the application site had been purchased by the Applicant.

Application Site Workers' Temporary Living Accommodation

- 6 Recruiting labour to operate equipment and generally to work within the application site was initially quite difficult. From 1st May 2005 the applicant began recruiting foreign labour, mainly from Eastern Europe. In order to attract such foreign workers, it was necessary to provide caravan type temporary accommodation on the application site.
- 7 From 2005 to date foreign workers have used temporary site accommodation. There are usually between 4 and 6 workers living on the application site at any time. Workers have been accommodated on site continuously since 2005.
- 8 To ensure a high standard of living arrangements, a single storey, concrete block structure which existed on the application site at the time the application site was purchased and used as a WC and welfare room, was renovated in 2005. The renovations consisted of the provision of 2 No WCs, 2 No shower cubicles, a mess room and a laundry room fitted with a washing machine and dryer.
- 9 Some workers have gone on from use of the temporary site accommodation to rent property locally and remain employed at the application site, others have returned home or moved elsewhere.

- 10 In general, I would say the temporary site accommodation has been used as a 'stepping stone' for foreign workers. The accommodation has been a valuable recruitment aid.
- 11 It has always been made clear to foreign workers that the on-site accommodation was a temporary arrangement for each worker to allow them to find more permanent accommodation locally. I believe that this arrangement has helped many good and reliable foreign workers settle in the UK. The Applicant has secured the services of some excellent workers because of the arrangement.
- 12 Waste transfer stations in general are a target for thefts and vandalism. Whilst workers have been living on site this problem has been minimized. I recall that [REDACTED] had a theft and security problem which he also resolved by having people live on the application site. It is a condition of employment that the workers living on the application site provide security duties.

Application site working hours

- 13 It is generally the case that I am first to arrive at the application site each morning. I usually arrive at 5.45 am and I ensure that the application site entrance gates are open just before 6.00 am each day from and including Monday to Saturday.
- 14 The normal operating hours for the receipt of waste for processing is normally 6.00 am until 7.00 pm Monday to Friday. On Saturday waste is received from 6.00 am until 3.00 pm. The waste is received via the Applicant's own skip lorries. The Applicant's own tipper trucks and third party vehicles.
- 15 Maintenance of plant, equipment, and vehicles generally takes place each Saturday afternoon. In the summer months the maintenance can

go on until 9.00 pm or so, but it is usual to try to finish Saturday maintenance by 7.00 pm

- 16 Each Sunday infrastructure repair and maintenance takes place. This involves cleaning drains, cleaning the weighbridge pit, repair, and maintenance of concrete hardstandings, toilet and messroom cleaning and repainting, and reorganizing unprocessed waste to ensure internal routes are clear. Any major processing equipment repairs are also undertaken on Sundays as well as the larger repairs to vehicles.
- 17 Whilst maintenance and repairs are ongoing on Saturday afternoons and each Sunday the roadside gates are kept closed.

Night shift working

- 18 An exception to the above hours is when night shifts are worked.
- 19 It is very often the case that motorway and trunk road maintenance occurs overnight. The Applicant is very often engaged in these works, e.g. on M4, M40, A404, A34, and is charged with, among other public works tasks, of removing road planings overnight by tipper lorry from motorway and trunk road maintenance sites.
- 20 These removal works are generally undertaken from about 8.00 pm until about 6.00 am and can occur on any night of the week. The planings are considered by the EA to be a waste. Consequentially, the road planings are tipped at the application site. The material is brought to the application site overnight for processing on the next working day.
- 21 There is no regular pattern to night shift planings deliveries. The work is sporadic. It could occur as a single night in any particular week, or several consecutive nights in a week. I would estimate that night shift waste planings deliveries to the application site take place on about 80

nights per year as a maximum. Some years it is less but I cannot be more accurate as the work is very sporadic.

AND I MAKE this solemn declaration conscientiously believing the same to be true and by virtue of the Statutory Declaration Act 1835

DECLARED by the said Kenneth Charles Miles)



FIELD SEYMOURPARKES LLP
1 LONDON STREET
READING
RG14PN

Appendix F – Mr Daniel Statutory Declaration

I, Miroslav Daniel of [REDACTED]

[REDACTED] do SOLEMNLY AND SINCERELY

DECLARE as follows:

- 1 I am employed by Hazell and Jefferies Ltd (hereinafter referred to as 'the Applicant') whose registered office is situated at Mount Pleasant Farm, Coombe End, Whitchurch Hill, Pangbourne, Reading, RG8 7TB. The Applicant is engaged in public works and civil engineering construction as well as the operation of a waste transfer station situated at Rumbolds Pit, Eyres Lane, Ewelme, Oxfordshire, OX10 6HF
- 2 I make this statutory declaration in support of an application for a Certificate of Lawfulness of Existing Use or Development in respect of the existing use of the waste transfer station at Rumbolds Pit, Ewelme (hereinafter referred to as 'the application site'). The application was made to Oxfordshire County Council (OCC) in its capacity as waste and minerals planning authority. The application was given the reference number MW.0171/23 by OCC.
- 3 The application was made for the continued use of land as a waste transfer station and recycling centre. I understand that full details of the existing use were provided with the application. I am familiar with the application site and all the commercial activities which take place there.
- 4 I have been employed by the Applicant since May 2004. I have been based full time at the application site, without interruption, from the time I started to work for the Applicant. My position is that of Site Foreman.

- 5 When I first came to the UK from the [REDACTED] to work at the application site my living accommodation for the first 7 or 8 months was a room in [REDACTED] house in [REDACTED]. A space then came up in the living accommodation on the application site and I took it. I lived on the application site in a living unit from about January 2005 until sometime in about 2008. I was then offered a caravan at [REDACTED] and have lived there ever since.
- 6 Whilst I lived on the application site there were three other workers from the [REDACTED] living there. These were [REDACTED]
- 7 Workers using the onsite living accommodation have changed over the years. For the period from January 2005 to date the onsite living units have been occupied by people working at the application site. Usually there have been variously 4, 5 or 6 people in occupation. Some have been agency staff who have used the accommodation for short periods, others have been long term staff like myself who have used the accommodation for several years.
- 8 The temporary accommodation is in the form of purpose made construction site living units. These units are built as trailers and can be moved by a towing vehicle.
- 9 I now turn to the application site working hours. For the entire period I have worked at the application site the morning starting time has always been 6.00 am. Usually, we aim to finish by 7.00 pm each evening. On Saturdays we aim to close the gates to traffic by about 3.00 pm but often people are working in the application site after this time, although the gates are normally closed at about 3.00pm
- 10 Most Sundays maintenance work is carried out but the gates are closed and deliveries usually not accepted. The exception to this is when road plannings are coming in to the application site from major

road maintenance contracts. These contracts usually take place overnight. When these contracts are running the application site must take the road plannings whatever time they come in. The normal pattern is for road planning to start arriving at about 8.00 pm and the deliveries go on until the early hours of the morning or often through until 6 or even 7 am.

- 11 The road plannings deliveries are erratic. Some months it is possible that none will arrive and in other months deliveries could occur on 10 or 12 nights.
- 12 The recycling plant does not work at night, but when road plannings are being delivered the yard lights are on for safety and one or two wheeled loading shovels may be employed stockpiling the road plannings

AND I MAKE this solemn declaration conscientiously believing the same to be true and by virtue of the Statutory Declaration Act 1835

DECLARED by the said Miroslav Daniel)



FIELD SEYMOUR PARKES LLr
1 LONDON STREET
READING
RG1 4PN

Divisions Affected – All

PLANNING AND REGULATION COMMITTEE

Date 31st March 2025

Update to the Local List of Validation Requirements for County Matters (Minerals & Waste) and County Development (Regulation 3) Planning Applications submitted to the County Council

Report by Planning Development Manager

Contact Officer:

Abbie Li

Tel: 07393 001 257

Recommendation

It is **RECOMMENDED** that the proposed Local List of Validation Requirements 2025, as set out in Annex 1 of this report, is adopted to replace the Local List of Validation Requirements 2023, in order to meet the statutory requirement of updating the List.

Introduction

1. It is a statutory requirement to update the Local List of Validation Requirements for County Matters and County Development Planning Applications, hereby referred to as the Local List, at least every two years. If it is not revised within two years, then it cannot be used for the purposes of validating planning applications.
2. The Planning and Regulation Committee most recently considered an updated Local List in December 2019 and resolved to adopt and publish the document after a 3-week public consultation. The Local List 2021 was published in August 2021 following a public consultation in Summer 2021. To meet the requirements of being reviewed every two years, it was reviewed and republished without changes in September 2023. A full review was undertaken in 2024 following the introduction of statutory Biodiversity Net Gain (BNG). The Local List was first reviewed by internal consultees following an internal consultation that ran between 19/01/2024 to 09/02/2024.
3. This application is for the adoption of the proposed Local List 2024, that underwent a formal public consultation period between 11/11/2024 to 02/12/2024. A total of 25 responses were received, six from external consultees, and nineteen were received from internal consultees. The majority of responses provided suggestions or comments for amendments in the Local List, while others either had no objection or no comments to make.

4. A summary of the consultation responses received are provided in Annex 2. The full versions can be viewed on the Planning Register website, using the reference [LL.0119/24](#).
5. The proposed Local List September 2024 is provided in Annex 1 and the current Local List 2023 is available on the [Council's website](#) as guidance for when making a planning application.

Modifications Following Internal Consultation (January-February 2024)

6. Several additions and changes were incorporated into the Local List following internal consultation, of which includes:
 - Text referring to the Aftercare and Restoration scheme was updated to include requirements on securing Biodiversity Net Gain (BNG).
 - Information on Biodiversity Assessment was also similarly updated with references to new legislation and BNG requirements.
 - Additional information on desk-based assessments for Heritage and Archaeological Statements was included.
 - The addition of the Biodiversity Net Gain – Further Information, Carbon Management Plan, Climate Impact Assessment and Health Impact Assessment.
 - The graph in Appendix 1 was updated to show optimal Ecological Survey Seasons.
 - Information regarding DEFRA European Protected Species policies and information on the Great Crested Newt Licence was also updated in Appendix 3.
7. Further minor changes to update all references and links to the 2021 National Planning Policy Framework to refer to the 2024 National Planning Policy Framework. Similarly, all references to Areas of Outstanding Natural Beauty (AONB) have been revised to refer to National Landscapes (NL). Links to relevant planning policy drivers and related guidance have been updated.

Modifications Following Public Consultation in (November-December 2024)

8. Internal consultees provided further clarification on sections relevant to their expertise in the Local List to ensure guidance is accurate and comprehensive. Therefore, updates to text in the Local List regarding Biodiversity, Landscape, Public Rights of Way and Transport Development Management were made. The external consultee Historic England also

requested several minor changes. The changes made in response to the consultation comments includes:

- The incorporation of references to mandatory BNG requirements for all application in the text as well as Validation Checklist tables. Several clarifications and additional information provided as well as links to the relevant BNG Planning Practice Guide page. Inclusion of the reference to Oxfordshire's Local Nature Strategy (LRNS), which is due for completion in Autumn 2025 and its importance for strategic developments. Removal of specific species information, updates to certain terms and data.
 - An update to emphasise the requirement for the impacts of restoration on the special qualities of National Landscapes to be assessed. A statement regarding the frequent use of a Habitat Management and Monitoring Plan (HMMP), as required for BNG, to replace the role of a Landscape Management Plan (LMP), but with exceptions for certain cases where the development includes elements of structures and hard landscape. An addition of a reference in the 'Landscape and Visual Impact Assessment' to the most up to-date guidance on visualisation by the Landscape Institute as well as policy documents for road schemes. Inclusion of additional information regarding the section 'Outdoor Lighting/Floodlighting Scheme' regarding the requirements of the colour temperature in the lighting details.
 - An update to the section on 'Public Rights of Way' to include additional explanations on PRow(s) as well as changes to wording and information added.
 - Following on from the previous response of the Transport Development Management in the internal consultation period, changes were requested to for the inclusion of a Transport Assessment
 - Minor updates to the section on 'Heritage and Archaeological Statements'. Changes included a more comprehensive definition of the historic environment, consistent reference to World Heritage Sites and ensuring information is cohesive within the text.
9. In addition, amendments to all references and links referring to the 2023 National Planning Policy Framework have been updated to refer to the 2024 National Planning Policy Framework.

Financial Implications

10. Not applicable as the financial interests of the County Council are not relevant to the determination of planning applications.

Legal Implications

11. There are not considered to be any legal implications arising from this report.

Equality & Inclusion Implications

12. In accordance with Section 149 of the Equality Act 2010, in considering this proposal, due regard has been had to the need to:
 - Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act.
 - Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it.
 - Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
13. It is not however considered that any issues with regard thereto are raised in relation to consideration of the updated Local List.
14. In writing this report due regard has been taken of the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between different groups. It is not however considered that any such issues are raised in relation to consideration of the updated Local List.

Conclusion

15. This report provides details of the consultation held on proposed changes and updates to Oxfordshire County Council's Local List of Validation Requirements. Further changes have been made to the updated Local List, further to comments received during the consultation periods and it is now recommended that the updated Local List is adopted and published on the website so that it can be used for application validation purposes.

RECOMMENDATION

16. **The Planning & Regulation Committee is RECOMMENDED to adopt and publish the updated Local List of Validation Requirements, as set out in Annex 1.**

David Periam
Planning Development Manager

Annex 1 – Proposed Updated Local List March 2025

Annex 2 – Summary of Consultation Responses

Councillor Ian Snowdon

1. Responded, No Objection to the proposed document.

Councillor Susanna Pressel

2. Responded, No Objection to the proposed document.

Councillor Charlie Hicks

3. Responded, no direct comments regarding the proposed document.

West Oxfordshire and the Vale of White Horse District Councils

4. Responded, No Objection to the proposed document.

Abingdon-on-Thames Town Council

5. No Responded, No Objection to the proposed document.

Banbury Town Council

6. Responded, No Objection to the proposed document.

Faringdon Town Council

7. Responded, commented on the inclusion of a Construction Traffic Management Plan in the Local List of Validation Requirements.

Milton-under-Wynchwood Parish Council

8. Responded, No Objection to the proposed document.

Northmoor Parish Council

9. Responded, No Objection to the proposed document.

Risinghurst and Sandhills Parish Council

10. Responded, requested that applicants for new properties should be required to correctly and clearly number new properties. However, the County Council does not directly manage new properties.

Sutton Courtenay Parish Council

11. Responded, commented on the use of Section 73 planning applications and the impact on the local communities such as noise, traffic and air quality. Also raised concerns regarding the restoration and implementation of aftercare plans for the surrounding communities. For Section 73 applications, suggested the inclusion of a justifiable explanations for the application as well as evidence that it will not harm the communities and that the cumulative impact of other Section 73 application do not 'fundamentally change' the intent of the original planning decision contrary to Section 73 of the Town and Country Planning Act 1990.
12. The reasons for each condition are stated in the decision notices of the original permission and a justification for the changes, as well as the planning history of the site are usually included where Supporting Statements are provided.

Swyncombe Parish Council

13. Responded, No Objection to the proposed document.
14. Initially requested the inclusion of single/ large scale wind farms, industrial and individual scale solar panels, heat pumps and infrastructure developments in the Local List. However, as the above are usually dealt with as applications for the District Council, unless the County Council is the applicant, it is generally not required to include it in the Local List of Validation Requirements for the County Council. Following this, Swyncombe Parish Council agreed and accepted the document.

Thame Town Council

15. Responded, no comments offered.

OCC Transport Development Management

16. Responded, provided further comments regarding the wording of the Transport Assessment and Transport Statement on pages 12, 28 and 47 regarding Transport Development.

OCC Public Rights of Way

17. Responded, provided a revised replacement for the section on Public Rights of Way on page 41.

OCC Local Lead Flood Authority (LLFA)

18. No response to consultation received.

OCC Climate Action Team

19. Responded, No Objection to proposed document.

OCC Ecology

20. Responded, provided clarification for pages 3 and 4 of the section 'Pre-application discussion', regarding the emphasis of the mandatory BNG condition for all applications in order to satisfy policies of the NPPF and local planning policies. On pages 12 and 13, requested emphasis of the five-year aftercare period will also be the first five years of the 30-year Habitat Management and Monitoring Plan (HMMP). Inclusion of further information and links were also suggested. Requested the reference to The Local Nature Recovery Strategy (LNRS) on the 'Biodiversity Assessment' section on pages 15 and 16. Commented on the clarification that habitat condition assessment sheets should be of both baseline and proposed habitats on pages 17 and 18.
21. Requested the inclusion of BNG requirements in the tables listed in 'Part Three – Validation Checklists'. Additionally suggested that the information on bat survey timings on page 66 coincide with current guidance from the Bat conservation Trust. Removal of the reference to dormouse foodprint tunnels on page 67. Minor amendments and additional information, including the optimum time for 'River Habitat/MORPH' in Spring and Autumn were suggested. Requested that information on how the LNRS will influence strategic significance for developments that are subject to mandatory BNG is included.

OCC Archaeology

22. No response to consultation received.

OCC Arboricultural

23. No response to consultation.

District Council Environmental Health Officer (EHO)

24. There are no comments or objections to the updates with regard to the requirements for air quality, dust, land contamination, lighting, ventilation/extraction, and noise.

OCC Landscape

25. Responded, requested reference to a Habitat Management and Monitoring Plan (HMMP) as required for BNG, as often it can replace the Landscape Management Plan (LMP) in many situations. Commented that a separate LMP might still be required in cases where the development includes other elements not covered by the HMMP, e.g. structures or hard landscape materials and elements. Recommended the inclusion of the awareness on the impacts of the restoration on the special qualities National Landscapes. Provided additional information regarding the Landscape and Visual Impact Assessment (LVIA) as well as the section 'Outdoor Lighting/Floodlighting Scheme (including a lighting design calculation and ecology assessment)' on page 39, regarding the requirements of the colour temperature in lighting details.

OCC Mineral and Waste Policy

26. Responded, no comments offered. Requested that the link in the Mineral Resource Assessment section is corrected.

Designing Out Crime Officer

27. Responded, requested consideration on the inclusion a site Security and Access strategy for applications for major development (the site area exceeds 1 ha or more / the proposed floorspace exceeds 1,000 m² or more) and for applications regarding residential developments of 10 or more dwellings. Commented that the Security and Access strategy demonstrates that the risk of Crime and Antisocial behaviour and appropriate design measures have been taken into account regarding the development.
28. Referred to guidance available from paragraphs 96 and 135 of the NPPF 2024, Section P.3 of the National Model Design Code, and The Oxfordshire County Council Street Design Guide.
29. However, this is usually not applicable to County Matters such as mineral extraction, quarry sites and roads, but has the potential to be relevant for Regulation 3 development, including schools.

Natural England

30. Responded, No Objection to proposed document.

Chilterns Society

31. Responded, commented on the extension of the requirement to provide a Sustainability/Climate Change Statement to all Regulation 3 applications.

Historic England

32. Responded, provided comments for changes regarding the section 'Heritage and Archaeological Statements' on pages 26, 27, 48, 56 and 61. This included small amendments to the text regarding certain terms, the wording of a paragraph and the consistent inclusion of World Heritage Sites.

