

Local Validation Checklist

Planning West

January 2024

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Introduction

This local validation checklist has been produced to inform applicants/agents of the type of documents and level of information required to validate a planning application or other similar consents. There are National Requirements and Somerset Council has local requirements based on the former districts. Somerset Council's local validation checklist reflects both the National Guidance on the validation of applications and the local requirements. To avoid confusion, this document will merge Local and National requirements to enable use of this document as your one-stop shop, with the aim that your application can be registered as valid for determination by the Council first time round.

This checklist is intended to provide applicants/agents with clear advice as to the planning information that is considered necessary to allow Case Officers and Statutory/Non-Statutory consultees to properly consider proposals being put forward and to ensure a streamlined submission process.

Where a document or plan is listed for a particular type of application or consent, such an application may not be validated without this information. Everything that is required from applicants will be justified by policy or legislation so you know why we are asking for certain information. Links to other bodies and documents that will help you get your submission right can be found under the [Glossary](#) at the end of this document.

If you consider a required item is not applicable to your particular application, then please contact our Development Management Team on 0300 123 2224 for further advice.

Adoption / Review

Went to public consultation in **DATE** and signed by the Executive in **DATE**.

The local validation checklist should be reviewed and republished bi-annually as required under The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Part 3, Article 11 (3) (d).

How to use this document

This document has been designed for use both electronically and in hard copy; when used electronically you can click on the [blue hyperlinks](#) to navigate to specific items/web pages and can return to a previous page within this document by pressing the Alt key and the left arrow key. The hyperlinks provide a direct link to forms, the glossary and webpages providing additional detail and guidance as to what information may be required.

This document provides specific requirements for all types of applications and these are listed in the Contents page. Applicants/agents should ensure that their application includes all of the information required for the specific type that is being submitted, the below key is used:

✓ = Required and must be provided at the time of submission ⓘ = May be required, please see specific guidance

Any additional information required based on the individual proposal should ideally be provided at submission (please review [Other supporting information](#)). If not provided it may be requested during the course of the application and may subsequently invalidate the application or delay the decision.

Guidance for All Applicants/Agents

What is Validation?

Validation is the process of checking that all relevant documentation and fee (where applicable) has been provided. If an applicant/agent submits an application without the necessary documentation, fee, or with clear inaccuracies, we will notify the applicant/agent listing the issues and declare the application invalid (with no further action taken for 28 days) until the required information/fee is provided.

Some of the requirements are National Requirements and some are Local Requirements which have been adopted by the Council. For simplicity, no differentiation is made in this document between the two types of requirements.

The Extent of Information Requested

The extent of information requested for validation has been the subject of consultations and will be sought on the basis of what is considered to be reasonable and proportionate having regard to the scale and nature of the proposed development and material considerations - as set out in The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Part 3 Article 11 (3) (c).

Validation disputes

If an applicant/agent disagrees with the reasons for invalidating a planning application the Principal Planning Specialist should be contacted in the first instance to discuss the requirement. Following this if negotiations with the authority have failed, a notice may be sent to the authority setting out reasons for refusing to supply the information under The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Part 3 Article 12. The applicant/agent must have submitted all the other information needed to validate the application together with the fee (where applicable). The authority will then either confirm the information is no longer required and issue an acknowledgement letter confirming the statutory start date or disagree and issue a letter of invalidation against which the applicant may then appeal under Section 78 of the Town and Country Planning Act 1990 (as amended).

Submitting an Application

All applications must be submitted on the appropriate Standard Application Form, it must be signed and dated and all questions on the form must be answered fully and accurately.

Personal or Sensitive Data

Where there is a need to submit information considered 'personal data' or 'sensitive personal data' under the General Data Protection Regulations (GDPR) this information should be submitted in a separate document without cross-referencing in documents that can be made public, and clearly marked as confidential.

The definition of 'personal data' and 'sensitive personal data' can be found in the Information Commissioner's Office (ICO) [Guide to the General Data Protection Regulation \(GDPR\)](#) and will include for example personal circumstances and health information.

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Submission direct to Somerset Council

- Applications can be submitted on WeTransfer or Dropbox.
- Via email to planningwest@somerset.gov.uk (e-mails with attachments should be no bigger than 10mb), no paper copies are required at submission

Submission via the Planning Portal

- Apply online via the Planning Portal application service <https://www.planningportal.co.uk/applications>, no paper copies are required at submission
- For further information about making an application via the Planning Portal please see their website <https://www.planningportal.co.uk>

Pre-Application Advice

In accordance with Somerset Council's proactive approach, all applicants/agents are strongly advised to seek pre-application advice before submitting an application, to discuss the likelihood of a successful outcome. This will help to highlight any potential issues at an early stage in the planning process and ensure that the necessary documentation is submitted. This is considered essential for major applications.

For further information please view our Pre-Planning Application Advice webpage [Planning pre-application advice \(somerset.gov.uk\)](#)

Nutrient Neutrality

Nutrient Neutrality is when nutrients entering the water system as a result of an increase in additional wastewater generated from new development is mitigated. Nutrient neutrality is about ensuring that no additional phosphates or nitrates enter the hydrological catchment areas of protected sites (e.g. Special Areas of Conservation or Ramsar sites) that Natural England have found to be in 'unfavourable condition'. In Somerset, the Somerset Levels and Moors Ramsar Site and River Axe Special Area of Conservation have been found to be in unfavourable condition as a result of excessive **phosphates**. As such there may be additional validation requirements.


Householder Planning Application




Householder Applications are for small scale developments, including the extension of a residential property, erection of an outbuilding within a domestic garden or the formation of an access in association with a domestic residential use. Not applicable to the subdivision of a house or the erection of new dwellings.

Info Required:	Req'd	What / When is it required:	Policy / Legislation:	Submitted ✓
Application Form and Fee	✓	<ul style="list-style-type: none"> • Householder Application Form or Householder Listed Building consent application form (completed form signed and dated) • Fee (if applicable) 	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	
Location Plan (existing)	✓	<ul style="list-style-type: none"> • Must not be a Land Registry document/plan. • Be as up to date as possible (within the last two years) • Be at an identified measurable scale of 1:1250 or 1:2500 and include a scale bar. • Be clearly marked with the direction of North. • Show the full site, all site boundaries, adjoining properties (be numbered or named) and identify sufficient roads and/or buildings to enable identification of the land to which the application relates. • Show the application site boundaries and all land necessary to carry out the proposed development i.e. land required for access to the site from the road, outlined in a continuous red line. The red line must encompass the domestic curtilage of the property i.e., dwelling, private gardens, garaging, driveway, and access thereto from the public highway. • Show any other land within the applicant's ownership or control that is close to or adjacent to the site outlined in blue • Have a unique drawing number. • Indicate original paper size (A4, A3 etc.) on drawings for printing and be uploaded/printed in colour. • Clearly show an authorised copier's licence number together with the appropriate copyright acknowledgements 	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	

Info Required:	Req'd	What / When is it required:	Policy / Legislation:	Submitted ✓
Street Scene	❗	Where the access is changing, i.e., off-road parking etc, <ul style="list-style-type: none"> • Existing and proposed elevations of access arrangements (street scenes) will be required clearly showing the changes/amendments to the access 		
Block / Site Plan (existing and proposed)	✓	<ul style="list-style-type: none"> • Be as up to date as possible (within the last two years) • Be at an identified measurable scale of 1:200 or 1:500 and include a scale bar. • Be clearly marked with the direction of North. • Clearly show the proposed development • Include all site boundaries, existing buildings, roads, tracks, footpaths, public rights of way, walls, banks and historic features, ponds, watercourses and proposed boundary treatments/walls/fencing (including measures for removal and/or retention); within the application site. • Clearly show any buildings to be demolished. • Show new buildings in context with adjacent buildings. • Include existing and proposed parking provision, access arrangements and the extent and type of any hard surfacing. • Clearly show the position of all trees and all hedges and those that could influence or be affected by the development; with proposals for removal and/or retention clearly indicated (including boundary hedges); on/near the application site. • Have a unique drawing number. • Indicate original paper size (A4, A3 etc.) on drawings for printing and be uploaded/printed in colour. • Clearly show an authorised copier's licence number together with the appropriate copyright acknowledgements. 	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	

Info Required:	Req'd	What / When is it required:	Policy / Legislation:	Submitted ✓
Elevation Drawings (existing and proposed)	✓	<ul style="list-style-type: none"> • Be at an identified measurable scale of 1:50 or 1:100 and include a scale bar. Larger scale drawings may be required for Listed Buildings • Show all elevations in full unless otherwise agreed. • Show proposed building materials, style and finish of the building and windows and doors. • Show any other buildings that are attached to the elevation and where possible the main features of that adjoining building (e.g. details of doors, windows on the same elevation of an adjoining terraced or semi-detached dwelling). • Show existing elevations clearly identified as North, South, East and West with all existing door and window detailing. • Show proposed changes on each elevation. <ul style="list-style-type: none"> ○ If no changes to an elevation are proposed provide one elevational drawing confirming it as existing and proposed. ○ Part elevations can be provided if there are inset areas to the building. • Have a unique drawing number. • Indicate original paper size (A4, A3 etc.) on drawings for printing and be uploaded/printed in colour where needed. • Include details of recycling and waste storage • Include vehicle charging points 	Local requirement	

Info Required:	Req'd	What / When is it required:	Policy / Legislation:	Submitted ✓
Floor Plans (existing and proposed)	✓	<ul style="list-style-type: none"> • Be at an identified measurable scale of 1:50 or 1:100 and include a scale bar. • Clearly identify the extent of any proposed uses being applied for • Clearly identify the existing and proposed use of each room on the floor plans • Show all openings i.e. doors and windows • Show any buildings or walls to be demolished. • Show an existing and proposed roof plan for any alterations that would involve a change to the roof. • Show finished floor level for any new buildings. • Have a unique drawing number. • Indicate original paper size (A4, A3 etc.) on drawings for printing and be uploaded/printed in colour where needed 	Local requirement	
Section Plans (existing and proposed)		<p>Required if there is proposed to be a change of levels within the site i.e. building part cut into the ground</p> <ul style="list-style-type: none"> • Be at an identified measurable scale (of 1:100 or 1:200) appropriate to the scale of the development and include a scale bar • Show a cross section(s) through the proposed building(s)/structure(s)/site • Provide details of existing and proposed levels with reference to an off-site fixed datum point • Have a unique drawing number • Indicate original paper size (A4, A3 etc.) on drawings for printing and be uploaded/printed in colour where needed 	Local requirement	