Exolum Pipeline System Ltd

33. Responded, No Objection to the proposed document. Confirmed the circumstances when Exolum Pipeline System Ltd should be consulted on planning applications.

National Highways

34. Responded, no comments offered.

Sport England

35. Responded, No Objection to the proposed document. Provided a copy of the consultation guidance checklist prepared by Sport England to consider.

Thames Water

36. No response to consultation received.

Environment Agency

37. No response to consultation received.

BBOWT

38. No response to consultation received.

CPRE

39.No response to consultation received.

Ramblers Association (The Footpath Secretary)

40.No response to consultation received.

Open Spaces Society

41.No response to consultation received.

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OXFORDSHIRE LOCAL LIST FOR VALIDATION

COUNTY MATTERS (MINERALS & WASTE) AND
COUNTY DEVELOPMENT (REGULATION 3)
PLANNING APPLICATIONS

March 2025



**OXFORDSHIRE
COUNTY COUNCIL**

**Oxfordshire County Council
County Hall
New Road
Oxford
OX1 1ND**

CONTACTS

If you have any enquiries relating to submitting a planning application, please contact us by: -

E-mail: planning@oxfordshire.gov.uk

Or write to:

Planning Development Manager

Economy and Place

Oxfordshire County Council

County Hall

New Road

Oxford

OX1 1ND

Our website: www.oxfordshire.gov.uk

INTRODUCTION

The purpose of this document is to provide users of Oxfordshire County Council's Development Management Service with clear guidance about what information is required when submitting a planning application. The aims of the document are to:

- Ensure all the necessary information is provided to enable the application to be determined in a consistent and timely manner;
- Speed up the planning application process and make it more efficient by minimising the need to request further information to be provided during the application processing period; and
- Provide applicants with greater certainty of the scope and extent of the information required as part of their planning application at the earliest possible stage.

Local authorities are not expected to be prescriptive or over-onerous in the use of the Local List and it is intended that only those items on it which are clearly relevant to an application proposal should be used as reasons for non-validation of an application. Applicants have a right of appeal where a local authority uses items on the Local List to not validate an application and the applicant considers that the information required is not relevant.

This document provides guidance on the validation requirements of minerals, waste and Regulation 3 applications submitted to Oxfordshire County Council. For the purposes of this document, a planning application is an application:

- for outline or full planning permission;
- for approval of reserved matters pursuant to an outline permission,
- pursuant to Section 73 of the Town and Country Planning Act 1990 as amended (the 1990 Act) to carry out a development other than in accordance with conditions previously attached to a planning permission; or
- Section 73A of the 1990 Act for development already carried out.

Reference to other applications includes applications:

- for the non-material amendments to planning permissions;
- Lawful Development Certificates (either for existing or proposed use or development); and
- for the discharge of conditions attached to planning permissions (details pursuant applications).

Validation Checklist

Validation means what is required to enable the County Council to register and process a planning application through to determination. The validation checklist

system consists of a national list and a local list of information requirements adopted by the County Council for that purpose.

What is the difference between the national list and the local list?

The compulsory requirements (the national list) are listed in the Part One: Statutory national requirements below. This information must be submitted with all planning applications (unless otherwise indicated in the validation checklist) and is the same throughout the country.

Part Two: Local Information Requirements sets out the additional information Oxfordshire County Council might require from applicants if it considers it relevant to the application. This additional checklist is sometimes referred to as the 'Local List'.

Part Three: Validation Checklist sets out when information is required.

If the information that is required in the Validation Checklist is not included with any application for planning permission submitted to the Council and the Council considers it would be relevant, necessary and material to the application, it will declare the application invalid and not register or process it. If this is the case the Council will set out the reasons for declaring the application invalid, in writing, to the applicant.

The validation requirements refer only to the information required to validate the application but the applicant should be aware that the County Planning Authority may still require and request further information post validation where it considers it necessary to determine the application. The validation checklist is not exhaustive and simply aims to cover the most common requirements of applications. Pre-application discussion with a Planning Officer is encouraged.

Pre-Application discussion

The County Council encourages applicants to discuss planning proposals with the Development Management Team before submitting an application. This approach aids in the delivery of a more efficient service by advising on the likely success of potential development prior to formal submission. The benefits to developers include identifying potential problem areas and information requirements avoiding the submission of an incomplete application and thereby giving the applicant a faster decision once the application is made. The request form can be submitted electronically or manually. The Council charges a fee for these enquiries and will aim to provide a full written response within 21 working days of receipt unless we agree with the requestor to extend this timescale. The written response will include identification of the main environmental constraints, relevant planning policies and planning history of the site and the supporting information likely to be required with the application along with contact details for key consultees.

Pre-application discussion between the Council, relevant consultees (subject to availability) and the applicant will establish what information and details from the Local Information Requirements contained in the Validation Checklist should be submitted with a planning application. This can help minimise delays later in processing the application. Such discussions may also identify whether other consents or permits may be required in addition to planning permission. It will also provide an opportunity to highlight pre-application requirements, for example:

- The need for an Environmental Impact Assessment of the proposal under the Town and Country Planning (Environmental Impact Assessment) Regulations 2017;
- Hydrological monitoring as required by the Environment Agency;
- Baseline monitoring of the environment prior to development to allow the accurate assessment of any adverse environmental impact arising from the proposed development. Such information will be essential to the preparation of environmental statements, landscape appraisal and visual impact assessment, noise assessment etc;
- Landscape enhancement, ecological survey and/or archaeological assessment where appropriate;
- Whether the proposals would be subject to the mandatory biodiversity net gain (BNG) condition and, if so, clarification of the information that needs to be submitted, as well as early consideration of the strategy to achieve biodiversity net gain and use of the Biodiversity Net Gain Hierarchy to inform design. If the application is exempt from the mandatory BNG condition it should be stated on the planning application form. In line with NPPF and local planning policy, details on incorporation of features for biodiversity appropriate to the application should still be provided prior to determination of the application in order to demonstrate a measurable net gain in biodiversity.
- Pre-application public consultation; and
- Agree the description of development. The County Planning Authority should not alter the description of development on the application form without written agreement from the applicant

The Environment Agency operates a scheme to charge for planning advice outside its statutory role. Natural England also operates a Discretionary Advice Service: <https://www.gov.uk/guidance/developers-get-environmental-advice-on-your-planning-proposals>

Validation Process

The applicant has the option of making a planning application electronically or using a paper copy of the 1APP form. Applicants who choose not to apply online will be required to submit a minimum of four complete sets of the completed application form and all the supporting plans and documentation. The County Planning Authority may also request further sets of plans but will not refuse to process the application for this reason. All applications for planning permission however received will be checked against Statutory national information requirements.

Where a planning application is received that does not contain the information listed in **Part One: Statutory national information requirements** the application will be treated as invalid under article 11(5) of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (DMPO) and the applicant informed in writing with the requirements necessary to validate it. Applicants who want to challenge the invalidity in this case have no right of appeal but may consider a claim for judicial review on legal grounds.

Where a planning application does not include information listed in **Part Two: Local information requirements**, that the Council considers should be provided, then the application will be treated as invalid, and the applicant will be informed in writing with an explanation as to what particulars and evidence are required to ensure validation. If the applicant disagrees with the Council's reason(s) for invalidating the application, he/she can serve notice on the Council setting out which particulars or evidence he/she considers are not necessary for the application to be valid with reasons for that view and requesting that the Council waive the requirements. If the Council accepts this then it will notify the applicant in writing that the application is valid (a validation notice). If it does not waive any requirement then it will notify the applicant in writing that the application is not valid (a non-validation notice). The applicant has the right of appeal for the non-determination of a non-validated application after 8, 13 or 16 weeks as appropriate for the application type.

The County Planning Authority will start the process of determining the application as soon as a valid application including the full fee is received. An acknowledgement will be sent giving the date the application was registered and the date by which the decision should be made. A valid application is registered on the day of receipt. If the application is received electronically through the Planning Portal it will be treated as having been delivered at 9am on the next working day after the day it was transmitted.

Where supporting information is subsequently found to be inadequate or its quality is of concern, the time period for determination of 8, 13 or 16 weeks (dependent upon application type) is not stopped whilst additional information is requested from the applicant. Whilst this document contains the authority's *general* requirements for the type of supporting information, the authority may make a further direction specific to any particular application in accordance with regulation 4 of section 62(3) of the 1990 Act. A direction to the applicant to provide further information should only be made when necessary to assist the County Planning Authority in its determination of an application and it must not affect the validity of an application where it has been validated.

Where a fee in respect of an application is paid by cheque which is subsequently dishonoured or an electronic payment which is declined, the start date for processing the application will be re-set to the day immediately after the County Planning Authority is satisfied that the full fee has been received.

PART ONE: STATUTORY NATIONAL INFORMATION REQUIREMENTS:

Applicants are encouraged to supply documentation which has been produced electronically in that format. This applies whether the application is made on-line or whether a paper application is made. This facilitates the transfer of information to consultees and for the public to view planning proposals on-line without the need to have to visit the County or District Council Offices. It would be appreciated if the scale of the plans and paper size is no larger than is required to illustrate the proposals. Drawings should avoid the use of unnecessary blocks of colour which all increase the costs of printing.

The files names of application documents and plans must match the document/plan title as it appears on the document.

The national standards for on-line submission of electronic planning documents are as follows:

- Maximum single file size is 10 Mbytes;
- Maximum 25 Mbytes file size (the sum of all document file sizes);
- Portable Document Format (PDF) is the recommended file format to ensure that they are accessible to consultees;
- All drawings shall be saved in a single layer;
- All drawings shall specify the printing page size for which the scale applies;
- All drawings shall be correctly orientated for on-screen display;
- All drawings shall include a scale bar and key dimensions;
- All documents and drawings shall be named in accordance with the Royal Institute of British Architects' naming conventions; and
- Scanned documents must be a minimum of 200 dpi resolution for black and white and 100 dpi for colour; All photographs in PDF file format and no larger than 15 cm x 10 cm.

Unless the application is made electronically (on-line through the Planning Portal, through the OCC website or by email), the original and a minimum of 3 additional paper copies of the following documents are required:

i. Application forms

The Council's relevant 1APP application form(s) are required and these must be signed and dated with all relevant sections completed. Separate forms are available for applications relating to minerals related development, as this is not yet covered by 1APP. These can be downloaded from the Planning Portal or the County Council's website, or obtained by contacting the Development Management team as set out above.

<https://www.oxfordshire.gov.uk/residents/environment-and-planning/planning/make-planning-application/making-planning-application>

or Planning Portal 1 – APP:

[Find and download paper forms - Paper Forms - Planning Portal](#)

ii. **Application Fee**

Planning applications and other submissions cannot be processed without payment of the correct fee, as determined in The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended). A detailed explanation of planning fees is contained in national guidance or the Planning Portal's fee calculator can be used.

The Planning Portal handles fee payments for applications submitted via the Planning Portal.

Fees can also be paid by BACS transfer using the following details:

Sort Code: 30-00-02

Account number: 00162197

Account Name: OCC County Fund Main Account

A reference should also be provided, as agreed with the Planning Officer, to ensure the payment can be located.

The current application fees may be viewed via the planning portal:

[How much does a planning application cost? - Planning Portal](#)

Planning Policy Drivers or related Guidance:

- National Planning Practice Guidance – Fees for Planning Applications

[Fees for planning applications - GOV.UK](#)

iii. **Ownership & Agriculture Holding Certificate**

A completed signed and dated Ownership Certificate A, B, C or D incorporating the Agricultural Holdings Certificate must be submitted as set out under Section 65(5) of the Town and Country Planning Act 1990, and Article 14 of the Town and Country Planning (Development Management Procedure) (England) Order. These certificates are part of the 1APP standard form and the Minerals Application form. The ownership certificate states the ownership of the whole of the application site, including land which gives access to the site from the public highway or where development abuts or simply overhangs the boundary with the adjoining land or property. For this purpose an owner is anyone with a freehold interest or leasehold interest, the unexpired term of which is not less than 7 years.

Where the applicant is the sole owner of the land at the beginning of a period of 21 days before the application is submitted, certificate A is completed. Where this is not the case certificate B should be completed where the names and addresses of the other owners are known. Notice(s) need to be served on every owner of any part of the land to which the application site relates 21 days before the application is submitted. Certificate C should be completed where some but not all of the names and addresses of the owners are known and certificate D where none of the other owners' names or addresses is known. In the case of there being any unknown owners, an advertisement must be placed by the applicant in a local paper for a period of at least 21 days prior to submission of the application. The applicant will need to specify the steps undertaken to find owners such as Land Registry enquiries.

All agricultural tenants (as defined by the Agricultural Holdings Act 1986) must be notified **prior** to the submission of the application and their names and addresses provided. If the land does not form part of an Agricultural Holding then this must be confirmed.

iv. Design and Access Statement

A Design and Access Statement (DAS) must accompany planning applications for:

- Applications for major development (where the site area is 1ha or more or the new floorspace to be created would be 1,000m² or more);
- where any part of the development is in a designated area (A Conservation Area or a World Heritage Site) development consisting of—
 - (i) the provision of one or more dwelling houses; or
 - (ii) the provision of a building or buildings where the floor space created by the development is 100m² or more.

A statement will not be required for:

- (a) permission to develop land without compliance with conditions previously attached, made pursuant to section 73 of the 1990 Act;
- (b) engineering or mining operations;
- (c) a material change in use of the land or buildings;
- (d) development which is waste development.

Further advice can be found in the Planning Practice Guidance:

<https://www.gov.uk/guidance/making-an-application#Design-and-Access-Statement>

Planning Policy Drivers or related Guidance:

The Town and Country Planning (Development Management Procedure) (England) Order 2015 http://www.legislation.gov.uk/uksi/2015/595/pdfs/uksi_20150595_en.pdf

v. Location Plan

The location of the application site shall be identified on a plan based on an up to date Ordnance Survey Map at a suitable metric scale proportionate to the size of the development.

Plans should be clearly titled, given a unique reference number and dated. The plans should wherever possible show at least two named roads and surrounding buildings and the properties shown should be numbered or named to ensure that the exact location of the application site is clear.

The application site must be edged clearly with a solid **red** line and 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, landscape treatment, car parking and open areas around the buildings). The size of the application site can in some cases determine the fee payable for the application and should be carefully drawn.*

A **blue** line must be drawn around any other land owned by the applicant, close to or adjoining the application site.*

** These may instead be shown on the Site Plan if the Location Plan scale is not appropriate to accurately show the required detail.*

vi. Site plan

The site plan should be submitted at a scale of:

- 1:200 or 1:500 for planning applications for most built development; or
- 1:1250 or 1:2500 for minerals and waste development or other development over an area of 1 ha or more.

Plans should be clearly titled and given a unique reference number and dated. The plans should accurately show:

- The direction of North; and
- The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries.

And the following:

- All the buildings, roads and footpaths on land adjoining the site including access arrangements;
- All public rights of way crossing or adjoining the site;
- The position of all trees and other structural vegetation such as hedgerows on the site and those on adjacent land;
- Location, type and extent of any notable features such as ponds, veteran trees etc;
- The extent and type of any hard surfacing; and

- Boundary treatment including walls or fencing where this is proposed.

The Site Plan may also show the red line for the application area and the blue line for land in the applicant's ownership if this can be shown more accurately than would be possible at the location plan's scale.

Updated and Superseded Plans

If the applicant needs to update or replace a supporting plan or document, the updated or replacement document should be clearly labelled as another version of the document e.g. Revision A and, if submitted through the Planning Portal, the County Planning Authority informed of the title of the replacement document. Where plans are updated, the applicant should provide guidance as to the updates made, either by way of listing the changes made or clearly identifying the changed on the plans.

Biodiversity Net Gain (BNG)

Where applicants consider that the development would not be subject to the general biodiversity gain condition, the applicant must provide a statement as part of the planning application setting out why they believe this is the case. The application form provides a space for this statement.

Where development would be subject to the general biodiversity gain condition, the application must be accompanied by minimum information:

- a statement as to whether the applicant believes that planning permission, if granted, would be subject to the biodiversity gain condition; the pre-development biodiversity value of the onsite habitat on the date of application (or an earlier date) including the completed metric calculation tool used showing the calculations, the publication date and version of the biodiversity metric used to calculate that value;
- where the applicant wishes to use an earlier date, the proposed earlier date and the reasons for proposing that date; a statement confirming whether the biodiversity value of the onsite habitat is lower on the date of application (or an earlier date) because of the carrying on of activities ('degradation') in which case the value is to be taken as immediately before the carrying on of the activities, and, if degradation has taken place, 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
- a plan, drawn to an identified scale which must show the direction of North, showing onsite habitat existing on the date of application (or an earlier date), including any irreplaceable habitat.

Further Biodiversity Net Gain Information and local information requirements are outlined in the local list.

PART TWO - LOCAL INFORMATION REQUIREMENTS & OTHER PLANS:

In addition to the location plan and site plan, other plans should be submitted (dependent on the type of application and development proposed) to explain the proposal in detail. The drawings submitted should show details of the existing building(s) as well as those for the proposed development. Where existing buildings and or walls are to be demolished these should also be clearly shown. Drawings should be drawn to an identified scale, clearly and logically titled, show the direction of north and be given a unique reference number and dated.

OTHER PLANS:

Block Plan

The plan should be of a scale of 1:100 or 1:200 showing any site boundaries; the type and height of boundary treatment (e.g. walls, fences etc); and the position of any building or structure on the other side of such boundaries.

Existing and Proposed Elevations

All elevations should be submitted drawn to a scale of 1:50 or 1:100 and should show clearly the proposed works in relation to what is already there. Elevations should be clearly titled and given a unique reference number, signed and dated. All sides of the proposal must be shown and orientations labelled. It will not be sufficient to state front, side and rear elevation.

Elevations should indicate the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included; if only to show that this is in fact the case.

Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property.

Existing and Proposed Floor plans

These should be shown at a scale of 1:50 or 1:100 and be labelled to show the existing and proposed usage. Where buildings or walls are to be demolished these should be clearly shown. New buildings should be shown in relation to adjacent buildings.

Existing and Proposed Site Sections and Finished Floor and Site Levels

In cases where a proposal involves a change in ground levels or is on a sloping site, drawings at a 1:50, 1:100 or 1:200 scale should be submitted showing a cross section through the proposed building or site to include details of foundations and eaves and how encroachment onto adjoining land is to be avoided. Drawings should be submitted to show both existing and finished levels. The drawings may take the form of contours, spot levels or cross or long sections as appropriate and should be correlated to Ordnance Survey Datum height or to a clear, permanent and accessible local datum.

Roof Plans

A roof plan is used to show the shape of the roof and is typically drawn at a scale smaller than the scale used for floor plans. Details such as roofing materials, vents and their location are typically specified on a roof plan.

Please note: Plans should not contain the phrase 'Do not scale' and if not drawn to scale will not be accepted other than when clearly stated to be solely for illustrative purposes.

All plans should be scaled to fit A4 or A3 sized paper (unless agreed with the Planning Officer that larger size paper is appropriate) and must have:

- a title;
- a scale;
- a legend;
- units of measurement noted;
- north arrow if relevant; and
- a unique reference number.

Highway Plans

Any drawings of proposed highway works should be supplied as separate drawings, in separate files, as well as being referenced in the Transport Assessment/Transport Statement.