Info Required:	Req'd	What / When is it required:	Policy / Legislation:	Submitted ✓
Levels (existing and proposed)		<p>Required for all detached buildings, and also extensions/additions if different to the finished floor levels of the main dwelling, to confirm proposed finished floor levels relative to a fixed datum point e.g. a manhole cover.</p> <ul style="list-style-type: none"> • Be at an identified measurable scale appropriate to the scale of development and include a scale bar. • The levels plan should show some reference to the height/level of the adjoining land. • Provide details of existing and proposed levels (to include finished floor levels) with reference to an off-site fixed datum point and include any retaining walls. • Have a unique drawing number. • Indicate original paper size (A4, A3 etc.) on drawings for printing and be uploaded/printed in colour where needed 	Local requirement	
Roof Plan		<p>Required if there are changes to the roof.</p> <ul style="list-style-type: none"> • Be drawn to a scale of 1:50 or 1:100. • Show the shape of the roof particularly when development includes changes to its appearance and shape. • Show the position of all ridges, valleys, dormer windows, roof lights and other features, such as chimneys or raised parapets. • Include details such as the roofing material and their location 	Local requirement	
Ecology Report		<p>Required if works are proposed which may affect protected species or habitats, survey dated within last 2 years.</p> <p>Bat survey required if works are proposed to raise, replace, remove or add to an existing roof or works in loft spaces or outbuildings, within Bat Consultation Zones, rural areas or in close proximity to a woodland or watercourse.</p> <p>Please complete the biodiversity checklist found here. Apply for planning permission (somerset.gov.uk)</p>	<p>Local requirement</p> <p>The Conservation of Habitats and Species Regulations 2017</p>	

Info Required:	Req'd	What / When is it required:	Policy / Legislation:	Submitted ✓
Flood Risk Assessment (FRA)	❗	<p>Required for development in Flood Zone 2 and 3 or works within 8m of a main river, and all development of a site area of 1 hectare or over in Flood Zone 1,</p> <p>Applicants should refer to the National Flood Risk Standing Advice and Local Flood Risk Standing Advice:</p> <ul style="list-style-type: none"> • National Flood Risk: Standing Advice • Flood Risk Assessment for Planning Applications 	Local requirement	
Heritage Statement	❗	<p>Required for works within a Conservation Area, works adjacent or to a Listed Building, Scheduled Ancient Monument or proposals that have archaeological implications.</p> <p>If a Listed Building you will also require Listed Building Consent</p>	<p>Local requirement</p> <p>NPPF paragraph 189</p>	
Design and Access Statement	❗	<p>Required for Listed Buildings or if in a Conservation Area where the proposed development consists of building(s) with a floorspace of 100m² or more, and should include a Heritage Statement.</p>	<p>The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Article 2</p> <p>PPG Design paragraphs 012, 029-033</p>	
Tree Survey / Report	❗	<p>Required for works that potentially affect the health or survival of a tree on the site or adjoining land. A tree survey should be to the standard within BS 5837:2012 Trees in relation to design, demolition and construction.</p>	<p>Local requirement</p> <p>BS: 5837 (2012)</p>	

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Info Required:	Req'd	What / When is it required:	Policy / Legislation:	Submitted ✓
Climate Emergency Checklist	✓	Please complete the climate emergency checklist by clicking here: https://www.somerset.gov.uk/planning-buildings-and-land/climate-positive-planning-in-somerset-west-and-taunton/	Local requirement Climate Change Act 2008 NPPF paragraph 148	
Biodiversity Checklist	✓	Biodiversity Checklist	National Requirement	
Habitat Regulation Assessment	ⓘ	<ul style="list-style-type: none"> • Required for certain types of applications please check our website: Phosphate mitigation schemes in the Somerset Levels • Please see the catchment map • Nutrient Neutrality Statement the Nutrient Neutrality in Somerset: Guidance for Applicants. 	National Requirement	
Phosphate Budget Calculator	ⓘ	<ul style="list-style-type: none"> • Required for certain types of applications: Somerset Phosphate Budget Calculator. 	National Requirement	
Biodiversity Net Gain	✓	<ul style="list-style-type: none"> • Householder development is exempt from the need to comply with the statutory biodiversity gain condition. However, even for exempt developments, applicants must confirm whether they believe that planning permission, if granted, would be subject to the biodiversity gain condition, and if not, the reasons for that belief. It is expected that Planning Portal application forms will be amended to capture this information, but without this, the LPA is not allowed to validate the application. 	National Requirement	






Extra information required dependent on the Proposal


Any additional information not set out as above but which we need to determine the application should ideally be provided at submission. If not provided it may be requested during the course of the application and may subsequently invalidate the application or delay the decision. Please review the [Other supporting information](#) for the list of documents/reports that may be required to support your application.

Change of Use




If you are intending to change the use of all or part of your property/land, you may need to obtain planning permission. The Town and Country Planning (Use Classes) Order 1987 (as amended) puts uses of land and buildings into various categories known as use classes. The full application for Planning Permission form should be used for change of use applications.