LOCAL INFORMATION REQUIREMENTS:

Aftercare and Restoration Scheme

Mineral and waste planning applications need to demonstrate how the site is proposed to be restored. Details should include:

- the type and source of material with which the site would be infilled;
- sources and volumes of materials (including tonnage) to be used in restoration;
- working methods and timescales;
- HGV movements;
- the end use of the site such as agriculture, woodland or habitat creation and the reason for the choice.

Should the proposal involve the disturbance of existing agricultural land, details of

soil resources, including consideration of the ecosystem value of the soil resource, and the Agricultural Land Classification will need to be provided as well as a statement of what the intended restored grade the land would be. It will usually include a soil handling strategy indicating the methodology for soil stripping, storage and replacement, the plant and machinery to be used and proposals for the restoration and where appropriate enhancement of the soil ecosystem, in particular through consideration of the role of soil organic matter.

A restoration plan should be provided showing the site boundary, site context, proposed contours, proposed habitats, proposed public rights of way/public open spaces, proposed land uses, proposed planting, proposed features (e.g. waterbodies, log piles, etc), plant specification and notes on implementation and management.

A phasing plan may be required to show how the site would be progressively restored over a period of years following extraction and infilling of the ground.

A topographical survey showing pre-development contours and proposed contours will be required. Details of ground contours on completion and at the end of the aftercare period should be provided, to show settlement.

An aftercare management plan will also be required setting out how the site would be maintained and monitored for a period of 5 years following the final restoration of the site. The 5-year aftercare period will also serve as the first 5 years of a 30-year Habitat Management and Monitoring Plan (HMMP) as required to deliver BNG. This should include details of how the management plan will be monitored and updated during the aftercare period and what measures will be put in place to ensure that the desired restoration outcomes are achieved. The aftercare management plan should also set out recommendations on ongoing management to guide landowners of how to continue managing habitats on site should the resources exist.

NB For BNG, there will be a requirement to secure significant on site BNG by condition or section 106 agreement or conservation covenant for a period of at least 30 years. Any offsite BNG will need to be secured through section 106 agreement for a period of at least 30 years.

Planning Policy Drivers and related guidance:

- The National Planning Policy Framework (2024) – Paragraphs 187, 193, 196, 224.

[National Planning Policy Framework](#)

- Guidance for Planning and aftercare advice for reclaiming land to agricultural use

<https://www.gov.uk/government/publications/reclaim-minerals-extraction-and-landfill-sites-to-agriculture/planning-and-aftercare-advice-for-reclaiming-land-to-agricultural-use>

- National Planning Practice Guidance – Restoration and Aftercare of Minerals Sites

<https://www.gov.uk/guidance/minerals#Restoration-and-aftercare-of-minerals>

- National Planning Practice Guidance – Biodiversity Net Gain

[Biodiversity net gain - GOV.UK](#)

- Nature After Minerals

[Home - Nature After Minerals](#)

Air Quality

All proposals that have the potential to have an adverse impact on air quality, including impacts on human health and sensitive ecological habitats, sites and species both during the construction phase and the operational phase will require assessment of any adverse effects and the submission of a scheme detailing how the application will

limit its impact on the surrounding environment. This will include proposals which will significantly alter the traffic composition in an area such as heavy goods delivery traffic or industrial activities with significant emissions to the atmosphere regulated by Environmental Permit or introduction of a new school or public building close to an existing source of air pollution Any application that has the potential to generate increased dust should include a dust suppression scheme will need to indicate how the applicant will minimise the impact of dust on the surrounding area.

Where the development is proposed inside, or adjacent to, an air quality management area (AQMA), where the development could in itself result in the designation of an AQMA or where the grant of planning permission would conflict with, or render unworkable, elements of a Planning Authority's air quality action plan, applications should be supported by such information as is necessary to allow a full consideration of the impact of the proposal on the air quality of the area.

Air Quality Management Areas are defined by the District Councils and details can be found on their websites.

Planning Policy Drivers and related guidance:

- The National Planning Policy Framework (2024) - Paragraph 199

[National Planning Policy Framework](#)

- The APIS website

<http://www.apis.ac.uk/>

- National Planning Practice Guidance – How Detailed Does An Air Quality Assessment Need to Be

<http://planningguidance.planningportal.gov.uk/blog/guidance/air-quality/how-detailed-does-an-air-quality-assessment-need-to-be/>

- Chief Medical Officer's Annual Report 2022

[Chief Medical Officer's Annual Report 2022 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

Bioaerosol Assessment

Applications that involve the handling, storage or treatment of biodegradable waste, particularly composting applications, will need to be accompanied by a bioaerosol Assessment. This will provide a risk assessment to ascertain the potential impacts on neighbouring sensitive properties or other sensitive locations. Bioaerosol assessments should identify sources, pathways and receptors, paying particular attention to sensitive receptors and including mitigation measures.

Related Guidance:

- Environment Agency - Guidance for developments requiring planning permission and environmental permits

[LIT_7260_bba627.pdf \(publishing.service.gov.uk\)](#)

Biodiversity Assessment

The Planning Authority has a duty to consider the conservation and enhancement of biodiversity when determining a planning application. The Planning Authority has the need to consider whether biodiversity net gain will be achieved in line with both local policy and legal requirements. This is in accordance with relevant policies within the Local Plans, Neighbourhood Plans, Oxfordshire's Biodiversity Action Plan and Conservation Target Areas, Oxfordshire's Local Nature Recovery Strategy (LNRS) (due for adoption in Autumn 2025) and National Policy set out in the National Planning Policy Framework, national Planning Practice Guidance and DEFRA Circular 06/2005. In addition statutory requirements under legislation including the Wildlife and Countryside Act 1981 (as amended), the Conservation of Habitats and Species Regulations 2017 (as amended), the Protection of Badgers Act 1992, the Environment Act 2021, Section 90A and Schedule 7A (Biodiversity Gain in England) of the Town and Country Planning Act 1990, the Environment Act 2021 (Commencement No.8 and Transitional Provisions) Regulation 2024, The Biodiversity Gain Requirements (Exemptions) Regulations 2024, The Biodiversity Gain (Town and Country Planning) (Modifications and Amendments) (England) Regulations 2024, and The Biodiversity Gain Requirements (Irreplaceable Habitat) Regulations 2024 need to be complied with. Also the general biodiversity duty placed on Local Authorities within [Section 40 of the Natural Environment and Rural](#)

[Communities Act 2006 \(as amended\)](#) must be taken into account.

Local requirements indicating how biodiversity should be considered by planning applications are set out in Appendices 1 to 4 and applicants should ensure that they follow the guidance in the British Standard BS42020 (Biodiversity – Code of Practice for Planning & Development (2013) and in the Oxfordshire Biodiversity & Planning Guidance Document:

<https://www.oxfordshire.gov.uk/residents/environment-and-planning/countryside/natural-environment/environmental-policy-and-planning/biodiversity-and-planning>

The local requirements are presented so as to assist the applicant to not only answer the questions on the main 1APP form and the Minerals Application form, but also supply the relevant biodiversity information that will allow the Planning Authority to validate and determine the application. If impacts to biodiversity are indicated by the requirements, and supporting information is NOT supplied to the Planning Authority, then the application will not be validated. If the application is not subject to the exemptions to biodiversity net gain requirements, as set out nationally, and the supporting information set out below is not provided, the application will not be validated.

Consideration of the conservation of biodiversity when determining a planning application includes:

- designated sites and non-designated sites;
- legally protected species;
- habitats and species of principal importance for biodiversity (priority species and habitats); and
- habitats and species with plans in Oxfordshire's Biodiversity Action Plan, Conservation Target Areas and **Oxfordshire's Local Nature Recovery Strategy (LNRS)** (due for adoption in Autumn 2025).

The application must consider if such a site, species or habitat, is present and the applicant should normally submit a Survey and Assessment. Information and guidance on when a Survey and Assessment is required to validate an application is provided in Appendices 1 to 4.

Natural England can also advise on such requirements where there is a potential impact on nationally designated sites and/or legally protected species. See the Natural England website (www.naturalengland.org.uk) for further advice and relevant contacts.

Biodiversity Net Gain - Further Information

Prior to the submission of a planning application, applicants are encouraged to consider biodiversity net gain early in the development process and factor it into site selection and design, taking into account the Biodiversity Gain Hierarchy as set out in Article 37A of the Town and Country Planning (Development Management Procedure) (England) Order 2015. Where appropriate, they should discuss the biodiversity net gain requirements for their development up front with the Council, using our pre-application service.

Where development would be subject to the general biodiversity net gain condition, in addition to national minimum information requirements relating to mandatory Biodiversity Net Gain, the Council require information to assess the application against local and national policy, as well as legislative requirements for BNG.

These local information requirements include:

- A draft Biodiversity Gain Plan including:
 - The completed biodiversity metric calculation tool (submitted as the completed calculator spreadsheet, not a 'snapshot' or summary) showing a measurable net gain of at least 10% across all unit types (area-based, and where relevant, hedgerow and watercourse units) both onsite and, if applicable, offsite.
 - Copies of habitat condition assessment sheets for both baseline and proposed habitats
 - Information about the steps taken or to be taken to minimise the adverse effect of the development on the biodiversity of the on-site habitat and any other habitat
 - Arrangements for compensation for any impact the development has on irreplaceable habitats
 - How the biodiversity gain hierarchy will be followed and where to the extent any actions in that hierarchy are not followed, the reason for that
 - An explanation of how improvements to biodiversity have been integrated into the design
 - An explanation of how other policies to support biodiversity including Oxfordshire's Conservation Target Areas* and/or the emerging Local Nature Recovery Strategy, and other wider objectives have been taken into account
 - The relevant date for the purposes of calculating the pre-development biodiversity value of onsite habitats
 - Pre-development and post-development plans showing the location of on site habitat;

Where the proposals will deliver a significant increase of onsite biodiversity enhancement:

- Detailed proposals of these habitat enhancements should be provided as part of the plans, drawings and supporting information accompanying the application. It is particularly important that planning applications provide sufficient detail of habitat enhancements to enable proper consideration of the impact on aviation safety.

Where any off-site biodiversity gain is to be allocated to the development:

- The location of areas to be used to deliver off-site biodiversity gains.
- Plans showing baseline habitats and proposed enhancements.

- The biodiversity value of the gain in relation to the development
- An agreement in principle from the owner of the offsite land to enter into a legal agreement for management of the land for biodiversity net gain.
- Draft heads of terms clearly setting out the obligations that the applicant is likely to be bound by through a section 106 agreement, should permission be granted

Where there is an intention to purchase biodiversity credits for the development:

- The value of these credits

Or, where the application is for phased development**:

- A draft Overall Biodiversity Gain Plan setting out a draft framework for how the biodiversity gain objective of at least a 10% gain is expected to be met across the entire development. (A Phase Biodiversity Gain Plan for each phase must be submitted to and approved by the planning authority before the development of that phase can be begun). The draft Overall Biodiversity Gain Plan should include:
 - The completed biodiversity metric calculation tool (submitted as the completed calculator spreadsheet, not a 'snapshot' or summary) showing a measurable net gain of at least 10% across all unit types (area-based, and where relevant, hedgerow and watercourse units) both onsite and, if applicable, offsite
 - Copies of habitat condition assessment sheets
 - Information about the steps taken or to be taken to minimise the adverse effect of the development on the biodiversity of the onsite habitat and any other habitat
 - The arrangements for compensation for any impact from the development on irreplaceable habitat.
 - How the biodiversity gain hierarchy will be followed and where to the extent any actions in that hierarchy are not followed, the reason for that
 - An explanation of how improvements to biodiversity have been integrated into the design
 - An explanation of how other policies to support biodiversity including Oxfordshire's Conservation Target Areas* and/or the emerging Local Nature Recovery Strategy, and other wider objectives have been taken into account
 - The relevant date for calculating the pre-development biodiversity value for the development
 - Pre-development and post-development plans showing the location of on site habitat
 - The strategy for meeting the biodiversity gain objective if there is a change to the post-development biodiversity value, proposed registered offsite biodiversity gain or proposed purchase of biodiversity credits.

Where the proposals will deliver a significant increase of on site biodiversity enhancements:

- Detailed proposals of these habitat enhancements should be provided as part of the plans, drawings and supporting information accompanying the application. Where firm proposals for development and habitat enhancement on each phase have yet to be finalised, assumptions about the likely development and habitat enhancements should be used to determine this post-development value. It is particularly important

that planning applications provide sufficient detail of habitat enhancements to enable proper consideration of the impact on aviation safety.

Where any off-site biodiversity gain is to be allocated to the development:

- The location of areas to be used to deliver off-site biodiversity gains.
- Plans showing baseline habitats and proposed enhancements.
- The biodiversity value of the gain in relation to the development
- An agreement in principle from the owner of the offsite land to enter into a legal agreement for management of the land for biodiversity net gain.
- Draft heads of terms clearly setting out the obligations that the applicant is likely to be bound by through a section 106 agreement, should permission be granted

Where there is an intention to purchase biodiversity credits for the development:

- The value of these credits

*Oxfordshire's Local Nature Recovery Strategy (LNRS) is due for publication in Autumn 2025, until then Oxfordshire's Conservation Target Areas should be used to identify local areas where habitat creation and enhancement will be most effective in contributing to local nature recovery. Until the LNRS is in place, Conservation Target Areas should also be used to determine Strategic Significance when using the Biodiversity Metric.

Guidance on how the Strategic Significance Multiplier will be applied once the LNRS has been published can be found here:

[LNRS & Strategic Significance Multiplier Transition Guidance | Local Government Association](#)

** a phased development is a development where there is:

(a) a grant of outline planning permission where the reservation of matters for subsequent approval has the effect of requiring or permitting development to proceed in phases; or

(b) a grant of any kind of planning permission, where the grant is subject to conditions (whether requiring the subsequent approval of any matters or otherwise) having that effect

- National Planning Practice Guidance – Natural Environment and Biodiversity Net

Gain:

[Natural environment - GOV.UK \(www.gov.uk\)](#)

Birdstrike Risk Management Plan

All applications involving mineral extraction or quarrying, landfill, sewage disposal and restoration schemes with major tree planting or nature reserves which would be attractive to birds falling within 13 kilometres of Civil Airports and Ministry of Defence Airfields will need to be accompanied by details of appropriate bird control measures to reduce the risk of birdstrike to aircraft. Further guidance is available from the Civil Aviation Authority.

Planning Policy Drivers and related guidance:

- National Planning Policy for Waste

https://assets.publishing.service.gov.uk/media/5a7ef594e5274a2e8ab4946c/141015_National_Planning_Policy_for_Waste.pdf

Carbon Management Plan

A Carbon Management Plan (CMP) is required for applications for major road schemes, built development creating over 1000 square metres of floorspace, for landfill, and for any new mineral extraction or extension to an existing quarry. The CMP should:

- Give an overview of carbon management governance, roles and responsibilities with regards to the project
 - Deliver a baseline assessment of the carbon impact of the project
 - Identify opportunities to reduce carbon emissions over the whole life of the project
 - Present a clear process of ongoing carbon management, monitoring and evaluation
- The National Planning Policy Framework 2024 - Paragraph 8

[National Planning Policy Framework](#)

Climate Impact Assessment

A Climate Impact Assessment (CIA) is required for applications for major road schemes, built development creating over 1000 square metres of floorspace, for landfill, and for any new mineral extraction or extension to an existing quarry. The CIA toolkit is an excel-based tool which provides an overview of the impact on the project on a

number of different indicators. It can be found here: [Climate Impact Assessment | Oxfordshire County Council Intranet](#)

Daylight/Sunlight assessment

Applications that may give rise to adverse impacts on the levels of daylight enjoyed by surrounding buildings may need to submit a daylight / sunlight assessment. This should include consideration of new features such as tree planting from which the impact may take some time to develop.

Planning Policy Drivers and related guidance:

- British Standard Code of Practice for daylighting, BS8206 Part 2

Dust Assessment

Applications which may give rise to dust emissions have the potential to cause significant nuisance effects and adverse impacts on human health and sensitive ecological sites, habitats or species both during the construction phase and the operational phase. This includes dust particles that can be seen and those too fine to be seen by the human eye. Applicants will need to assess any adverse effects of dust resulting from any development which could generate dust and describe the appropriate controls that will be used to mitigate the impact. This could be a stand-alone dust risk assessment and consequent dust management plan or as part of a wider Air Quality Assessment where there are operational phase effects to be considered.

Planning Policy Drivers and related guidance:

- The National Planning Policy Framework (2024) - paragraph 224

[National Planning Policy Framework](#)

- National Planning Policy for Waste, Appendix B

[National planning policy for waste - GOV.UK](#)

Ecology Reports - Appropriate Assessment (informative)

Pursuant to the requirements of the Conservation of Habitats and Species Regulations 2017 (as amended), the Planning Authority may have to carry out an Appropriate Assessment. Appropriate Assessment tests whether a proposal either alone or in combination with other plans or projects in proximity of the following sites is likely to have a significant negative impact on:

- Designated or potential Special Protection Areas – a European designation which protects birds;
- Designated or candidate Special Areas of Conservation – a European designation which protects habitats;
- Ramsar or proposed Ramsar sites – an international designation which protects wetlands.

It is recommended that Natural England should be consulted prior to the submission of an application to determine if there is likely to be a significant impact. Appropriate Assessment does not apply to other designations, like Sites of Special Scientific Interest or National Landscapes.

Planning Policy Drivers and related guidance:

- The National Planning Policy Framework (2024) - Paragraphs 187, 193, 194 and 195.

[National Planning Policy Framework](#)

- Circular 06/2005 Biodiversity and Geological Conservation – Statutory Obligations and Their Impact Within The Planning System

<https://www.gov.uk/government/publications/biodiversity-and-geological-conservation-circular-06-2005>

- Oxfordshire Biodiversity and Planning Guidance:

<https://www.oxfordshire.gov.uk/residents/environment-and-planning/countryside/natural-environment/environmental-policy-and-planning/biodiversity-and-planning>

- Oxfordshire County Council Natural Environment webpage

<http://www.oxfordshire.gov.uk/cms/public-site/natural-environment>

- Oxfordshire Wildlife and Landscape Study (OWLS)

<http://owls.oxfordshire.gov.uk/wps/wcm/connect/occ/OWLS/Home/>

- Natural England Standing Advice on Protected Species

<https://www.gov.uk/guidance/protected-species-how-to-review-planning-applications>

Ecology Reports – Information Required

Ecology reports submitted as part of a planning application must include a data

search from the Thames Valley Environmental Records Centre (TVERC) rather than the NBN Gateway or Magic, unless it has previously been agreed with a planning officer that this is not necessary.

Submitting a desk study including data from TVERC will avoid unnecessary and costly delays to processing the planning application and ensures the application complies with the [National Planning Policy Framework](#) and the NBN Gateways.

The authors of ecological survey reports for planning applications should be able to answer 'Yes' to all of the following questions:

- Do you have access to all the records at the highest available resolution?
- Do you have written permission from all the data providers to use their data in this way?
- Did you also contact TVERC to ensure that they have access to records which are not yet on the NBN Gateway?

If you cannot answer 'Yes' to the above questions, the planning application may not be validated.

Any suspected breaches of data providers' copyright or terms and conditions will be reported by the local planning authority to the data provider, who may take appropriate action.

Flood Risk Assessment

All development should address the potential flood risk from development and the need for the Sequential Test. This test is designed to steer development away from higher risk Flood Zones and involves considering alternatives for development. The Planning Authority determines the Sequential Test and it should be discussed at pre-application stage. The Exception Test also needs to be passed for certain types and locations of development.

Planning applications for development proposals of 1ha/1,000 m² of new floor space or greater in Flood Zone 1 and all proposal for new development, which are located in Flood Zones 2 and 3, or other areas where the Environment Agency, Internal Drainage Boards and other bodies have indicated that there may be drainage problems, should be accompanied by a Flood Risk Assessment. This Assessment should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed taking climate change into account. Modelled flood levels (where available) are obtainable from the Environment Agency through a data request. Maps of flood zones can be viewed here: [See flood risk on a map - Check your long term flood risk - GOV.UK \(check-long-term-flood-risk.service.gov.uk\)](#). In addition, National Planning Practice Guidance provides comprehensive guidance in relation to the undertaking of the Sequential and Exception Tests, Flood Risk Assessments and the responsibilities for controlling development where it may be directly affected by flooding or affect flooding elsewhere.

Planning Policy Drivers and related guidance:

- The National Planning Policy Framework (2024) - Paragraphs 170-182
[National Planning Policy Framework](#)
- National Planning Practice Guidance – Flood Risk and Coastal Change
<https://www.gov.uk/guidance/flood-risk-and-coastal-change>
- National Planning Policy for Waste, Appendix B
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/364759/141015_National_Planning_Policy_for_Waste.pdf
- Oxfordshire County Council Flood Toolkit
<https://www.oxfordshirefloodtoolkit.com/planning/>
- Building Regulations Approved Document Part H
<http://www.planningportal.gov.uk/buildingregulations/approveddocuments/partH/>
- CIRIA C522 document Sustainable Drainage Systems – design manual for England and Wales
- CIRIA C624 document – Guidance for FRAs
- CIRIA C697 document - SuDS manual - The Interim Code of Practice for Sustainable Drainage Systems
<http://www.ciria.org>

Foul Sewage and Utilities Statement

If an application proposes to connect a development to the existing drainage system then details of the existing system should be shown on the application drawing(s). It should be noted that in most circumstances surface water is not permitted to be connected to the public foul sewers. Where the development involves the disposal of trade waste or the disposal of foul sewage effluent other than to the public sewer, then a fuller foul drainage assessment will be required including details of the method of storage, treatment and disposal. A foul drainage assessment should include a full assessment of the site, its location and suitability for storing, transporting and treating sewage. Where connection to the mains sewer is not practical, then the foul/non-

mains drainage assessment will be required to demonstrate why the development cannot connect to the public mains sewer system and show that the alternative means of disposal are satisfactory. Guidance on what should be included in a non-mains drainage assessment is given in ***Building Regulations Approved Document Part H and in BS6297***. Applicants should discuss the specific details required with the relevant utility provider.

If the proposed development results in any changes/replacement to the existing system or the creation of a new system, scale plans of the new foul drainage arrangements will also need to be provided. This will include a location plan, cross sections/elevations and specification. Drainage details that will achieve Building Regulations Approval will be required. If connection to any of the above requires crossing land that is not in the applicant's ownership, other than on a public highway, then notice may need to be served on the owners of that land.

An application should indicate how the development connects to existing utility infrastructure systems. Most new development requires connection to existing utility services, including electricity and gas supplies, telecommunications and water supply, and also needs connection to foul and surface water drainage and disposal. Two planning issues arise; firstly, whether the existing services and infrastructure have sufficient capacity to accommodate the supply/service demands which would arise from the completed development, and secondly, whether the provision of services on site would give rise to any environmental impacts, for example, excavations in the vicinity of trees or archaeological remains.

The applicant should demonstrate that: -

- (a) following consultation with the service provider, the availability of utility services has been examined and that the proposals would not result in undue stress on the delivery of those services to the wider community. Written confirmation of this from the service provider should accompany any application;
- (b) proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures;
- (c) service routes have been planned to avoid the potential for damage to trees and archaeological remains; and
- (d) where the development impinges on existing infrastructure the provisions for relocating or protecting that infrastructure have been agreed with the service provider and written confirmation of this from the service provider is submitted.

Planning Policy Drivers and related guidance:

- National Planning Practice Guidance - Water supply, wastewater and water quality

<http://planningguidance.planningportal.gov.uk/blog/guidance/water-supply-wastewater-and-water-quality/>

- Approved Document H – Drainage and Waste Disposal 2015 edition

<http://www.planningportal.gov.uk/buildingregulations/approveddocuments/parth/approved>

Geological Assessment

A Geological Survey and Assessment will be required where there is an impact on a site designated for its geological interest, or where there are other features of geological conservation interest. More detail is provided in Appendix 4.

Applicants should check Oxfordshire's Local Geodiversity Action Plan for Lower and Middle Jurassic and the Local Geodiversity Action Plan for the North Wessex Downs National Landscape

Planning Policy Drivers and related guidance:

- The National Planning Policy Framework (2024) – Paragraph 187

[National Planning Policy Framework](#)

- Oxfordshire Local Geodiversity Action Plan

https://www.oxfordshiregeologytrust.org.uk/wp-content/uploads/2017/03/L_MJurLGAP.pdf

- North Wessex Downs National Landscape – Geology

[Geology - North Wessex Downs National Landscape](#)

Green Belt Statement

For applications in the Oxford Green Belt, where a development is inappropriate within the Green Belt, a statement will be required including an explanation of how the proposal relates to the purposes of including the site within the Green Belt, how the development impacts on the openness of the Green Belt and the case for any very special circumstances. Planning applications for extensions to buildings or replacement buildings in the Oxford Green Belt need to include volume calculations (measured externally) of the existing building, the proposed extension/replacement building and any previous extensions to the building.

Planning Policy Drivers and related guidance:

- The National Planning Policy Framework (2024) – Paragraphs 142, 143, 153, 154, 155 and 160

[National Planning Policy Framework](#)

Health Impact Assessment (HIA)

All planning applications for major infrastructure schemes or plans where potential health issues are likely to arise, require a Rapid or Full HIA to be submitted. HIAs are a tool used to identify the health impacts of a plan or project on the health and well-being of the population and highlight any health inequalities that may arise. They also produce recommendations for decision makers and stakeholders which aim to maximise a proposal's positive health effects and minimise its negative health effects, while maintaining a focus on addressing health inequalities. HIAs must look at the issue of health comprehensively, including the range of wider determinants of health and inequality, and not focus solely on access to health services. A HIA will identify any unintended health consequences and a clear analysis of whether the health of the whole population or just certain sections will be affected.

The level of HIA required will depend upon the scale and impact of the development. An initial screening will identify an infrastructure proposal's possible impacts and identify where a full HIA may be required.

Planning Policy Drivers and related guidance:

- [National Planning Practice Guidance on promoting healthy and safe communities](#)
- Public Health England 2020 [Health Impact Assessment in spatial planning](#)
- Oxfordshire County Council's [Local Transport and Connectivity Plan 2022-2050: Policy 9](#)

Heritage and Archaeological Statements

A heritage statement and/or archaeological statement will be required for developments affecting the historic environment (which includes designated heritage assets such as Listed Buildings, Conservation Areas, Scheduled Monuments, Registered Parks and Gardens, Registered Battlefields and World Heritage Sites (Blenheim Palace), non-designated heritage assets such as locally listed buildings and non-designated archaeological assets, and other areas of known or potential possible archaeological interest). The scope and degree of detail necessary in a Heritage and Archaeological Statement will vary according to the particular circumstances of each application. The Historic Environment Record should however be consulted as a minimum and where a site has archaeological interest a desk-based assessment will be required, as set out below.

Desk-based assessment: This will comprise the collation of existing archaeological and historic information about the application site and the production of a report summarising this material. An assessment of the impact of the proposed development on the archaeological site, historic building or other aspects of the historic environment may be required. It should be carried out in accordance with the Chartered Institute for Archaeologists standards and guidance for desk-based assessments including the submission of an appropriate written scheme of investigation to agree the scope of the assessment. This written scheme should be informed by our standard guidance 'Desk Based Assessment Guidance document'

which can be accessed here (link) and will be supplied with any Historic Environment Record Data.

Applicants are advised to discuss proposals with the County Council's Historic Environment team before any application is made. The following is a guide to the sort of information that may be required for different types of application.

In the case of designated sites/structures, applicants should be aware of the need for the appropriate consent (Listed Building Consent, or Scheduled Monument Consent) in addition to planning permission. Advice on the need for Listed Building consent should be sought from the relevant District Council. Advice on the need for Scheduled Monument Consent should be sought from Historic England.

For both designated and undesignated sites, buildings and structures the following types of assessment may be required. Further advice should be sought from the County Council's Historic Environment team.

Field evaluation: More detailed investigation of the site or building may be required to complete the assessment of the impact of the proposed development. This is likely to involve on-site investigation such as geophysical survey and the excavation of test pits or trenches. This work must be discussed with the County Council's Historic Environment team in advance and carried out in accordance with the Chartered Institute for Archaeologists standards and guidance for archaeological evaluation including the submission and agreement of a written scheme of investigation.

Where pre-development archaeological investigations are required, these should be informed by appropriate prior ecological survey to ensure that biodiversity is not harmed; including details of any mitigation, compensation and subsequent management of biodiversity interest.

For applications adjacent to a listed building or within or adjacent to a conservation area which may affect its setting, an assessment of the impact of the development on the character and appearance of the area may be required.

Planning Policy Drivers and related guidance

- The National Planning Policy Framework (2024) - Paragraphs 202 and 207-221

[National Planning Policy Framework](#)

- National Planning Policy for Waste, Appendix B

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/364759/141015_National_Planning_Policy_for_Waste.pdf

- Oxfordshire County Council – Archaeological Planning Guidance

[Archaeological planning guidance | Oxfordshire County Council](#)

- Oxfordshire County Council – Archaeological fieldwork within the planning system

[Archaeological fieldwork within the planning system | Oxfordshire County Council](#)

Highways Plans

Any drawings of proposed highway works should be supplied as separate drawings, in separate files, as well as being referenced in the Transport Statement or Assessment.

Hydrological Assessment

Where dewatering of mineral workings is proposed, applicants are strongly advised to consult the Environment Agency and the County Council's Drainage Engineer at an early stage and to involve a qualified Hydrogeologist. Technical information, including the calculation of the extent and volumes of dewatering will be required in order for the Agency and the County Council to assess further investigations. This may include monitoring of the existing water regime for at least 12 months prior to submission of the application in order to ensure that surface and ground water can be safeguarded. The potential impacts on biodiversity should also be considered.

Applicants should indicate the natural water table including its depth, source catchment areas and characteristics. The statement must show that third parties will not be affected by the dewatering. Where investigations show that dewatering will have an impact on public and private water supplies or water bodies or watercourses details of mitigating measures must be included in the application e.g. recharging reservoirs etc.

Details of proposed methods of dewatering and proposed methods of water disposal must be given. Applicants should include proposed measures to control potential pollution to protect ground and surface water. They should also give an indication of any necessary drainage and flood control measures; and proposed monitoring measures, including any requirements for the provision of settlement lagoons; the way in which surface water is to be disposed of; the avoidance of impairing drainage from adjoining areas; and the prevention of material entering open watercourses.

NB - All works which affect non-main rivers require approval and licensing by the relevant Councils:-

West Oxfordshire District Council;
South Oxfordshire District Council;
Vale of White Horse District Council;
Oxford City Council; and
Cherwell District Council

Planning Policy Drivers and related guidance:

- The National Planning Policy Framework (2024) – Paragraph 224

[National Planning Policy Framework](#)

- National Planning Policy for Waste, Appendix B

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/364759/141015_National_Planning_Policy_for_Waste.pdf

Land Contamination Assessment

Applications affecting land which is thought to possibly be contaminated through earlier development, may need to be accompanied by a land contamination assessment that should include an extended assessment of contamination. Sufficient information is required to determine the existence or otherwise of contamination, its nature and the risks it may pose and whether these can be satisfactorily reduced to an acceptable level.

Where contamination is known or suspected or the proposed use would be particularly vulnerable (such as schools or near public water supplies), the applicant should provide such information, in the form of a preliminary risk assessment, with the application as is necessary to determine whether the proposed development can proceed. The preliminary risk assessment should comprise the following:

- A desk study;
- Walkover site reconnaissance; and
- Conceptual model identifying potential pollution sources, pathways and receptors (pollutant linkages) as a basis for assessing the risks and appraising the options for remediation.

Applications involving development of sites on or within 250 metres of a former landfill site will need to include a risk assessment of landfill gas migration. In addition, long- term monitoring may be required, and this would need to be secured through a legal agreement.

Planning Policy Drivers and related guidance:

- The National Planning Policy Framework (2024) - Paragraphs 16 and 197

[National Planning Policy Framework](#)

- Land Contamination risk management

<http://www.gov.uk/government/publications/land-contamination-risk-management-lcrm>

Landfill and Mining Waste Applications

For applications including landfill and/or mining waste, sufficient information should be provided to enable the County Planning Authority to fulfil its requirements under the Waste (England and Wales) Regulations 2011.

The following should be included in regards the importation of material:

- Type of Material
- Tonnages to be imported
- Source of material (including distances)
- Likely yearly tonnages to be imported
- HGV movements anticipated

This information may be provided as part of the Supporting Planning Statement or Environmental Statement.

Planning Policy Drivers and related guidance:

- The Waste (England and Wales) Regulations 2011

<http://www.legislation.gov.uk/ukdsi/2011/9780111506462/contents>

Landscape and Visual Impact Assessment (LVIA)

Landscape is defined in accordance with the European Landscape Convention (2000), as “*an area, as perceived by people, whose character is the result of the action and interaction of natural and/or human factors*’. This includes both urban ‘townscapes’ and rural landscapes.

An LVIA will be required for major developments that are considered to be EIA developments or which have the potential to cause significant landscape and visual impacts. It is a tool to assess the landscape and visual effects of a proposal to inform the design and mitigation. The design process and assessment process are interactive and the LVIA should be used to inform the scheme design.

As a general rule a Landscape and Visual Impact Assessment (LVIA) will be required for developments that are within a National Landscape (formerly referred to as Areas of Outstanding Natural Beauty), within the setting of a National Landscape, or within any other protected or sensitive landscape area designated in a County Council assessment, District Council Core Strategy, Local or Neighbourhood Plan. Major developments outside a designated area might also require a LVIA depending on their scale, nature, location and envisaged impacts.

The LVIA should be produced in accordance with the Guidelines for Landscape and Visual Impact Assessment 3rd Edition (GLVIA3) by the Landscape Institute and the Institute of Environmental Management & Assessment (IEEMA), subsequent updates to this guidance, and the most up to-date guidance on visualisations by the Landscape Institute. For road schemes, the use of GLVIA3 in combination with the Design Manual for Roads and Bridges, DMRB LA107-Landscape and visual effects, might be appropriate but should be discussed with the County Planning Authority.

Information should include:

- Detailed project description / specification including transport routes and information on lighting (if applicable);
- Assessment methodology – issues of susceptibility, value, sensitivity, magnitude of impact, significance of effects together with a transparent step by step approach on how effects have been assessed.
- Separate assessment of landscape effects and visual effects.
- Baseline landscape and visual conditions:
 - Landscape baseline
This should not only include a desk-based review of the existing local landscape character assessments but should identify key characteristic elements and features of the site and its context.
 - Visual baseline
Definition of the Zone of Theoretical Visibility (ZTV), identification of visual receptors, selection of representative viewpoints, photographs from representative viewpoints including the extent of the site together with some explanation of how this view would be impacted upon.
- Assessment of landscape and visual effects (including lighting) for different stages of the project, i.e. construction, operation and restoration.
- Assessing the significance of landscape and visual effects (where applicable)
- Information on mitigation / prevention / avoidance and residual effects
- Photomontages or wireframe images for selected viewpoints (where appropriate) for different stages of the development, typically 'Existing View',

'Development/operation – Day One', 'Development – Year 15' (i.e. after restoration)
These should be done in accordance with the Landscape Institute Technical Guidance Note 06/19 (Visual Representation of development proposals).

- Assessment of cumulative effects (where applicable)
- An assessment of the impacts on the natural beauty, enjoyment and 'special qualities' might also be required for developments within National Landscapes, this should include impacts of restoration activities for mineral development.

It is recommended that the methodology, scope, representative viewpoints and the requirement of visualisations are agreed with the County Council during the preparation of the LVIA.

Small-scale developments that due to their scale, nature and location are unlikely to cause major landscape and/or visual impacts might not be required to carry out a full LVIA but another form of assessment such as a Landscape and Visual Appraisal (LVA). The level of assessment will need to be determined on a case by case basis and applicants are encouraged to seek pre-application advice on this.

Planning Policy Drivers and related guidance:

- The National Planning Policy Framework (2024) - Paragraphs 174, 176, 177 and 185

[National Planning Policy Framework](#)

- National Planning Policy for Waste, Appendix B

<https://assets.publishing.service.gov.uk/media/5a7ef594e5274a2e8ab4946c/14>

[1015_National_Planning_Policy_for_Waste.pdf](#)

- Guidelines for Landscape and Visual Impact Assessment, 3rd Edition (2013) – The Landscape Institute (LI) and the Institute for Environmental Management and Assessment (IEMA) or any subsequent updates

- <https://www.landscapeinstitute.org/technical/glvia3-panel/>

- [GLVIA3-Notes-and-Clarifications.pdf \(landscapeinstitute.org\)](#)

- [The Landscape Institute Technical Guidance Note 06/19 \(Visual Representation of Development Proposals\)](#)

- <https://www.landscapeinstitute.org/visualisation/>

- Oxfordshire Wildlife and Landscape Study 2004 (OWLS)

<https://www.owls.oxfordshire.gov.uk/wps/wcm/connect/occ/OWLS/Home/>

This should be read in conjunction with any relevant District or local level landscape character assessments, management plans and position statements produced by District Councils and National Landscape boards and partnerships.

- The Chilterns National Landscape Management Plan

<http://www.chilternsaonb.org/conservation-board/management-plan.html>

- The Cotswolds National Landscape Management Plan.
[Cotswolds National Landscape Management Plan - Cotswolds National Landscape \(cotswolds-nl.org.uk\)](#)

- The North Wessex Downs National Landscape Management Plan
[Management Plan - North Wessex Downs National Landscape](#)

Landscaping Scheme

The impact a proposal has on the locality is an important consideration for the

County Council when determining planning applications. Unless otherwise indicated by the County Council, applications are to be accompanied by landscaping details and include proposals for long-term maintenance and landscape management. It will assist your proposal greatly if the Landscaping Scheme is clear and specific, and makes reference to suitable methods of ameliorating any potential negative impacts.

Landscaping schemes should be presented in a Landscape Masterplan/Landscape Strategy drawing and a Planting Plan.