Info Required:	Req'd	What / When is required:	Policy / Legislation:	Submitted ✓
Application Form and Fee	✓	<ul style="list-style-type: none"> • Application form for Planning Permission (completed form, signed and dated) • Fee 	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	
Location Plan (existing)	✓	Required – for further details please see Location Plan	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	
Block / Site Plan (existing and proposed)	✓	Required – for further details please see Block / Site Plan	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	
Elevation Drawings (existing and proposed)	✓	Existing: Required Proposed: Required if there is a change to the elevations for further details see Elevation Drawings	Local Requirement	
Floor Plans (existing and proposed)	✓	Existing: Required Proposed: Required if there is a change to floor plans for further details see Floor Plans	Local Requirement	

Info Required:	Req'd	What / When is required:	Policy / Legislation:	Submitted ✓
Ecology Report		Required if works are proposed which may affect protected species or habitats survey dated within last two years. Please click here: Biodiversity Checklist to complete the biodiversity checklist.	Local requirement The Conservation of Habitats and Species Regulations 2017	
Environmental Impact Assessment (EIA)		Compulsory for all development listed in Schedule 1 and for all development listed in Schedule 2 screened likely to have significant effects on the environment. Where a development is subject to EIA and there is also a requirement to carry out a Habitats Regulation Assessment (HRA), where appropriate, the HRA and the EIA must be co-ordinated.	The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 (as amended) Local requirement The Conservation of Habitats and Species Regulations 2017	
Flood Risk Assessment (FRA)		Required for : <ul style="list-style-type: none"> Essential infrastructure / Highly vulnerable / More vulnerable uses within Flood Zone 2 and 3 Applicants should refer to the National Flood Risk Standing Advice and Local Flood Risk Standing Advice.	Local requirement PPG Flood risk and coastal change	
Heritage Statement		Required for works within a Conservation Area, works adjacent or to a Listed Building, Scheduled Ancient Monument. If a Listed Building you will also require Listed Building Consent	Local requirement NPPF paragraph 189	
Planning Statement		Required for all change of use applications	Local requirement NPPF paragraphs 10-11	

Info Required:	Req'd	What / When is required:	Policy / Legislation:	Submitted ✓
Transport Assessment		Required for Development that is likely to: <ul style="list-style-type: none"> • Result in a material increase or change in the traffic; • Affect a classified road or proposed highway; • Involve the laying out or construction of a highway or access; • Impact on other modes of transport; 	Local requirement	
Climate Emergency Checklist	✓	Please complete the climate emergency checklist by clicking here. https://www.somerset.gov.uk/planning-buildings-and-land/climate-positive-planning-in-somerset-west-and-taunton/	Local requirement Climate Change Act 2008 NPPF paragraph 148	
Biodiversity Net Gain	✓	National minimum requirements are set out in Article 7 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended). The Somerset BNG Guidance Note (see - https://www.somerset.gov.uk/planning-buildings-and-land/biodiversity-and-planning/biodiversity-net-gain/) sets out the local validation information requirements for the purposes of considering BNG and planning applications in its Appendix 4. This provides guidance for applicants and justifies the requirement for additional information to be submitted at validation stage beyond the national minimum requirements. In addition to the national minimum requirements, Somerset Council requires sufficient information about the proposed strategy for delivering at least 10% BNG (including the expected balance between on-site, off-site and credits) to be submitted as part of a BNG-liable planning application. This focuses on submission of a BNG Statement, with exact content requirements differing depending on the type of application. Applicants should review the BNG Guidance Note for detail on the content and format of the BNG Statement and other specifics required under each heading below. The local validation requirements for BNG are: <ul style="list-style-type: none"> • Wildlife/Ecology Survey • Biodiversity Checklist • Arboriculture Report • BNG Statement (including all necessary information as set out in the BNG Guidance Note for the type of application) • Completed Biodiversity Metric (Macros disabled Excel version <i>and</i> PDF) • BNG plans and drawings • GIS data (providing same information as BNG plans and drawings) 	National Requirement Somerset BNG Guidance Note	

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		<ul style="list-style-type: none"> • Declaration Form • Completed SHEP/HEP Metric (where necessary) <p>Note - certain types of development are exempt from the need to comply with the statutory biodiversity gain condition as set out in the Biodiversity Gain Requirements (Exemptions) Regulations 2024. However, even for exempt developments, applicants must confirm whether they believe that planning permission, if granted, would be subject to the biodiversity gain condition, and if not, the reasons for that belief. It is expected that Planning Portal application forms will be amended to capture this information, but without this, the LPA is not allowed to validate the application.</p>		
Habitat Regulation Assessment		<ul style="list-style-type: none"> • Required for certain types of applications please check our website: Phosphate mitigation schemes in the Somerset Levels • Please see the catchment map • Nutrient Neutrality Statement the Nutrient Neutrality in Somerset: Guidance for Applicants. 	National Requirement	
Phosphate Budget Calculator		<ul style="list-style-type: none"> • Required for certain types of applications: Somerset Phosphate Budget Calculator 	National Requirement	
Active Travel England		<ul style="list-style-type: none"> • Checklist can be found here: https://www.gov.uk/government/publications/active-travel-england-planning-application-assessment-toolkit 	National Requirement	



Extra information required dependent on the Proposal

Any additional information not set out as above but which we need to determine the application should ideally be provided at submission. If not provided it may be requested during the course of the application and may subsequently invalidate the application or delay the decision. Please review the [Other supporting information](#) for the list of documents/reports that may be required to support your application.