The Landscape Masterplan/Landscape Strategy drawing should include:

- (a) contextual information;
- (b) notes explaining the rationale behind the scheme with reference to other important characteristics such as views, need for screening, creation of habitats;
- (c) trees/mature vegetation to be retained;
- (d) trees/mature vegetation to be removed;
- (e) types of new planting;
- (f) changes in level including proposed finished ground levels or contours;
- (g) drainage details;
- (h) means of enclosure;
- (i) car parking layouts; other vehicle and pedestrian access and circulation areas,
- (j) hard surfacing materials,
- (k) structures and ancillary objects (interpretation boards, bird hides, refuse bins, lighting columns etc);
- (l) Information with regard to the long-term maintenance and management.

Planting plans:

A Planting Plan is required if new planting is proposed. In addition to showing the key components of the Landscape Masterplan/ Landscape Strategy drawing this should include:

- (i) existing vegetation to be retained together with measures for its protection during the course of construction;
- (ii) written specifications such as plant species/seed mixes, plant sizes, planting densities, ground preparation
- (iii) management/maintenance guidance;

Applications for full planning permission (apart from change of use) should preferably be accompanied by a fully detailed scheme, as above; there is a minimum requirement for proposals to indicate the intended Landscape Strategy, which should be cross- referenced with the Design and Access statement (if one is required).

It may be necessary to provide full details of the proposed landscaping scheme at the time of submission (species to be planted, numbers, spacings, size, seeding mix etc) although in appropriate cases these details could be required under the terms of a condition of a planning permission.

The Landscape Scheme should also explain the contribution that it makes to biodiversity and green infrastructure and the practicalities of long-term management.

For the mandatory requirement of BNG, in some cases, a Habitat Management Monitoring Plan (HMMP), which is more detailed, will be able to replace the need for a Landscape Management Plan (LMP), e.g. when the scheme only comprises the restoration of habitats. A separate LMP might still be required in cases where the development includes other elements that is not covered by the HMMP, e.g. structures or hard landscape materials and elements.

BS 3936-1:1992 Nursery stock. Specification for trees and shrubs is a key reference for the specification of trees and shrubs for use in landscaping schemes.

BS 8545:2014 Trees: from nursery to independence in the landscape – Recommendations is a useful reference for the creation of successful planting schemes.

Planning Policy Drivers and related guidance:

- The National Planning Policy Framework (2024) - Paragraphs 174, 176, 177, 185

[National Planning Policy Framework](#)

- National Planning Policy for Waste, Appendix B

<https://www.gov.uk/government/publications/national-planning-policy-for-waste>

Lawful Development Certificate Supporting Information

These are certificates of lawfulness for either a proposed use or operation/development or an existing use or operation/development. This type of application can also be one where condition(s) on a planning consent have not been complied with and you are wishing to regularise the situation. The burden of proof is firmly with the applicant, and therefore sufficient and precise information should be provided. We will need information specifying the land in question, describing the use, operations or other matter in question and stating under which paragraph of either section 191(1) or 192(1) of the Town and Country Planning Act 1990 the application is being made.

You will need to provide evidence to support your application so that, in the balance of probabilities, your application can be proven. It is important that you collate as much evidence as possible to support your application, and copies of any documents; affidavits etc. can be useful in such cases. You will need to tell us about the use of the land at the time of the application (or, when the land is not in use at the date, the purpose for which it was last used). You will need to provide a statement detailing your interest in the land the name and address of any other person known to you to have an interest in the land and whether you have notified any such person. If your application relates to a certificate of lawfulness of an existing operation or use, you will need to tell us the date on which the use, operations or other matter in question began or, in the case of operations carried out without planning permission, the date on which operations were substantially completed. If your application is for a

use or operation which has not yet commenced, you will need to give reasons for why you believe the use or operation as described in the application is lawful and should be granted a certificate. In the case of applying where a development has taken place without complying with any condition or limitation, you will need to provide sufficient details/evidence to support your claim.

Planning Policy Drivers and related guidance:

- Town and Country Planning Act 1990
<http://www.legislation.gov.uk/ukpga/1990/8/contents>
- National Planning Practice Guidance – Lawful development certificates
[Lawful development certificates - GOV.UK \(www.gov.uk\)](http://www.gov.uk/guidance/lawful-development-certificate)

Mineral Resource Assessment/Borehole or Trial Pit Analysis

For mineral extraction, processing or mineral recycling proposals.

The analysis should include:

- Void / capacity / projected throughput;
- Information on estimated viable mineral resource,
- Type of mineral,
- Likely yearly tonnages to be extracted / processed.

For Borehole / trial pit analysis:

- Information on the outcomes of borehole and trial pit testing and the quality of the mineral resource;
- Depth and volumes of soils and minerals;
- Position of the winter water table;
- The results of soakage tests
- Relevant geological information.

Planning Policy Drivers and related guidance:

- The National Planning Practice Guidance – Minerals:
[Minerals - GOV.UK](http://www.gov.uk/guidance/minerals)

Noise Impact Assessment

Application proposals that raise issues of disturbance to the locality due to the noise they will generate, including to wildlife, or are considered to be a noise sensitive development that need protection themselves, should be supported by a Noise Impact Assessment prepared by a suitably qualified acoustician. The statement

should normally include the existing ambient noise climate and a survey of both pedestrian and vehicular numbers in and around the premises; assessment of the existing and future noise climate due to the proposed development, indicating any increase in predicted noise levels; assessment of the existing and predicted number of events and their size and scale and finally details of management procedures to reduce the impact of the premises' operation on the locality, including noise from incoming and outgoing vehicles. Developments that may require sound insulation of a building to contain the noise generated within it need to be accompanied by these details. Proper sound insulation can assist to minimise the disturbance experienced by other properties in the area of a proposal. Where development generates no significant noise, a technical statement is not required but a statement to that effect in the application's supporting statement may provide sufficient assessment.

This should include consideration of tranquillity where relevant. This may be in association with the landscape assessment.

Planning Policy Drivers and related guidance:

- The National Planning Policy Framework (2024) - Paragraphs 187, 198 and 224

[National Planning Policy Framework](#)

- National Planning Practice Guidance

<https://www.gov.uk/guidance/noise--2>

- National Planning Policy for Waste, Appendix B

<https://www.gov.uk/government/publications/national-planning-policy-for-waste>

Open Space/Playing Field Assessment

For development within open spaces or which may result in the loss of an existing playing field, application proposals must be accompanied by plans showing any areas of existing or proposed open space or playing field land within or adjoining the application site. In the absence of a robust and up-to-date assessment by a local authority, an applicant may seek to demonstrate through an independent assessment that the land or buildings are surplus to local requirements and any such evidence, including a needs assessment, must accompany the planning application. Developers will need to consult the local community to demonstrate that their proposals are widely supported by them. Where there would be a loss of playing field, Sport England must be consulted.

Where there is a loss of a playing field details should be provided of the extent of the playing field (as defined by the Town and Country Planning (Development Management Procedure) (England) Order 2015 as amended, the area in hectares of playing field to be lost (including area covered by the proposed development and any associated works such as landscaping) and the area in hectares of replacement

playing field land. Plans should be provided to show the locations of these areas. Where replacement playing field provision is proposed details should be provided to compare the quality, accessibility to users and management arrangements. The reason for the chosen location should be explained and alternatives considered.

Plans should show the nature and location of any sports facilities and any changes in existing features and levels.

In respect of a justification to demonstrate that a proposed new playing field facility will be of sufficient benefit to the development of sport as to outweigh the loss of an existing playing field, the following information is likely to be required;

- How the development fits with any existing playing field or school sports provision plan
- Details of existing and proposed management, maintenance and funding of sports facilities
- Details of any community use
- Technical details including surfacing, fencing, floodlighting and access
- Details of the proposed sports to be played on the new facility and the level to which they would be played

Planning Policy Drivers and related guidance:

- The National Planning Policy Framework (2024) - Paragraphs 103-108

[National Planning Policy Framework](#)

- Sports England – Playing Fields Policy and Guidance

[Sports England Consultation Guidance Checklist](#)

- Sports England – Checklist of Recommended Information Requirements

[Checklist of Recommended Information Requirements](#)

Outdoor Lighting/Floodlighting Scheme (including a lighting design calculation and ecology assessment)

Where external lighting would be provided or made necessary by a development, it should be accompanied by details of external lighting, including the proposed hours when the lighting would be operating.

The applicant will need to ensure that lighting is kept to a minimum, is sensitively designed and they have taken all measures to ensure to direct light downwards within the boundaries of the site. The luminaires that are proposed should have a horizontal cut-off which acts to minimise light spillage upwards.

These details provided should include the type of lighting (manufacturer), the light

source (i.e. high pressure sodium; metal Halide, LED's etc), the colour temperature (in Kelvin), details of the lantern mounting height above ground level and the power rating of the fittings, maintenance factor, the proposed hours of use of the lighting (including the means of control over the hours of illumination), beam angles/geometry, the drawings/lighting calculations to demonstrate the spread of the light and the means of ensuring that the light does not extend beyond the site boundaries to the detriment of the amenity. The colour temperature for external lighting should be 'warm white', and as low as possible. A colour temperature of less than or equal to 2700K (Kelvin) is recommended by many guidance documents, and the lighting temperature must not exceed a maximum of 3000 K (Kelvin). The fundamental aspect of the lighting scheme is to keep lighting levels to a minimum, to only illuminate the specific area and to minimise light spill into the surrounding environment so as to not create unacceptable disturbance on neighbouring properties or undue glare onto the surrounding landscape or road network.

N.B. Notwithstanding this, should any future issue arise from complaints, the Highway Authority is able to request shields or baffles to be fitted at the developer/owners' expense and/or the geometry of the light pattern to be altered to further control the direction of light emitted and reduce the impact within the surrounding area/highway.

The assessment of potential impact should also include the impact on any sensitive biodiversity feature, landscape and dark-skies where relevant. National Landscapes (formally known as Areas of Outstanding Natural Beauty) including their setting are considered particularly sensitive to light pollution and have also produced their own lighting guidance or positions statements on lighting.

Additional related guidance:

- Guidance for the reduction of obtrusive light:
<https://www.theilp.org.uk/documents/obtrusive-light/>
<https://www.theilp.org.uk/documents/a-review-of-the-impact-of-artificial-light-on-invertebrates/>
- CPRE light pollution and dark skies map
[England's Light Pollution and Dark Skies \(cpre.org.uk\)](https://www.cpre.org.uk/englands-light-pollution-and-dark-skies)
- Cotswolds Dark Skies & Artificial Light Position Statement (March 2019)
[https://www.cotswoldsaonb.org.uk/our-landscape/position-statements-2/](https://www.cotswoldsaonb.org.uk/our-landscape/position-statements-2/Dark-Skies-Artificial-Light-Appendix-B-CfDS-Good-Lighting-Guide.pdf)
[Dark-Skies-Artificial-Light-Appendix-B-CfDS-Good-Lighting-Guide.pdf \(cotswolds-nl.org.uk\)](https://www.cotswoldsaonb.org.uk/our-landscape/position-statements-2/Dark-Skies-Artificial-Light-Appendix-B-CfDS-Good-Lighting-Guide.pdf)
- North Wessex Downs National Landscapes information on Dark

Skies

<https://www.northwessexdowns.org.uk/dark-skies/light-pollution.html>

- Chilterns National Landscapes information on Dark Skies

<https://www.chilternsaonb.org/conservation-board/management-plan.html>

[Keeping the Chilterns' skies dark: CCB responds to "Dark Skies" consultation | Chilterns AONB](#)

- Bats and Artificial Lighting at Night in the UK: Guidance Note GN08 Updated (Bat Conservation Trust and Institution of Lighting Professionals)

[GN08 Bats and Artificial Lighting at Night | Institution of Lighting Professionals \(theilp.org.uk\)](#)

Planning Policy Drivers:

- The National Planning Policy Framework (2024) - Paragraphs 196 and 198

[National Planning Policy Framework](#)

- National Planning Policy for Waste, Appendix B

<https://www.gov.uk/government/publications/national-planning-policy-for-waste>

Parking Provision

Most applications will be required to provide details of existing and proposed parking provision and access arrangements. These details can be shown on the site plan. An assessment of the parking requirements of the proposal and how that provision would be accommodated should be provided. The plan should, where necessary, provide details of the existing parking provision and how the requirements of the new development relate to it. Temporary arrangements during construction for construction workers and materials delivery and storage should also be considered, especially in residential areas where car parking is limited.

Parking details should include the location of proposed car, cycle, scooter and disabled parking to be provided on site.

For minerals and waste sites, the parking details should separately show the location of operational parking, staff parking and visitor parking.

Planning Policy Drivers and related guidance:

- The National Planning Policy Framework (2024) - Paragraphs 112-113

[National Planning Policy Framework](#)

- Oxfordshire County Council - Parking Standards for New Development

<https://www.oxfordshire.gov.uk/sites/default/files/file/roads-and-transport-policies-and-plans/PARKINGS.PDF>

Photographs and Photomontages

These can provide useful background information and can help to show how large developments can be satisfactorily integrated within the landscape or street scene. To provide context to a proposal photomontages can be useful for larger applications such as for new school buildings, major mineral or waste developments including landscaping to demonstrate the appearance of a building or area in its current state and photomontages to demonstrate the change. For example, this method could demonstrate the form of a quarry restoration scheme and how it would assimilate into the surrounding landscape. Computer generated images may also be helpful.

Proposed/Draft Heads of Terms for Planning obligations

Planning obligations (or Section 106 agreements) are agreements negotiated between local planning authorities and persons with an interest in a piece of land and are intended to make acceptable development which would otherwise be unacceptable in planning terms.

This could include brief draft heads of terms for an agreement. Applicants should clarify the County Council's potential requirements in pre-application discussions and confirm any planning obligations that they might need to meet.

Planning Policy Drivers and related guidance:

- The National Planning Policy Framework (2024) - Paragraphs 55 and 57

[National Planning Policy Framework](#)

- National Planning Practice Guidance – Planning Obligations

<https://www.gov.uk/guidance/planning-obligations>

Public Rights of Way

Where a public right of way (PRoW) is located in the vicinity or runs across land containing proposed development, the design of the scheme should take account of the route and amenity (views, landscape, noise, surface) of the PRoW(s) and its users so these can be fully taken account of in construction, operation and

restoration phases. Wherever possible the PRoW and use should be retained on its legal line, improved to provide public benefit, for example with surfacing and infrastructure improvements or by upgrading to enable more users, and with appropriate health, safety and mitigation measures, for example vehicle noise, speed and dust control incorporated to enable that PRoW to continue to be used.

Where developments are located in the vicinity or on land containing PRoW they will potentially impact on existing PRoW, minor roads and roadside cycle/footways which are part of highway networks necessary for non-motorised users (NMUs) including walkers, wheelers, cyclists and horse riders. In all cases an assessment of onsite and offsite impact and mitigation is required. This should take account of NMu use, the amenity and accessibility of the PRoW and the impacts on these that the development proposal will create – and the ways to prevent, reduce or mitigate these impacts. For larger sites these matters could be added to the Walking Cycling and Horse riding Assessment and Review which should be undertaken in line with DMRB GG 142 - Walking, cycling and horse-riding assessment and review. GG 142 - Walking, cycling and horse-riding assessment and review - DMRB (standardsforhighways.co.uk). The assessment or the WCHAR needs to consider connected and disconnected PRoW and road networks used by non-motorised users within an appropriate distance buffer from the scheme, including potential mitigation measures for crossings, diversions and new PRoW links directly affected by the proposal, and those mitigation measures in the wider impact area of 1-3km depending on development scale and surrounding WCH network.

If there may be the need to alter the PRoW then advice should be sought from the County Council's Countryside Access Records Team as soon as possible to ensure appropriate procedure for stopping up or diversion of the PRoW are followed including route, surfacing provision, gradient and accessibility, infrastructure, signing and maintenance of alternative routes. The route, surface, status and width of all PRoW and proposed diversions/stopping up should be shown on drawings.

In all cases, including where PRoW will be temporarily diverted, the developer/applicant will be expected to undertake mitigation measures within their site to agreed specification and timing to a scheme approved by the County Councils Countryside Access Strategy & Development Team. A contribution towards offsite mitigation measures may be sought from the development and this will be compliant with Community Infrastructure Levy Regulation 122.

Rights of Way in Oxfordshire can be viewed on the county council's website:

<https://www.oxfordshire.gov.uk/countrysidemap/>

<https://www.oxfordshire.gov.uk/cms/content/definitive-map-and-statement-online>

Planning Policy Drivers and related guidance:

- The National Planning Policy Framework (2024) – Paragraph 105

[National Planning Policy Framework](#)

- Oxfordshire's adopted Rights of Way Management Plan

[Oxfordshire's Rights of Way Management Plan 2015-25 | Oxfordshire County Council](#)

Statement of Community Involvement

All applications set out in the table below should be supported by a statement setting out how the applicant has complied with the requirements for pre- application consultation set out in the County Council's adopted Statement of Community Involvement and demonstrating that the views of the local community have been sought and taken into account in the formulation of development proposals.

Waste Applications	<ul style="list-style-type: none"> • Applications for disposal of degradable wastes with a capacity of 500,000 tonnes or more and/or a disposal life of 10 years or more; • Applications for a waste processing plant having a throughput of 100,000 tpa or more; • Applications for the disposal to land of air pollution control residues (APCRs) from the incineration of waste for periods in excess of five years; • Applications for new developments;
Mineral Applications	<ul style="list-style-type: none"> • Application for a new quarry; • Applications for extensions of existing quarries of 25 hectares and with a production capacity of 250,000 tpa or more;
Other Applications	<ul style="list-style-type: none"> • School or education establishment with six classes per year group on a greenfield site and with significant transport implications; • Road proposal with a length of 2km or more in an urban environment or a length of 5km or more in a rural environment and all bypasses.

Planning Policy Drivers and related guidance:

- The National Planning Policy Framework (2024) - Paragraphs 39-46

[National Planning Policy Framework](#)

- The Revised Oxfordshire Statement of Community Involvement 2020 –

<https://www.oxfordshire.gov.uk/sites/default/files/file/planning-minerals-and-waste/ApprovedSCIMay2020.pdf>

Supporting Planning Statement

All full planning applications for new development should be accompanied by a Supporting Planning Statement. Information will include additional detail to that set out in the application form and any additional supporting information including an assessment of how the proposed development accords with policies in the development plan, supplementary planning document(s), masterplans or development briefs, national policy and guidance and any other technical guidance which may be of relevance. Justification for any departure from policy should be provided, including very special circumstances for the development if it is contrary to Green Belt policies must be provided.

Unless otherwise more appropriately provided separately as a requirement of this List of validation requirements, for mineral and waste management applications, the supporting planning statement should also include:

- Description of the site and its context, including any designations;
- Planning history including relevant planning permission reference numbers;
- Reason for the location proposed and what other options and/or locations were considered;
- The type of mineral(s) to be extracted;
- Quantities in tonnes of mineral(s) to be extracted;
- Maximum depth of extraction;
- The projected source and type of waste including the percentage by geographical area;
- How the waste will be treated/handled;
- Capacity of the site and annual throughput;
- Quantity of waste to be disposed of/treated/handled in both tonnes and cubic metres;
- Any ancillary operations for the process of recycling, recovery or pre- treatment of the waste on site;
- Proposed hours of operation;
- Proposed maximum daily vehicle movements;
- Details of all plant and equipment;
- Details of Biodiversity requirements or exemptions
- Details of external lighting;
- Site preparation work details;
- Method of working;
- Timescale of the development;
- Soil handling strategy details;
- Proposals for managing dust and litter;
- Predicted noise levels and measures to be taken for their control;
- Proposals for preventing the deposit of mud and debris on the highway;
- Proposals for controlling vermin and birds;
- Existing, pre-settlement and post-settlement levels for mineral extraction/landfill/land-raising sites including depths/heights;
- Proposals for controlling landfill gas and leachate at landfill sites including details of gas flaring and power generation;
- An assessment of likely odour issues and measures to control odour;
- A phasing programme of extraction, waste disposal and restoration in the case of mineral extraction and landfill sites;

- Details of surface water management measures;
- Information with regard to existing and projected staff and visitor numbers;
- Existing and proposed parking arrangements;
- Details of impacts to the amenity of local residents and those using the site and adjacent area and any roads or other transport corridors to be used to serve the site and the measures to be taken if necessary to ameliorate them including the provision of buffer zones; and
- Restoration and aftercare proposals including details of the financial provision to be made for this.
- Whether the site is in a Mineral Safeguarded Area or Mineral Consultation Area

For non-mineral and waste developments, the supporting planning statement should include:

- Description of the site including any designations;
- Planning history including relevant planning permission reference numbers;
- Reason for the location proposed and what other options and/or locations were considered;
- Information with regard to existing and projected pupil numbers for education developments;
- Information with regard to existing and projected staff and visitor numbers;
- Existing and proposed parking arrangements; and
- Details of impacts to the amenity of local residents and those using the site and adjacent area and any roads or other transport corridors to be used to serve the site and the measures to be taken if necessary to ameliorate them;

Planning Policy Drivers and related guidance:

- National Planning Practice Guidance - Validation Requirements

<https://www.gov.uk/guidance/making-an-application>

Surface Water Drainage Strategy

Applications involving the creation of new or extended impermeable areas should be supported by a drainage strategy which includes:

- Discharge Rates;
- Discharge Volumes;
- Maintenance and management of SUDS features;
- Sizing of features – attenuation volume;
- Infiltration in accordance with BRE365;
- Detailed drainage layout with pipe numbers; and
- Network drainage calculations.

Climate change and opportunities to enhance biodiversity should be taken into account in the drainage strategy.

Planning Policy Drivers and related guidance:

- The National Planning Policy Framework (2024) - Paragraphs 164, 181 and 182

[National Planning Policy Framework](#)

- Non-statutory technical standards for sustainable drainage systems:

<https://www.gov.uk/government/publications/sustainable-drainage-systems-non-statutory-technical-standards>

- Building Regulations Approved Document Part H

<http://www.planningportal.gov.uk/buildingregulations/approveddocuments/parth/>

- CIRIA C522 document Sustainable Drainage Systems – design manual for England and Wales
- CIRIA C697 document - SuDS manual - The Interim Code of Practice for Sustainable Drainage Systems

<http://www.ciria.org>

Sustainability/Climate Change Statement

A sustainability statement will be required for all operational developments, detailing and demonstrating how energy minimisation and carbon dioxide reduction will be incorporated into the development. The statement should also include details of the climate change mitigation or adaption measures incorporated into the design and show how the development will be adapted to severe weather events.

All non-domestic built development will be encouraged to achieve Building Research Establishment Environmental Assessment Method (BREEAM) rating 'Very Good' as a minimum standard and also obtain an award under the Civil Engineering Environmental Quality Assessment and Award Scheme (CEEQUAL). BREEAM for buildings sets the standard for best practice in sustainable design and has become the de facto measure used to describe a building's environmental performance. Standards have been developed for the most popular building types e.g. offices, retail developments, education, healthcare buildings etc. BREEAM assessment is a funding requirement for major new school and refurbishment projects. CEEQUAL is the assessment and award scheme for improving sustainability in civil engineering and the public realm. CEEQUAL is applicable to development schemes for waste water treatment, waste transfer and recycling facilities, sports stadia, roads and bridges that would be determined by the County Council usually valued at over £1 million. The scheme assesses performance across

12 areas of environmental and social concern, rewarding designers and constructors which go beyond the legal and environmental minima to achieve environmental and social standards.

The sustainability appraisal must outline the elements of the scheme that address the full range of sustainable development issues. This should include an assessment of the following:

- Water use – particularly where water scarcity is a recognized issue locally, and for major development involving surface or groundwater abstraction;
- Energy efficiency and generation – A statement should specify what the predicted energy demand is for the development, explain how the development would meet current energy efficiency standards and maximise the use of sustainable/renewable sources, for example CHP and local heat networks, photovoltaic panels, biomass and air/ground source heating, aiming to reduce CO2 emissions. The statement should also consider the options for energy collaboration with adjoining sites – particularly if a heat network is appropriate;
- Sustainable construction – utilising recycled and locally-sourced, building and landscaping materials, details of the origin of natural materials to be used in construction should be provided;
- Waste management – promoting resource efficiency;
- Adapting to severe weather events, not dealt with elsewhere, for example heat waves and locally intense rain storms; and
- Assessment of the effects on green infrastructure, for example including the effects on the provision of accessible natural green space, the role of sustainable drainage systems, the incorporation of green features in built design, and the role of green infrastructure in mitigating and adapting to future climate change.

Planning Policy Drivers and related guidance:

- The National Planning Policy Framework (2024) - Paragraphs 157 and 158
[National Planning Policy Framework](#)
- CEEQUAL website: <https://www.ceequal.com>
- BREEAM website: <http://www.breeam.org>

Transport Statement/Assessment

Where developments (during and after their construction) will have transport implications, Transport Statements/Assessments should be prepared.

The coverage and detail of the Transport Statement/Assessment should reflect the scale of development and the extent of the transport implications of the proposal.

For small schemes, the Transport Statement should simply outline the transport aspects of the application, including parking provision.

For larger scale proposals, where there is the potential for a high number of vehicle movements or an impact on sensitive areas on the local highway network, a Transport Assessment should be provided. This must demonstrate how the traffic impact will be mitigated and managed and illustrate accessibility to the site by all modes and the likely split of types of journey 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. These assessments enable local planning authorities better to assess the application and provide a basis for discussion on details of the scheme, such as the level of parking, the siting of buildings and entrances, and the need for further measures to improve access arrangements to the site. Details of any firm proposals to improve the access to a site (particularly where included in the local transport plan) should be provided and show adequate visibility splays for the highest average 85th percentile speed of the major road and be designed given due consideration to the location of the proposed development, speed of the road and the character of area. Details of proposals for access/egress and the management of construction traffic should be provided.

Transport Statement / Transport Assessments should show how the proposed development can be accessed by alternatives to single occupant car use, for example walking, cycling and the use of public transport.

Vehicle swept path analysis should be provided to show how large vehicles would enter, move around and exit the site. For built development this should include details for refuse vehicles and delivery vehicles visiting the site, where it would not be safe for these to dwell on the highway. It should be shown how vehicles would access and egress the site in a forward gear and turn around within the site.

Typical vehicle dimensions for swept path analysis:

- Delivery Vehicle – 7.5 tonne box van 8.0 metres in length
- Minerals and waste vehicles - 8 wheeled rigid tipper lorry (9.6 metres in length) , articulated tipper (14.2 metres in length), skip loader 7.8 metres (length) x 2.5 metres (width)
- Refuse collection vehicle – 11.6m length, 2.6m wide, 3.2m high, 2.5m track width

Routing - Where there are a high number of large goods vehicle movements predicted from a proposed waste and minerals site a suitable route should be proposed in accordance with the Oxfordshire Lorry Route Map in the Oxfordshire Minerals and Waste Local Plan Part 1 - Core Strategy.

A routing agreement may be required to secure compliance with proposed routes.

Details of proposals for wheel washing facilities should be provided for sites which would have the potential to cause mud or dust to be deposited on the public highway. Suitable means of disposing waste water without discharging onto the highway will also be required.

For the Transport Assessment/ Transport Statement, material quantities should be

given in weight (tonnes) rather than volume (cubic metres).

The Council's guidance on Transport Assessments/ Transport Statements/ Travel Plans and Travel Statements which is available on the website:

[Transport Development Management \(TDM\) | Oxfordshire County Council](#)

Drawings of proposed highway works should be supplied as separate drawings, in separate files, as well as referenced in the Transport Assessment/Transport Statement

Planning Policy Drivers and related guidance:

- The National Planning Policy Framework (2024) – Paragraphs 109-114

[National Planning Policy Framework](#)

- Planning Practice Guidance on Travel Plans, Transport Assessments and Statements:

<https://www.gov.uk/guidance/travel-plans-transport-assessments-and-statements>

- National Planning Policy for Waste, Appendix B

<https://www.gov.uk/government/publications/national-planning-policy-for-waste>

Travel Plan / Travel Plan Statement

For development which would lead to new or increased employment and/or new or additional visitor footfall, a draft travel plan should outline the way in which the transport implications of the development are going to be managed in order to ensure the minimum environmental, social and economic impacts, and a strategy for implementation. For example, in terms of a school it could indicate that any new pupil levels generated by the new proposal will be brought on to the site either by public transport or by hired coaches. In terms of a mineral or waste application this will vary as the applicant will have to indicate the amount of traffic movements that will occur during operating hours. The draft must identify a plan coordinator, the management arrangements for the plan – e.g. a steering group and the development timetable. The strategy could also include activities for marketing and promoting the plan to occupiers, users, visitors and residents of the site.

Guidance on Travel Plans can be found on the website:

[Travel plans, travel plan statements and advice | Oxfordshire County Council](#)

This includes guidance on when a Travel Plan or Travel Plan Statement will be required. A Travel Plan is always needed for a new school.

Planning Policy Drivers and related guidance:

- The National Planning Policy Framework (2024) – Paragraphs 118

[National Planning Policy Framework](#)

- Travel Plans, Transport Assessments and Statements

<https://www.gov.uk/guidance/travel-plans-transport-assessments-and-statements>

Tree/Hedgerow Survey / Arboricultural Statement

Where trees/hedges are present within or around an application site, the potential impact of development on existing trees/hedges both on the site or adjacent to it must be taken into account. Survey information should be provided in a form consistent with *BS5837:2012: Trees in relation to design, demolition and construction*. Typically this would include a tree survey that includes the positions of all individual trees of 75mm stem diameter measured at a height of 1.5 metres within the site and adjoining, overhanging or within the potential root impact zone of the site boundaries; the canopy spread of such trees; all shrub masses and hedges; and any other relevant features of the site such as banks, slopes, walls and fences and water features. Details of the trees should be recorded and the trees should be categorised in accordance with the tree method set out in *BS 5837:2012*.

An Arboricultural Impact Assessment (AIA) must be undertaken and submitted using the tree survey data to determine the impact of development on the trees and their root protection areas (RPA). This should include but not necessarily be limited to the identification of trees to be removed, retained and any tree work required to implement the development as indicated in *BS5837:2012*. Consideration should be given to the impact of existing and future underground and overhead services on trees, any construction impacts e.g. changes in ground levels and surfaces, and impacts that may arise from the future use of the site e.g. shading. Where a significant change to the tree cover is likely a more detailed assessment of the change in the natural capital value of the tree population (such as through i-tree eco) may be required. Ancient and veteran trees and the impacts upon them should be noted specifically.

Where development adversely affects trees on the highway a valuation of the trees is required using CAVAT (Capital Asset Value for Amenity Trees) and appropriate financial compensation provided in accordance with the County Council's Tree Policy. Where tree loss occurs as a result of development, proposals should be provided as to how levels of long-term tree canopy cover will be replaced.

Where there are trees to be retained within a development an Arboricultural Method Statement (ASM) and Tree Protection Plan (TPP) must be agreed with the Council and provided before commencement. This will identify measures such as the location and nature of tree protection fencing, specific construction techniques where work is

required close to trees, the protection of soils for future tree planting, the construction method for the installation of services etc. *BS5837:2012* provides further information on this.

Planning Policy Drivers and related guidance:

- The National Planning Policy Framework (2024) - Paragraphs 131, 174 and 180

[National Planning Policy Framework](#)

- *BS5837:2012 Trees in relation to design, demolition and construction – Recommendations*
- Hedgerow Regulations 1997
- *Trees in Hard Landscapes A Guide for Delivery*, Trees and Design Action Group, Sept 2014
- Kieron J. Doick, Christopher Neilan, Glyn Jones, Andrew Allison, Ian McDermott, Andy Tipping & Richard Haw (2018) CAVAT (Capital Asset Value for Amenity Trees): valuing amenity trees as public assets, *Arboricultural Journal*, 40:2, 67-91, DOI: 10.1080/03071375.2018.1454077

Unstable Land Assessment

If the proposal is on or adjoining land which is known or suspected to be unstable or potentially unstable this Statement should include reference to this issue. This may include the effects of both natural and man-made underground cavities; unstable slopes; and ground compression. The Unstable Land Assessment will need to take account of the potential hazard that such instability could create both to the development itself and to the neighbouring area.

The assessment should include the physical capability of the land to be developed; possible adverse effects of instability on the development; possible adverse effects of the development on the stability of adjoining land; possible effects on local amenities and conservation interests of the development and of any remedial or precautionary measures proposed.

Planning Policy Drivers and related guidance:

- The National Planning Policy Framework (2024) – Paragraphs 125 and 187

[National Planning Policy Framework](#)

- National Planning Practice Guidance – Land Stability

[Land stability - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/land-stability)

- National Planning Policy for Waste, Appendix B

<https://www.gov.uk/government/publications/national-planning-policy-for-waste>

Ventilation/Extraction Statement

Details of the position and design of any ventilation and extraction equipment (particularly those to be located at roof level) will be required to accompany all applications where they are proposed. Any application within 100 metres of a landfill site should include details of how landfill gas is to be dealt with.

In developments where an odour nuisance may be an issue (e.g. waste disposal operations), this should include an assessment of the effects on potential receptors and details of measures to mitigate odour at source must be included with any planning application.

Waste Minimisation Statement

Where proposed new development involves the demolition or excavation of the site, proposals should be supported by a plan which identifies the volume and type of material to be removed from the site and explores the opportunities for the recovery, reuse of material on the site, the circular economy and how any offsite disposal of waste material will be managed.

Planning Policy Drivers and related guidance:

- The National Planning Policy Framework (2024) – Paragraph 8

[National Planning Policy Framework \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/123456/nppf-2024.pdf)

- National Planning Policy for Waste

[National planning policy for waste - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/national-planning-policy-for-waste)

- Waste Management Plan for England 2021

[Waste Management Plan for England 2021 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/waste-management-plan-for-england-2021)

Informative:

Environmental Statement

The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 require a developer to prepare an Environmental Statement (required for Schedule 1 projects and for some Schedule 2 projects as stated in the Regulations) to enable the Planning Authority to give proper consideration to the likely environmental effects of a proposed development. The Environmental Statement accompanies but does not in itself form part of the planning application. A Screening Opinion can be obtained from the Council as to whether the development proposed comprises development falling within the scope of the Regulations and whether or not an Environmental Statement will be required. The Regulations provide a checklist of matters to be considered for inclusion in the Environmental Statement and require the developer to describe the likely significant effects of a development on the environment and to set out the proposed mitigation measures. You are strongly advised to seek Planning Officer advice on this issue prior to making your application and to seek a formal Scoping Opinion of the information to be included in the Environmental Statement.

Planning Policy Drivers and related guidance:

- The Town and Country Planning (Environmental Impact Assessment) Regulations 2017

[http:// www.legislation.gov.uk/ukxi/2017/571](http://www.legislation.gov.uk/ukxi/2017/571)

- National Planning Practice Guidance – Environmental Impact Assessment

[http:// www.gov.uk/guidance/environmental-impact-assessment](http://www.gov.uk/guidance/environmental-impact-assessment)

PART THREE – VALIDATION CHECKLISTS**3.1 MINERALS DEVELOPMENT**

Information required	When required	Tick	Reason why provided not provided
National Information Requirements			
Application Form	All applications.		
Correct application fee	All applications.		
Location Plan	All applications other than Section 73/73A applications, for detailed submissions pursuant to planning conditions and non-material amendment applications.		
Site Plan	All applications other than Section 73/73A applications, for detailed submissions pursuant to planning conditions and non-material amendment applications.		
Ownership/Agricultural Holding Certificates and Notices	All applications other than detailed submissions pursuant to planning conditions, non-material amendment applications, Certificates for Existing or Proposed Lawful Development.		
Design and Access Statements	Those planning applications as set out in the detailed local requirements above.		
Biodiversity Net Gain Plan	Those planning applications where development is subject to the general biodiversity net gain requirements.		
Local Information Requirements			
Other Plans	All applications other than Section 73/73A applications, for detailed submissions pursuant to planning conditions and non-material amendment applications.		

Aftercare/ restoration scheme	All planning applications for mineral extraction		
Air Quality Impact Assessment	All planning applications when the site is within or adjoining an Air Quality Management Area or when a sensitive ecological site will be affected, or when there would be a significant increase in traffic generation.		
Birdstrike Risk Management Plan	All planning applications that may have an adverse safety impact on aircraft through the creation of standing water and new woodland within 13 km of aerodromes.		
Biodiversity report	Those planning applications when there is a potential impact on designated sites, protected species or habitats, or where a biodiversity survey is required.		
Biodiversity Net Gain Requirements	All applications.		
Carbon Management Plan	Required for major road schemes, built development creating over 1000 square metres of floorspace, for landfill, and for any new mineral extraction or extension to an existing quarry.		
Climate Impact Assessment	Required for major road schemes, built development creating over 1000 square metres of floorspace, for landfill, and for any new mineral extraction or extension to an existing quarry.		
Geological Conservation Report	Those planning applications when there is a potential impact on designated Sites, or where other geological conservation features are present, as set out in Appendix 4.		
Mineral Resource Assessment / Borehole Trial Pit Analysis	All planning applications for the extraction of mineral deposits.		
Daylight/Sunlight Assessment	All planning applications where there is a potential adverse impact upon the current levels of sunlight /daylighting enjoyed by adjoining properties and buildings.		