Full Planning Application for Minor Development





Full applications are for many types of application including the erection of new dwellings, agricultural buildings or development involving commercial and industrial properties.

Info Required:	Req'd	What / When is required:	Policy / Legislative:	Submitted ✓
Application Form and Fee	✓	<ul style="list-style-type: none"> Application for Planning Permission (completed form, signed and dated) Fee 	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	
Location Plan (existing)	✓	Required – for further details please see Location Plan	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	
Block / Site Plan (existing and proposed)	✓	Required – for further details please see Block / Site Plan	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	
Elevation Drawings (existing and proposed)	✓	<p>Required for changes to elevations – for further details please see Elevation Drawings</p> <p>where a new or change to access is proposed: Existing and proposed elevations of access arrangements (street scenes) will be required clearly showing the changes/amendments to the access</p>	Local requirement	
Floor Plans (existing and proposed)	✓	Required for changes to floor plans – for further details please see Floor Plans	Local requirement	
Section Plans (existing and proposed)	ⓘ	Required if there is proposed to be a change of levels within the site i.e. building part cut into the ground – for further details please see Section Plans	Local requirement	

Levels (existing and proposed)		Required for all detached buildings, and also extensions/additions if different to the finished floor levels of the main building, to confirm proposed finished floor levels relative to a fixed datum point e.g. a manhole cover – for further details please see Levels	Local requirement	
Roof Plan		Required in some cases - for further details please see Roof Plan	Local requirement	
Climate Emergency Checklist	✓	Please see the Climate Change Checklist here. https://www.somerset.gov.uk/planning-buildings-and-land/climate-positive-planning-in-somerset-west-and-taunton/	Local requirement Climate Change Act 2008 NPPF paragraph 148	
Habitat Regulation Assessment	✓	<ul style="list-style-type: none"> • Required for certain types of applications please check our website: Phosphate mitigation schemes in the Somerset Levels • Please see the catchment map • Nutrient Neutrality Statement the Nutrient Neutrality in Somerset: Guidance for Applicants. 	National Requirement	
Phosphate Budget Calculator	✓	<ul style="list-style-type: none"> • Required for certain types of applications: Somerset Phosphate Budget Calculator 	National Requirement	
Active Travel Guidance	✓	<ul style="list-style-type: none"> • Checklist can be found here: https://www.gov.uk/government/publications/active-travel-england-planning-application-assessment-toolkit 	National Requirement	
Biodiversity Net Gain*	✓	<p>National minimum requirements are set out in Article 7 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended).</p> <p>The Somerset BNG Guidance Note (see - https://www.somerset.gov.uk/planning-buildings-and-land/biodiversity-and-planning/biodiversity-net-gain/) sets out the local validation information requirements for the purposes of considering BNG and planning applications in its Appendix 4. This provides guidance for applicants and justifies the requirement for additional information to be submitted at validation stage beyond the national minimum requirements. In addition to the national minimum requirements, Somerset Council requires sufficient information about the proposed strategy for delivering at least 10% BNG (including the expected balance between on-site, off-site and credits) to be submitted as part of a BNG-liable planning</p>	National Requirement Somerset BNG Guidance Note	

* Note, the statutory BNG requirement only applies to minor development proposals which are submitted from 1st April 2024.

	<p>application. This focuses on submission of a BNG Statement, with exact content requirements differing depending on the type of application. Applicants should review the BNG Guidance Note for detail on the content and format of the BNG Statement and other specifics required under each heading below. The local validation requirements for BNG are:</p> <ul style="list-style-type: none">• Wildlife/Ecology Survey• Biodiversity Checklist• Arboriculture Report• BNG Statement (including all necessary information as set out in the BNG Guidance Note for the type of application)• Completed Biodiversity Metric (Macros disabled Excel version <i>and</i> PDF)• BNG plans and drawings• GIS data (providing same information as BNG plans and drawings)• Declaration Form• Completed SHEP/HEP Metric (where necessary) <p>Note - certain types of development are exempt from the need to comply with the statutory biodiversity gain condition as set out in the Biodiversity Gain Requirements (Exemptions) Regulations 2024. However, even for exempt developments, applicants must confirm whether they believe that planning permission, if granted, would be subject to the biodiversity gain condition, and if not, the reasons for that belief. It is expected that Planning Portal application forms will be amended to capture this information, but without this, the LPA is not allowed to validate the application.</p>		
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Info Required:	Req'd	What / When is required:	Policy / Legislative:	Submitted ✓
Ecology Report		<p>Required if works are proposed which may affect protected species or habitats, survey dated within last 2 years.</p> <p>Please complete the biodiversity checklist found here: Biodiversity Checklist</p>	<p>Local requirement</p> <p>The Conservation of Habitats and Species Regulations 2017</p>	
Environmental Impact Assessment (EIA)		<p>Compulsory for all development listed in Schedule 1 and for all development listed in Schedule 2 screened likely to have significant effects on the environment.</p> <p>Where a development is subject to EIA and there is also a requirement to carry out a Habitats Regulation Assessment (HRA), where appropriate, the HRA and the EIA must be co-ordinated.</p>	<p>The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 (as amended)</p> <p>Local requirement</p> <p>The Conservation of Habitats and Species Regulations 2017</p>	
Flood Risk Assessment (FRA)		<p>Required for:</p> <ul style="list-style-type: none"> • All development in Flood Zone 2 and 3 refer to the Sequential Test guidance • Development over 1 hectare in Flood Zone 1 • Works within 8m of a main river <p>Applicants should refer to the National Flood Risk Standing Advice and Local Flood Risk Standing Advice.</p>	<p>Local requirement</p> <p>PPG Flood risk and coastal change</p>	
Heritage Statement		<p>Required for works within a Conservation Area, works adjacent or to a Listed Building, Scheduled Ancient Monument.</p> <p>If a Listed Building you will also require Listed Building Consent</p>	<p>Local requirement</p> <p>NPPF paragraph 189</p>	