Draft Planning Obligations also known as Legal Agreement / Section 106)	<ul style="list-style-type: none"> Where a planning application that may be unacceptable in planning terms may be made acceptable through the use of planning obligations, statement with proposed Heads of Terms for an agreement may be submitted as part of the application. Where Local Plan policies give details of likely agreements a statement of proposed Heads of Terms may be submitted as part of the application. 		
Drainage Strategy	Applications for development of a new site, or amended site layout		
Dust Assessment	For all planning applications for minerals developments which generate dust.		
Flood Risk Assessment	<p>All planning applications for:</p> <ul style="list-style-type: none"> Development including change of use of 1 hectare or greater or 1000m² gross floor space or greater, in Flood Zone 1 and all proposals, including change of use, for Development located in Flood Zones 2 and 3. Where development proposals may affect watercourses, flood defences or off-site flood mitigation. Where the proposed development may be subject to other sources of flooding. Where the Environment Agency, Internal Drainage Board and/or other bodies have indicated that there may be drainage problems or concerns that need addressing. 		
Foul Sewage and Utilities Assessment	All planning applications where the proposed development results in any changes or replacement to an existing system, or the creation of a new system, or where the development will require connection to existing utility services including electricity, gas, telecommunications and water supply.		
Green Belt Statement	All planning applications for inappropriate development in the Green Belt.		
Health Impact Assessment	For major infrastructure schemes or proposals where potential health issues are likely to arise, require a Rapid or Full HIA to be submitted		
Heritage and Archaeological Statement	<p>For all planning applications:</p> <ul style="list-style-type: none"> Where a proposal is likely to affect or impact on a nationally important site including those designated as a Scheduled Monument; Park or Garden; Registered Battlefield; World Heritage Site (Blenheim Palace); Listed Building/ structure or Conservation Area, or the setting of any of these features whether designated or not; as well as non-designated archaeological assets, locally listed buildings, non-designated archaeological assets and other areas of known or potential archaeological asset; Where known archaeological features or remains; historic buildings 		

	<p>or structures or historic landscapes are either on or adjacent to the application site, or their setting may be affected;</p> <ul style="list-style-type: none"> • Where a proposal involves the disturbance of ground or raising of ground levels where there may be archaeological remains, as may be specified in pre- application advice; • Where significant infrastructure works are proposed, where there may be archaeological remains, as may be specified in pre- application advice; • Where a hedge is to be removed or moved or would be affected by the proposal; and • Where a proposal involves substantial demolition of an existing building. 		
Hydrological Assessment	Mineral planning applications where dewatering is proposed or proposals affect the water table.		
Land contamination assessment	All planning applications where there is reason to suspect contamination of the application site or neighbouring land due to previous operations e.g. the existence of former industrial uses, the presence of former landfill sites, the presence of former mineral tips.		
Landscape and Visual Impact Assessment	<ul style="list-style-type: none"> • Mineral applications within a National Landscape (formerly known as Area of Outstanding Natural Beauty), or within the setting of a National Landscape where they might adversely affect the natural beauty or enjoyment of the National Landscape. • Any major application that is considered EIA development or which has the potential to cause a major landscape and/or visual impacts due to its scale, nature and/or location. • Minor applications will have to be judged on a case by case basis and might not require a full LVIA but another form of assessment such as a Landscape and Visual Appraisal (LVA). Applicants are encouraged to seek pre-application advice to determine the level of assessment required. 		
Landscaping scheme	<p>Any planning application where the proposal contains, or is likely to require, some form of landscaping to make it acceptable in planning terms. Some form of landscaping is expected for most application types.</p> <p>A Landscape Masterplan/Landscape Strategy drawing will be required for most applications, a detailed Planting Plan is required where new planting is proposed.</p>		
Lawful Development Certificate Supporting Information	When an application is made for a Lawful Development Certificate		

Outdoor Lighting/Floodlighting scheme	Where planning applications propose external lighting.		
Noise impact assessment	All planning applications where the proposal is likely to generate a noise level above background noise levels which may have a detrimental impact on the nearest noise sensitive property or other development or use of land (including nature conservation).		
Open space/playing field assessment	Planning applications where the site is within or adjoining an area of designated or proposed open space/playing fields, common land or village greens. Any application involving the loss or provision of playing fields should be supported by evidence of a district wide Playing Pitch Strategy.		
Parking provision	All planning applications involving the provision of parking space.		

Photographs and/or Photomontages	All planning applications where photographs or photomontages would enable assessment of characteristics of the site and its setting or as supporting evidence in the case of applications for Certificates for existing use or development.		
Rights of Way	All planning applications where a public right of way traverses or passes within 200m of the application site boundary or involves the temporary or permanent diversion or closure of part of a route in order to construct or operate the development. A Walking, Cycling and Horse riding Assessment and Review will be required for most applications where an application site contains a public right of way		
Statement of Community Involvement	All planning applications which meet the definition set out in the section.		
Supporting Planning Statement	All planning applications other than section 73/73A applications should include this supporting document.		
Sustainability/Climate Change Appraisal	All planning applications.		

Transport Statement/ Assessment	All planning applications where there is likely to be a significant impact upon the existing transport network, and/or where additional parking is proposed.		
Travel Plan	All planning applications that have the potential for significant traffic and travel-related implications.		
Tree/Hedgerow Survey / Arboricultural Statement	All planning applications where there are trees within, on the boundary or in close proximity to the site that could be affected by the proposed development.		
Unstable Land Assessment	All planning applications where the proposal is on or adjoining land which is known or suspected to be unstable through the effects of natural and manmade cavities or unstable slopes		
Ventilation/Extraction Statement	Where substantial ventilation or extraction equipment is proposed and there are properties in the immediate vicinity of the outlet that could be affected by noise or odours.		
Waste Minimisation Statement	All planning applications where waste will be generated on site.		

3.2 WASTE DEVELOPMENT

Information required	When required	Tick	Reason why provided or not provided
National Information Requirements			
Application Form	All applications.		
Correct application fee	All applications.		
Location Plan	All applications other than Section 73/73A applications, for detailed submissions pursuant to planning conditions and non-material amendment applications.		
Site Plan	All applications other than Section 73/73A applications, for detailed submissions pursuant to planning conditions and non-material amendment applications.		
Ownership/Agricultural Holding Certificates and Notices	All applications other than detailed submissions pursuant to planning conditions, non-material amendment applications, Certificates for Existing or Proposed Lawful Development.		
Design and Access Statements	Those planning applications as set out in the detailed local requirements above.		
Biodiversity Net Gain Plan	Those planning applications where development is subject to the general biodiversity net gain requirements.		
Carbon Management Plan	Required for major road schemes, built development creating over 1000 square metres of floorspace, for landfill, and for any new mineral extraction or extension to an existing quarry.		
Climate Impact Assessment	Required for major road schemes, built development creating over 1000 square metres of floorspace, for landfill, and for any new mineral extraction or extension to an existing quarry.		

Local Information Requirements			
Other Plans	All applications other than Section 73/73A applications, for detailed submissions pursuant to planning conditions and non-material amendment applications.		
Aftercare/restoration scheme	All planning applications for mineral extraction, landfill or land-raising proposals.		
Air Quality Impact Assessment	All planning applications when the site is within or adjoining an Air Quality Management Area or when a sensitive ecological site will be affected, or when there would be a significant increase in traffic generation.		
Birdstrike Risk Management Plan	All planning applications that may have an adverse safety impact on aircraft through the creation of standing water and new woodland within 13 km of aerodromes.		
Biodiversity report	Those planning applications when there is a potential impact on designated sites, protected species or habitats, or where a biodiversity survey is required.		
Biodiversity Net Gain Requirements	All applications.		
Geological Conservation Report	Those planning applications when there is a potential impact on designated Sites, or other geological conservation features are present as set out in Appendix 4.		
Bioaerosol Assessment	Those planning applications when the proposal involves the storage or treatment of biodegradable waste material and is within 250 m of residential properties or other sensitive locations.		
Daylight/Sunlight Assessment	All planning applications where there is a potential adverse impact upon the current levels of sunlight /daylighting enjoyed by adjoining properties and buildings.		

Draft Planning Obligations also known as Legal Agreement / Section 106)	<ul style="list-style-type: none"> Where a planning application that may be unacceptable in planning terms may be made acceptable through the use of planning obligations, a statement with proposed Heads of Terms for an agreement may be submitted as part of the application. Where Local Plan policies give details of likely agreements a statement of proposed Heads of Terms may be submitted as part of the application. 		
Drainage Strategy	Applications for development of a new site, or amended site layout		
Dust Assessment	For all planning applications for waste developments which generate dust		
Flood Risk Assessment	<p>All planning applications for:</p> <ul style="list-style-type: none"> Development including change of use of 1 hectare or greater or 1000 m² of gross floor space or greater, in Flood Zone 1 and all proposals, including change of use, for Development located in Flood Zones 2 and 3. Where development proposals may affect watercourses, flood defences or off-site flood mitigation. Where the proposed development may be subject to other sources of flooding. Where the Environment Agency, Internal Drainage Board and/or other bodies have indicated that there may be drainage problems or concerns that need addressing. 		
Foul Sewage and Utilities Assessment	All planning applications where the proposed development results in any changes or replacement to an existing system, or the creation of a new system, or where the development will require connection to existing utility services including electricity, gas, telecommunications and water supply.		
Green Belt Statement	All planning applications for inappropriate development in the Green Belt.		

Health Impact Assessment	For major infrastructure schemes or proposals where potential health issues are likely to arise, require a Rapid or Full HIA to be submitted		
Heritage and Archaeological Statement	<p>For all planning applications:</p> <ul style="list-style-type: none"> Where a proposal is likely to affect or impact on a nationally important site including those designated as a Scheduled Monument; Park or Garden; Registered Battlefield; World Heritage Site (Blenheim Palace); Listed Building/ structure or Conservation Area, or the setting of any of these features whether designated or not; as well as non-designated archaeological assets, locally listed buildings, non-designated archaeological assets and other areas of known or potential archaeological asset; Where known archaeological features or remains; historic buildings or structures or historic landscapes are either on or adjacent to the application site, or their setting may be affected; Where a proposal involves the disturbance of ground or raising of ground levels where there may be archaeological remains, as may be specified in pre-application advice; Where significant infrastructure works are proposed, where there may be archaeological remains, as may be specified in pre-application advice; Where a hedge is to be removed or moved or would be affected by the proposal; and Where a proposal involves substantial demolition of an existing building. 		
Hydrological Assessment	Waste planning applications where proposals affect the water table.		
Land contamination assessment	All planning applications where there is reason to suspect contamination of the application site or neighbouring land due to previous operations e.g. the existence of former industrial uses, the presence of former landfill sites, the presence of former mineral tips.		
Landscape and Visual Impact Assessment (LVIA)	<ul style="list-style-type: none"> Waste applications within a National Landscapes (formally known as Area of Outstanding Natural Beauty), or within the setting of a National Landscape where proposed development might adversely affect the natural beauty or enjoyment of the National Landscape. Any major application that is considered EIA development or which has the potential to cause a major landscape and/or visual impact due to its scale, nature and/or location. Minor applications will have to be judged on a case by case basis and Might not require a full LVIA but another form of assessment such as a Landscape and Visual Appraisal (LVA). Applicants are encouraged to seek pre-application advice to determine the level of assessment required. 		

Landscaping scheme	<ul style="list-style-type: none"> Any planning application where the proposal contains, or is likely to require, some form of landscaping to make it acceptable in planning terms. Some form of landscaping is expected for most application types. A Landscape Masterplan/Landscape Strategy drawing will be required for most applications, a detailed Planting Plan is required where new planting is proposed. 		
Lawful Development Certificate Supporting Information	When an application is made for a Lawful Development Certificate.		
Outdoor Lighting/Floodlighting scheme	Where planning applications propose external lighting.		
Noise impact assessment	All planning applications where the proposal is likely to generate a noise level above background noise levels which may have a detrimental impact on the nearest noise sensitive property or other development or use of land (including nature conservation).		
Open space/playing field assessment	<ul style="list-style-type: none"> Planning applications where the site is within or adjoining an area of designated or proposed open space/playing fields, common land or village greens. Any application involving the loss or provision of playing fields should be supported by evidence of a district wide Playing Pitch Strategy. 		
Parking provision	All planning applications involving the provision of parking space.		
Photographs and/or Photomontages	All planning applications where photographs or photomontages would enable assessment of characteristics of the site and its setting or as supporting evidence in the case of applications for Certificates for existing use or development.		

Rights of Way	All planning applications where a public right of way traverses or passes within 200m of the application site boundary or involves the temporary or permanent diversion or closure of part of a route in order to construct or operate the development. A Walking, Cycling and Horse riding Assessment and Review will be required for most applications where an application site contains a public right of way		
Statement of Community Involvement	All planning applications.		
Supporting Planning Statement	All applications other than section 73/73A applications should include this supporting document.		
Sustainability/Climate Change Appraisal	All planning applications.		
Transport Statement/Assessment	All planning applications where there is likely to be a significant impact upon the existing transport network, and/or where additional parking is proposed.		
Travel Plan	All planning applications that have the potential for significant traffic and travel-related implications.		
Tree/Hedgerow Survey / Arboricultural Statement	All planning applications where there are trees within, on the boundary or in close proximity to the site that could be affected by the proposed development.		
Unstable Land Assessment	All planning applications where the proposal is on or adjoining land which is known or suspected to be unstable through the effects of natural and manmade cavities or unstable slopes.		
Ventilation/Extraction Statement	Where substantial ventilation or extraction equipment is proposed and there are properties in the immediate vicinity of the outlet that could be affected by noise or odours.		
Waste Minimisation Statement	All planning applications where waste will be generated on site.		

3.3 COUNTY DEVELOPMENT (REGULATION 3)

Information required	When required	Tick	Reason why provided not provided
National Information Requirements			
Application Form	All applications.		
Correct application fee	All applications.		
Location Plan	All applications other than Section 73/73A applications, for detailed submissions pursuant to planning conditions and non-material amendment applications.		
Site Plan	All applications other than Section 73/73A applications, for detailed submissions pursuant to planning conditions and non-material amendment applications.		
Ownership/Agricultural Holding Certificates and Notices	All applications other than detailed submissions pursuant to planning conditions, non-material amendment applications, Certificates for Existing or Proposed Lawful Development.		
Design and Access Statements	Those planning applications as set out in the detailed local requirements above.		
Biodiversity Net Gain Plan	Those planning applications where development is subject to the general biodiversity net gain requirements.		
Local Information Requirements			
Other Plans	All applications other than Section 73/73A applications, for detailed submission pursuant to planning conditions and non-material amendment applications.		

Aftercare/restoration scheme	All planning applications for mineral extraction, landfill or land-raising proposals.		
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Air Quality Impact Assessment	All planning applications when the site is within or adjoining an Air Quality Management Area or when a sensitive ecological site will be affected, or when there would be a significant increase in traffic generation.		
Birdstrike Risk Management Plan	All planning applications that may have an adverse safety impact on aircraft through the creation of standing water and new woodland within 13 km of aerodromes.		
Biodiversity and geological conservation report	Those planning applications when there is a potential impact on designated sites, protected species or habitats, or where a biodiversity survey is required.		
Biodiversity Net Gain Requirements	All applications.		
Bioaerosol Assessment	Those planning applications when the proposal involves the storage or treatment of biodegradable waste material and is within 250 m of residential properties or other sensitive locations.		
Carbon Management Plan	Required for major road schemes, built development creating over 1000 square metres of floorspace, for landfill, and for any new mineral extraction or extension to an existing quarry.		
Climate Impact Assessment	Required for major road schemes, built development creating over 1000 square metres of floorspace, for landfill, and for any new mineral extraction or extension to an existing quarry.		
Daylight/Sunlight Assessment	All planning applications where there is a potential adverse impact upon the current levels of sunlight /daylighting enjoyed by adjoining properties and buildings.		

Draft Planning Obligations also known as Legal Agreement / Section 106)	<ul style="list-style-type: none"> Where a planning application that may be unacceptable in planning terms may be made acceptable through the use of planning obligations a statement with proposed Heads of Terms for an agreement may be submitted as part of the application. Where Local Plan policies give details of likely agreements a statement of proposed Heads of Terms may be submitted as part of the application. 		
Drainage Strategy	Applications for development of a new site, or amended site layout		
Dust Assessment	For all planning applications for developments which generate dust including major construction works.		
Flood Risk Assessment	<p>All planning applications for:</p> <ul style="list-style-type: none"> Development including change of use of 1 hectare or greater or 1000 m2 of gross floor space or greater, in Flood Zone 1 and all <p>proposals, including change of use, for Development located in Flood Zones 2 and 3.</p> <ul style="list-style-type: none"> Where development proposals may affect watercourses, flood Defences or off-site flood mitigation. Where the proposed development may be subject to other sources of flooding. Where the Environment Agency, Internal Drainage Board and/or other bodies have indicated that there may be drainage problems or concerns that need addressing. 		
Foul Sewage and Utilities Assessment	All planning applications where the proposed development results in any changes or replacement to an existing system, or the creation of a new system, or where the development will require connection to existing utility services including electricity, gas, telecommunications and water supply.		
Green Belt Statement	All planning applications for inappropriate development in the Green Belt.		
Health Impact Assessment	For major infrastructure schemes or proposals where potential health issues are likely to arise, require a Rapid or Full HIA to be submitted		
Heritage and Archaeological Statement	<p>For all planning applications:</p> <ul style="list-style-type: none"> Where a proposal is likely to affect or impact on a nationally important site including those designated as a Scheduled Monument; Park or Garden; Registered Battlefield; World Heritage Site (Blenheim Palace); Listed Building/ structure or Conservation 		

	<p>Area, or the setting of any of these features whether designated or not; as well as non-designated archaeological assets, locally listed buildings, non-designated archaeological assets and other areas of known or potential archaeological asset;</p> <ul style="list-style-type: none"> • Where known archaeological features or remains; historic buildings or structures or historic landscapes are either on or adjacent to the application site, or their setting may be affected; • Where a proposal involves the disturbance of ground or raising of ground levels where there may be archaeological remains, as may be specified in pre-application advice; • Where significant infrastructure works are proposed, where there may be archaeological remains, as may be specified in pre-application advice; • Where a hedge is to be removed or moved or would be affected by the proposal; and • Where a proposal involves substantial demolition of an existing building. 		
Hydrological Assessment	Planning applications proposals affect the water table.		
Land contamination assessment	All planning applications where there is reason to suspect contamination of the application site or neighbouring land due to previous operations e.g. the existence of former industrial uses, the presence of former landfill sites, the presence of former mineral tips.		
Landscape and Visual Impact Assessment	<ul style="list-style-type: none"> • All applications within a National Landscape (formally known as Area of Outstanding Natural Beauty), or within the setting of a National Landscape where it might adversely affect the natural beauty, special qualities or enjoyment of the National Landscape. • Any major application that is considered EIA development or which Has the potential to cause a major landscape and/or visual impacts due to its scale, nature and/or location. • Minor applications will have to be judged on a case by case basis and might not require a full LVIA but another form of assessment such as a Landscape and Visual Appraisal. Applicants are encouraged to seek pre-application advice to determine the level of assessment required. • 		

Landscaping scheme	<ul style="list-style-type: none"> Any planning application where the proposal contains, or is likely to require, some form of landscaping to make it acceptable in planning terms. Some form of landscaping is expected for most application types. A Landscape Masterplan/Landscape Strategy drawing will be required for most applications, a detailed Planting Plan is required where new planting is proposed. 		
Lawful Development Certificate Supporting Information	When an application is made for a Lawful Development Certificate		
Outdoor Lighting/Floodlighting scheme	Where planning applications propose external lighting.		
Noise impact assessment	All planning applications where the proposal is likely to generate a noise level above background noise levels which may have a detrimental impact on the nearest noise sensitive property or other development or use of land (including nature conservation).		