Info Required:	Req'd	What / When is required:	Policy / Legislative:	Submitted ✓
Archaeological Assessment	❗	Required for developments in areas of high archaeological potential.	Local requirement NPPF paragraph 189	
Planning Statement	✓	This can be combined with a Design and Access Statement.	Local requirement NPPF paragraphs 10-11	
Design and Access Statement	❗	Required for development within a Conservation Area (this can be combined with the Heritage Statement) comprising: <ul style="list-style-type: none"> • One or more dwellings • Increase in floor space of 100m² or more 	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) PPG Design paragraphs 012, 029-033	
Tree Survey / Report	❗	Required for works that potentially affect the health or survival of a tree on the site or adjoining land. A tree survey should be to the standard within BS 5837:2012 Trees in relation to design, demolition and construction.	Local requirement BS. 5837 (2012)	
Compulsory Pre-application Consultation	❗	Required for wind turbine development involving more than 2 turbines or where the hub height of any turbine exceeds 15 metres.	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Article 3	
Transport Assessment	❗	Required for development that is likely to: <ul style="list-style-type: none"> • Result in a material increase or change in the traffic; • Affect a classified road or proposed highway; • Involve the laying out or construction of a highway or access; Impact on other modes of transport; 	Local requirement	
Landscape Plan	❗	Required for developments where the appearance or visual amenities of the site and the surrounding area, and/or ecology, including screening and tree planting are important	Local requirement NPPF paragraph 170	

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Green Infrastructure Checklist	<ul style="list-style-type: none">• Required if:• Located within a green wedge, or other sensitive open space• Located 50m from the waterways (river and canal), or situated in a location which might affect the waterways• Located within or adjacent to wildlife corridor• If the development located within Flood Zone 2 and 3• Has a distinctive and sensitive green feature (on or adjacent to the site) <p>Submission of the Green Infrastructure Checklist which can be found here: Green Infrastructure Checklist</p>	Local Requirement	
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Extra information required dependent on the Proposal







Any additional information not set out as above but which we need to determine the application should ideally be provided at submission. If not provided it may be requested during the course of the application and may subsequently invalidate the application or delay the decision. Please review the [Other supporting information](#) for the list of documents/reports that may be required to support your application.

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Full Planning Application for Major Development

Full applications are for many types of application including the erection of new dwellings, agricultural buildings or development involving commercial and industrial properties.

Info Required:	Req'd	What / When is required:	Policy / Legislative:	Submitted ✓
Application Form and Fee	✓	<ul style="list-style-type: none"> Application for Planning Permission (completed form, signed and dated) Fee 	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	
Location Plan (existing)	✓	Required – for further details please see Location Plan	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	
Block / Site Plan (existing and proposed)	✓	Required – for further details please see Block / Site Plan	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	
Elevation Drawings (existing and proposed)	✓	Required – for further details please see Elevation Drawings where a new or change to access is proposed Existing and proposed elevations of access arrangements (street scenes) will be required clearly showing the changes/amendments to the access	Local requirement	
Floor Plans (existing and proposed)	✓	Required – for further details please see Floor Plans	Check local plan	
Section Plans (existing and proposed)	✓	Required – for further details please see Section Plans	Check local plan	
Levels (existing and proposed)	✓	Required – for further details please see Levels	Check local plan	
Roof Plan	ⓘ	Required in some cases - for further details please see Roof Plan	Check local plan	

Info Required:	Req'd	What / When is required:	Policy / Legislative:	Submitted ✓
Ecology Report		Required, except if there is no impact to be determined on a site by site basis survey dated within last two years. Please complete the biodiversity checklist found here: Biodiversity Checklist	Local requirement The Conservation of Habitats and Species Regulations 2017	
Environmental Impact Assessment (EIA)		Compulsory for all development listed in Schedule 1 and for all development listed in Schedule 2 screened likely to have significant effects on the environment. Where a development is subject to EIA and there is also a requirement to carry out a Habitats Regulation Assessment (HRA), where appropriate, the HRA and the EIA must be co-ordinated.	The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 (as amended) Local requirement The Conservation of Habitats and Species Regulations 2017	
Flood Risk Assessment (FRA)		Required Applicants should refer to the National Flood Risk Standing Advice and Local Flood Risk Standing Advice.	Local requirement PPG Flood risk and coastal change	
Heritage Statement		Required for works within a Conservation Area, works adjacent or to a Listed Building, Scheduled Ancient Monument.	Local requirement NPPF paragraph 189	
Archaeological Assessment		Required for developments in areas of high archaeological potential.	Local requirement NPPF paragraph 189	
Local Labour Agreement		Draft Employment and Skills Plan and Method Statement	Local requirement	

Info Required:	Req'd	What / When is required:	Policy / Legislative:	Submitted ✓
Design and Access Statement	✓	Required, unless the development is for an engineering operation only (this can be combined with the Heritage Statement).	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) PPG Design paragraphs 012, 029-033	
Tree Survey / Report	ⓘ	Required for works that potentially affect the health or survival of a tree on the site or adjoining land. A tree survey should be to the standard within BS 5837:2012 Trees in relation to design, demolition and construction.	Local requirement D22 BS. 5837 (2012)	
Compulsory Pre-application Consultation	ⓘ	Required for wind turbine development involving more than 2 turbines or where the hub height of any turbine exceeds 15 metres.	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Article 3	
Planning Statement	✓	Required	Local requirement NPPF paragraphs 10-11	
Sustainability Statement	✓	Required	Local requirement	
Surface Water Drainage Assessment	✓	Required	Local requirement	
Transport Assessment	✓	Required	Local requirement	
Travel Plan	ⓘ	Required for Development that is likely to: <ul style="list-style-type: none"> • Result in a material increase or change in the traffic; • Affect a classified road or proposed highway; • Involve the laying out or construction of a highway or access; • Impact on other modes of transport; 	Local requirement	

Info Required:	Req'd	What / When is required:	Policy / Legislative:	Submitted ✓
Noise / Vibration / Odour or Other Environmental Impacts Evaluation		Required for developments generating potentially significant levels of noise / vibration / odour or other environmental impacts, for development in close proximity to sensitive receptors, or developments within close proximity to existing significant levels of noise / vibration / odour.	Local requirement NPPF paragraph 170	
Contaminated Land Report (CLR)		Required for application sites where there has been a previous or suspected contaminative use at the site AND: <ul style="list-style-type: none"> • Operational development is proposed where there would be disturbance to the ground or groundwater regime AND/OR • A vulnerable use is proposed where human health may be impacted 	Local requirement NPPF paragraph 180	
Landscape Plan		Required for developments where the appearance or visual amenities of the site and the surrounding area, and/or ecology, including screening and tree planting are important.	Local requirement NPPF paragraph 170	
Landscape and Visual Impact Assessment (LVIA)		Required for developments that have the potential to result in a change on both the landscape as an environmental resource in its own right and on people's views and visual amenity, which may include (but is not limited to): <ul style="list-style-type: none"> • Solar and wind energy projects; • Development in the open countryside or AONB; LVIA's must meet the Guidelines for Landscape and Visual Impact Assessment (GLVIA3)	Local requirement NPPF paragraph 170	
Retail Impact Assessment		Required for applications for over 2,500m ² of floor space for retail, leisure or office development;	Local requirement NPPF paragraphs 85-90	

Info Required:	Req'd	What / When is it required:	Policy / Legislation:	Submitted ✓
Climate Emergency Checklist	✓	Please complete the climate emergency checklist by clicking here. https://www.somerset.gov.uk/planning-buildings-and-land/climate-positive-planning-in-somerset-west-and-taunton/	Local requirement Climate Change Act 2008 NPPF paragraph 148	
Habitat Regulation Assessment	✓	<ul style="list-style-type: none"> Required for certain types of applications please check our website: Phosphate mitigation schemes in the Somerset Levels Please see the catchment map Neutrient Neutrality Statement the Nutrient Neutrality in Somerset: Guidance for Applicants. 	National Requirement	
Phosphate budget Calculator	✓	<ul style="list-style-type: none"> Required for certain types of applications: Somerset Phosphate Budget Calculator 	National Requirement	
Biodiversity Net Gain	✓	<p>National minimum requirements are set out in Article 7 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended).</p> <p>The Somerset BNG Guidance Note (see - https://www.somerset.gov.uk/planning-buildings-and-land/biodiversity-and-planning/biodiversity-net-gain/) sets out the local validation information requirements for the purposes of considering BNG and planning applications in its Appendix 4. This provides guidance for applicants and justifies the requirement for additional information to be submitted at validation stage beyond the national minimum requirements. In addition to the national minimum requirements, Somerset Council requires sufficient information about the proposed strategy for delivering at least 10% BNG (including the expected balance between on-site, off-site and credits) to be submitted as part of a BNG-liable planning application. This focuses on submission of a BNG Statement, with exact content requirements differing depending on the type of application. Applicants should review the BNG Guidance Note for detail on the content and format of the BNG Statement and other specifics required under each heading below. The local validation requirements for BNG are:</p> <ul style="list-style-type: none"> Wildlife/Ecology Survey Biodiversity Checklist Arboriculture Report 	National Requirement Somerset BNG Guidance Note	

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		<ul style="list-style-type: none"> • BNG Statement (including all necessary information as set out in the BNG Guidance Note for the type of application) • Completed Biodiversity Metric (Macros disabled Excel version <i>and</i> PDF) • BNG plans and drawings • GIS data (providing same information as BNG plans and drawings) • Declaration Form • Completed SHEP/HEP Metric (where necessary) <p>Note - certain types of development are exempt from the need to comply with the statutory biodiversity gain condition as set out in the Biodiversity Gain Requirements (Exemptions) Regulations 2024. However, even for exempt developments, applicants must confirm whether they believe that planning permission, if granted, would be subject to the biodiversity gain condition, and if not, the reasons for that belief. It is expected that Planning Portal application forms will be amended to capture this information, but without this, the LPA is not allowed to validate the application.</p>		
Active Travel England	✓	<ul style="list-style-type: none"> • Checklist can be found here: https://www.gov.uk/government/publications/active-travel-england-planning-application-assessment-toolkit 	National Requirement	
Health Impact Assessment	ⓘ	<ul style="list-style-type: none"> • May be required for major applications in the former West Somerset Area. 	Local Requirement	
Green Infrastructure Checklist	✓	<ul style="list-style-type: none"> • Submission of the Green Infrastructure Checklist which can be found here: Green Infrastructure Checklist 	Local Requirement	