Open space/playing field assessment	<ul style="list-style-type: none"> Planning applications where the site is within or adjoining an area of designated or proposed open space/playing fields, common land or village greens. Any application involving the loss or provision of playing fields should be supported by evidence of a district wide Playing Pitch Strategy. 		
Parking provision	All planning applications involving the provision of parking space.		
Photographs and/or Photomontages	All planning applications where photographs or photomontages would enable assessment of characteristics of the site and its setting or as supporting evidence in the case of applications for Certificates for existing use or development.		
Rights of Way	All planning applications where a public right of way traverses or passes close by the application site or involves the temporary diversion or closure of part of a route in order to construct the development.		
Statement of Community Involvement	All planning applications.		
Supporting Planning Statement	All applications should include this supporting document.		

Sustainability/ Climate Change Appraisal	All planning applications.		
Transport Statement/ Assessment	All applications where there is likely to be a significant impact upon the existing transport network, and/or where additional parking is proposed.		
Travel Plan	All planning applications that have the potential for significant traffic and travel-related implications.		
Tree/Hedgerow Survey / Arboricultural Statement	All planning applications where there are trees within, on the boundary or in close proximity to the site that could be affected by the proposed development.		
Unstable Land Assessment	All planning applications where the proposal is on or adjoining land which is known or suspected to be unstable through the effects of natural and manmade cavities, or unstable slopes.		

Ventilation/Extraction Statement	Where substantial ventilation or extraction equipment is proposed and there are properties in the immediate vicinity of the outlet that could be affected by noise or odours.		
Waste Minimisation Statement	All planning applications where waste will be generated on site.		

PART FOUR – Appendices

Appendix 1 – County Planning Authority Requirements for Biodiversity

A. Surveys

Surveys are required to determine whether notable species, habitats or designated sites may be adversely affected by development. All surveys carried out should be assessed (see 'Assessment' below).

Surveys should be undertaken and prepared by competent persons with suitable ecological qualifications and experience and must be carried out at an appropriate time and month of the year, in suitable weather conditions and using nationally recognised survey guidelines/methods where available.

ECOLOGICAL SURVEY SEASONS

KEY:

Optimal	
Suboptimal	
Weather/Location Dependent	
Unreliable	
Unacceptable	

Terrestrial:

Bats

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Buildings (Preliminary bat roost assessment)												
Trees (Preliminary bat roost assessment)												
Emergence survey (maternity or summary roosts)												
Emergence survey (transitional/occasional roosts)												
Re-entry surveys												

Emergence survey (mating roosts)													
Hibernation survey (Structures)													
GLTA (Ground Level Tree Assessment)													
Ground-level bat activity survey (night-time walkover surveys and automated/static)													
Pre and post-hibernation (automated/static bat activity survey)													
Swarming survey													
Back-tracking survey													
Trapping and radio-tagging survey													

Badgers

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Presence/absence												
Bait marking												

Dormice

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Nest tube & box checks												
Nut hunts												

*This survey method is currently undertaking trials so may only be used in conjunction with other methods.

Otters

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC

Surveys can be undertaken at any time of the year but are weather dependent and may be limited by vegetation cover during the summer months

Water Voles

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC

Birds

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Breeding												
Migratory												
Wintering												

Species-specific surveys for protected species may also be required where suitable habitat is present. Survey schedules may also vary depending on the species in question

Reptiles

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC

Great Crested Newts

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
HSI												
eDNA				15th								
Population size class*												

*Also includes conventional presence/absence surveys

Invertebrates

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC

Species-specific surveys for protected species may also be required where suitable habitat is present and these survey timings may vary from those above

Terrestrial Habitats

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Phase 1 and UK Hab (+ hedgerows & invasive species)												
Condition assessment to inform biodiversity net gain calculation can also be completed during a Phase 1/ UK Hab survey												
NVC (National Vegetation Classification)	Grassland											
	Woodland											
	Bryophytes & Lichens											

Trees & Woodland

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC

Aquatic:

Migratory Salmonid

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC

Habitat assessment												
Adult migration (upstream)												
Redd (spawning depression)												
Resident parr (up to 3yrs old)												
Smolt migration (downstream 1-3 yrs)												

Non-migratory Fish

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Habitat assessment												
Adult population												
Juvenile population												
Brown trout												

Lamprey

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Habitat assessment												
River lamprey (sprawling assessment)												
Brook lamprey (sprawling assessment)												
Sea lamprey (sprawling assessment)												

Eel

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Upstream elver migration (westcoast)												

Upstream elver migration (eastcoast)												
Resident yellow eel population												
Downstream silver eel migration												

White-clawed Crayfish

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Main survey period												
Manual/trapping												
Night (torch)												

Aquatic Macro-invertebrates

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Lotic												
Lentic												

Freshwater Pearl Mussel

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC

Aquatic Macrophytes

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC

Pond Surveys

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
PYSM (Predictive System for Multimetrics)												
NPS (Nationals Pond Survey)												

River Habitat

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC

Fish Passage Assessment

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC

A survey should be informed by the results of a search for ecological and/or geological data. The Thames Valley Environmental Records (TVERC) [Thames Valley Environmental Records Centre \(TVERC\)](http://www.thamesvalleyenvironmentalrecords.co.uk) is the Local Biological Records Centre (Email – tverc@oxfordshire.gov.uk or Tel. 01865 815451) who can search for the location of notable species and habitats/sites on or near to a development site. In addition see <https://magic.defra.gov.uk/> - a useful Natural England resource on the distribution of wildlife sites and habitats.

A survey must be to an appropriate level of scope and detail and must:

1. What species / habitats are involved?
2. What is the population level, or habitat area, likely to be affected by the proposal?
3. What is the impact of the proposal on protected or notable species / priority habitat?
4. Is the impact necessary or acceptable?
5. How has the mitigation hierarchy been applied?
6. Will a licence be required from Natural England?

All surveys must be undertaken to the standards in British Standard 42020 (Biodiversity – Code of Practice for Planning & Development, 2013)

General points to note regarding surveys are as follows:

- For certain species and habitats surveys can be carried out at any time of year, but for other species, particular times of year are required to give the most reliable results, as indicated in the diagram above
- Surveys conducted outside of optimal times (diagram above) may be unreliable.
- For certain species (e.g. Great Crested Newt) surveys over the winter period are unlikely to yield any useful information. Similarly negative results gained outside the optimal period should not be interpreted as absence of a species and further survey work may be required during the optimal survey season. This is especially important where existing surveys and records show the species has been found previously on site or in the surrounding area. An application may not be valid until survey information is gathered from an optimum time of year.
- Species surveys are also very weather dependent so it may be necessary to delay a survey or to carry out more than one survey if the weather is not suitable, e.g. heavy rain is not good for surveying for otters, as it washes away their spraint (droppings). Likewise bat surveys carried out in wet or cold weather may not yield accurate results.
- Absence of evidence of a species does not necessarily mean that the species is not there, nor that its habitat is not protected (e.g. a bat roost is protected whether any bats are present or not).
- Local Environmental Records Centres (see TVERC above) or species interest groups may have useful existing information and records.
- Competent ecologists should carry out ecological surveys. Where surveys involve

- disturbance, capture or handling of a protected species, then only a
- licensed person can undertake such surveys (e.g. issued by Natural England). Surveys should follow published national or local methodologies. More information on appropriate ecological survey methods can be found in
- Guidance on Survey Methodology* published on the Internet by the Institute of
- Ecology and Environmental Management available at: www.cieem.net. Further details on surveys can also be found on the Natural England website at: www.naturalengland.org.uk.

Assessments

Assessments should identify and describe potential development impacts likely to harm notable species, habitats, features or designated sites, (these should include both direct and indirect effects both during construction and afterwards). Please note that adverse effects should be avoided wherever possible and if unavoidable mitigated or as a last resort compensated, in accordance with the ecological mitigation hierarchy. The type of assessment will depend on the scale and size of development and will usually be based on both desk and field surveys. The assessment should be carried out by a suitably qualified and experienced person and should include:

- Evaluation of the biodiversity/geodiversity importance of the site and surrounds
- Assessment of all direct and indirect impacts (including from noise, light, vibration, dust, pollution, dewatering & any other hydrological impacts) of the proposed development on biodiversity/geodiversity (including a summary of the short- term and long-term impacts)
- How avoidance and/or mitigation and/or compensation measures have been considered and chosen
- Provision of restoration and enhancement details
- Arrangements for appropriate after-care and long-term management

This information might be incorporated into an Environment Statement if one is necessary under the Environmental Impact Regulations. It is recommended that for biodiversity it is based on the Institute of Ecology and Environmental Management (IEEM) Guidelines for Ecological Impact Assessment in the United Kingdom (2006) available at <https://www.cieem.net/ecia-guidelines-terrestrial-freshwater-and-coastal->

A. Biodiversity Net Gain Information

The County Council encourages proposals that will enhance, restore or add to notable species populations, designated sites, habitats or other biodiversity or geological features. Minerals and waste development should conserve and deliver a measurable net gain in biodiversity. The Assessment should give an indication of likely change in the area (hectares) of habitats/features on the site after development, including whether there will be a net loss or gain. The County Council expect the assessment of effects and mitigation to use the most recent version of the Biodiversity Net Gain Metric.

Please note there may be a need to request further information, which cannot always be anticipated until the application is being considered and consultee responses have been received.

Appendix 2 – Table A. Local Requirements for Designated Sites, Priority Habitats and Other Features: Criteria (Trigger List) for when a Survey and Assessment is required

1. DESIGNATED SITES

Internationally designated sites	Special Protection Area (SPA) Special Area of Conservation (SAC) Ramsar Site
Nationally designated sites	Site of Special Scientific Interest (SSSI) National Nature Reserve (NNR)
Regionally and locally designated sites	Local Wildlife Sites Local Nature Reserve (LNR) Oxford City Wildlife Sites District Wildlife Sites (DWS) Road Verge Nature Reserves (RVNRs)

Check <https://magic.defra.gov.uk/> - and/or contact TVERC

Designated Sites likely to be affected by the proposal? Yes/No

2. HABITATS OF PRINCIPAL IMPORTANCE FOR BIODIVERSITY under S.41 of the NERC Act 2006 (also known as Priority Habitats) – In Oxfordshire these habitats include:

- ☞ Eutrophic standing open water (including lakes and canals), mesotrophic lakes and ponds
- ☞ Rivers
- ☞ Fen, marsh & swamp (including reedbeds & rush pastures)
- ☞ Lowland raised bog
- ☞ Lowland beech and yew woodland
- ☞ Wet woodland
- ☞ Lowland mixed deciduous woodland (e.g. ancient woodland)
- ☞ Hedgerows
- ☞ Wood-pasture and parkland
- ☞ Lowland calcareous grassland (e.g. species-rich limestone grasslands)
- ☞ Lowland heathland and/or dry acid grassland
- ☞ Lowland meadows (e.g. species-rich neutral flower meadows)
- ☞ Traditional orchards
- ☞ Open mosaic habitats on previously developed land

IMPORTANT - this is not an exclusive list for the county and the English List of Habitats of Principal Importance for Biodiversity (available from DEFRA) is the full reference to be used.

For general information see www.defra.gov.uk. For distribution check <https://magic.defra.gov.uk/> - and contact TVERC.

Priority Habitats likely to be affected by the proposal? Yes/No

3. OTHER BIODIVERSITY FEATURES

(including those identified by the Local Biodiversity Partnership - see paragraph 84 DEFRA Circular 01/2005))

- ☐ Secondary Woodland and Mature/Veteran Trees
- ☐ Caves, , sink holes and disused tunnels and mines (e.g. roosts for bats)
- ☐ Trees, scrub and structures used for nesting by breeding birds
- ☐ Previously developed land with biodiversity interest (e.g. supporting habitats and notable plants, invertebrates, amphibians or any reptile)
- ☐ Urban green space (e.g. parks, allotments, flower-rich road verges and railway embankments)
- ☐ Other habitats and features identified in the Oxfordshire's Biodiversity Action Plan & sites within or adjacent to a Conservation Target Area.

Distribution of sites supporting these features might be obtained by contacting TVERC.
Other Biodiversity Features likely to be affected by the proposal?

Exceptions When a Full Survey and Assessment May Not Be Required

International and National Sites: A survey and assessment will not be required where the applicant is able to provide copies of pre-application correspondence with Natural England, where the latter confirms in writing that they are satisfied that the proposed development will not affect any statutory sites designated for their national or international importance.

Regional and Local Sites and Priority Habitats and Other Features: A survey and assessment will not be required where the applicant is able to provide copies of pre-application correspondence with the Planning Authority's Ecology Officer that they are satisfied that the proposed development will not affect any regional or local sites designated for their local nature conservation importance or any other priority habitats or listed features.

Appendix 3 - Table B. Local Requirements for Protected Species: Trigger List for when a Survey and Assessment is required

See www.jncc.gov.uk and www.naturalengland.org.uk for information on species protection and contact TVERC who can check for known records of all notable species.

Where there is a black dot under a species column this indicates a survey & assessment trigger for that species. If the proposal matches the trigger then a 'Yes' should be checked in the final column. If pre-application advice/evidence from the Planning Authority or qualified ecologist indicates otherwise then this must be stated under the 'No' column and the advice/evidence submitted with the application. See further notes beneath this table.

Proposals for development that will trigger a Legally Protected Species Survey	Bats	Barn Owls	Breeding Birds	Great Crested Newts	Otters	Dor-mouse	Water Vole	Badger	Reptiles	Amphibians	Plants	White-Clawed Crayfish	N	Y
<p>Proposed development which includes the modification conversion, demolition or removal of buildings and structures (especially roof voids) involving the following:</p> <ul style="list-style-type: none"> all agricultural buildings (e.g. farmhouses and barns) of traditional brick or stone construction and/or with exposed wooden beams greater than 20cm thick; all buildings with weather boarding and/or hanging tiles that are within 200m of woodland and/or water; pre-1960 detached buildings and structures within 200m of woodland and/or water; pre-1914 buildings within 400m of woodland and/or water; pre-1914 buildings with gable ends or slated roofs, regardless of location; all tunnels, mines, kilns, ice-houses, adits, military fortifications, air raid shelters, cellars and similar underground ducts and structures; all bridge structures, aqueducts and viaducts (especially over water and wet ground). 	•	•	•											

Proposals involving lighting of churches and listed buildings or flood lighting of green space within 50m of woodland, water, field hedgerows or lines of trees with obvious connectivity to woodland or water.	•	•	•											
Proposals affecting woodland, or field hedgerows and/or lines of trees with obvious connectivity to woodland or water bodies.	•		•			•		•			•			
Proposed tree work (felling or lopping) and/or development affecting: <ul style="list-style-type: none"> old and veteran trees that are older than 100 years; trees with obvious holes, cracks or cavities, trees with a girth greater than 1m at chest height; 	• • •		• • •											
Proposals affecting gravel pits or quarries and natural cliff faces and rock outcrops with crevices, caves or swallets/sinkholes.	•		•						•					
Major proposals within 500m of a pond or minor proposals within 100m of pond (Note: A major proposal is one that is more than 10 dwellings or more than 0.5 hectares or for non-residential development more than 1000m ² floor area or more than 1 hectare)				•										
Proposals affecting rivers, streams, canals, lakes, or other aquatic habitats.	•		•		•		•			•	•	•		
Proposals affecting: derelict land (brownfield sites), allotments and railway land			•	•				•	•	•				
Proposed development affecting any buildings, structures, storage or waste piles and other suitable features that protected species may be reasonably likely to inhabit or locations where <u>protected species are known to be present</u> * on site or in the immediate vicinity	•	•	•	•	•	•	•	•	•	•	•	•		
*Confirmed as present by either a data search (for instance	Bats	Barn	Breeding	Great	Otters	Dor-	Water	Badgers	Reptiles	Amphibians	Plants	White-	N	Y

from TVERC) or as notified to the developer by the Planning Authority, and/or by Natural England, the Environment Agency or other nature conservation organisation		Owls	Birds	Crested Newts		mouse	Vole					Clawed Crayfish		
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Exceptions for When a Full Protected Species Survey and Assessment May Not Be Required

- Following consultation by the applicant at the pre-application stage, the LPA has stated in writing that no protected species surveys and assessments are required.
- If it is clear that no protected species are present, despite the guidance in the above table indicating that they are likely, the applicant should provide evidence with the planning application to demonstrate that such species are absent (e.g. this might be in the form of a letter or brief report from a suitably qualified and experienced person, or a relevant local nature conservation organisation).
- If it is clear that the development proposal will not affect any protected species present, then only limited information needs to be submitted. This information should, however, (i) demonstrate that there will be no significant effect on any protected species present and (ii) include a statement acknowledging that the applicant is aware that it is a criminal offence to disturb or harm protected species should they subsequently be found or disturbed.

In some situations, it may be appropriate for an applicant to provide a protected species survey and report for only one or a few of the species shown in the Table above, e.g. those that are likely to be affected by a particular activity. Applicants should make clear which species are included in the report and which are not because exceptions apply.

The DEFRA European Protected Species (EPS) policies (set out in: <https://www.gov.uk/guidance/european-protected-species-policies-for-mitigation-licences>) can reduce the level of survey you need to carry out, reduce the mitigation requirements, or improve flexibility on where you create habitats as a compensation measure. They should only be applied by ecologists with the skills and experience to carry out survey, mitigation and compensation activities needed for EPS mitigation licences. You can use these policies to benefit EPS on development sites.

Oxfordshire County Council holds a District level Great Crested Newt Licence, operated in partnership with NatureSpace. If you enter the NatureSpace scheme, you will be issued with a certificate which means you have met all of your legal obligation for Great Crested Newts and the council can give written authorization for use of the District Level Licence. Alternatively, you can undertake the standard survey and mitigation approach. Taking advice from a qualified ecologist will help decide which approach is best for a specific site.

Appendix 4 – Local Requirements for Designated Geodiversity Sites and Features: Criteria (Trigger List) for when a Survey and Assessment are Required

1. DESIGNATED SITES	
Nationally designated sites	Site of Special Scientific Interest (SSSI) National Nature Reserves (NNRs)
Regionally and locally designated sites (RIGS)	Regionally Important Geological Sites Local Nature Reserves (LNRs)
Check www.magic.gov.uk for further information.	
Designated Sites likely to be affected by the proposal?	Yes/No
2. OTHER GEOLOGICAL CONSERVATION FEATURES (based on the Earth Science Conservation Classification) Presence of these features outside designated sites may need to be checked and the relevant Local Geodiversity Action Plan (where available).	
Exposure Extensive Sites	or
	Active quarries and pits
	Disused quarries and pits
	River and stream sections
	Inland outcrops
	Exposure underground mines and tunnels
	Extensive buried interest
Integrity Site	Road, rail and canal cuttings
	Static (fossil) geomorphological
	Active process geomorphological
	Caves
Finite Site	Karst (i.e. water dissolved limestone systems)
	Finite mineral, fossil or other geological
	Mine dumps
	Finite underground mines and tunnels
	Finite buried interest

Exceptions When a Full Survey and Assessment May Not Be Required

National Sites: A survey and report will not be required where the applicant is able to provide copies of pre-application correspondence with Natural England, where the latter confirms in writing that they are satisfied that the proposed development will not affect any statutory sites designated for their national importance.

Regional and Local Sites: A survey and report will not be required where the applicant is able to provide copies of pre-application correspondence with appropriate local geological experts (such as the Oxfordshire Geology Trust) that they are satisfied that the proposed development will not affect any regional or local sites designated for their local nature conservation importance.

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