Extra information required dependent on the Proposal

Any additional information not set out as above but which we need to determine the application should ideally be provided at submission. If not provided it may be requested during the course of the application and may subsequently invalidate the application or delay the decision. Please review the [Other supporting information](#) for the list of documents/reports that may be required to support your application.

Outline Planning Application for Minor Development

Outline applications are used when the principle of a development needs to be established.

Info Required:	Req'd	What / When is required:	Policy / Legislative:	Submitted ✓
Application Form and Fee	✓	<ul style="list-style-type: none"> Application for Planning Permission (completed form, signed and dated) Fee 	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	
Location Plan (existing)	✓	Required – for further details please see Location Plan	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	
Block / Site Plan (existing and proposed)	✓	Required – for further details please see Block / Site Plan	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	
Elevation Drawings (existing and proposed)	ⓘ	<p>Required for changes to elevations – for further details please see Elevation Drawings</p> <p>Where access is not reserved: Existing and proposed elevations of access arrangements (street scenes) will be required clearly showing the changes/amendments to the access</p>	Local requirement	
Floor Plans (existing and proposed)	ⓘ	Required for changes to floor plans – for further details please see Floor Plans	Local requirement	
Section Plans (existing and proposed)	ⓘ	Required, except if matters are reserved – for further details please see Section Plans	Local requirement	
Levels (existing and proposed)	ⓘ	Required, except if matters are reserved – for further details please see Levels	Local requirement	
Roof Plan	ⓘ	Required in some cases - for further details please see Roof Plan	Local requirement	

Info Required:	Req'd	What / When is required:	Policy / Legislative:	Submitted ✓
Ecology Report	i	Required if works are proposed which may affect protected species or habitats survey dated within last 2 years. Please complete the biodiversity checklist found here: Biodiversity Checklist	Local requirement The Conservation of Habitats and Species Regulations 2017	
Flood Risk Assessment (FRA)	i	Required for: <ul style="list-style-type: none"> • All development in Flood Zone 2 and 3 refer to Sequential Test guidance • Development over 1 hectare in Flood Zone 1 • Works within 8m of a main river Applicants should refer to the National Flood Risk Standing Advice and Local Flood Risk Standing Advice.	Local requirement PPG Flood risk and coastal change	
Heritage Statement	i	Required for works within a Conservation Area, works adjacent or to a Listed Building, Scheduled Ancient Monument. If a Listed Building you will also require Listed Building Consent	Local requirement NPPF paragraph 189	
Archaeological Assessment	i	Required for developments in areas of high archaeological potential.	Local requirement NPPF paragraph 189	
Design and Access Statement	i	Required for development within a Conservation Area comprising: <ul style="list-style-type: none"> • One or more dwellings • Increase in floor space of 100m² or more 	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) PPG Design paragraphs 012, 029-033	

Info Required:	Req'd	What / When is required:	Policy / Legislative:	Submitted ✓
Tree Survey / Report	i	Required for works that potentially affect the health or survival of a tree on the site or adjoining land. A tree survey should be to the standard within BS 5837:2012 Trees in relation to design, demolition and construction.	Local requirement BS. 5837 (2012)	
Compulsory Pre-application Consultation	i	Required for wind turbine development involving more than 2 turbines or where the hub height of any turbine exceeds 15 metres.	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Article 3	
Planning Statement	✓	Required	Local requirement NPPF paragraphs 10-11	
Transport Assessment	i	Required for development that is likely to: <ul style="list-style-type: none"> • Result in a material increase or change in the traffic; • Affect a classified road or proposed highway; • Involve the laying out or construction of a highway or access; • Impact on other modes of transport; 	Local requirement	
Landscape Plan	i	Required for developments where the appearance or visual amenities of the site and the surrounding area, and/or ecology, including screening and tree planting are important.	Local requirement NPPF paragraph 170	
Habitat Regulation Assessment	✓	<ul style="list-style-type: none"> • Required for certain types of applications please check our website: Phosphate mitigation schemes in the Somerset Levels • Please see the catchment map • Nutrient Neutrality Statement the Nutrient Neutrality in Somerset: Guidance for Applicants. 		

Info Required:	Req'd	What / When is it required:	Policy / Legislation:	Submitted ✓
Climate Emergency Checklist	✓	Please complete the climate emergency checklist by clicking here	Local requirement Climate Change Act 2008 NPPF paragraph 148	
Biodiversity Net Gain* * Note, the statutory BNG requirement only applies to minor development proposals which are submitted from 1 st April 2024.	✓	<p>National minimum requirements are set out in Article 7 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended).</p> <p>The Somerset BNG Guidance Note (see - https://www.somerset.gov.uk/planning-buildings-and-land/biodiversity-and-planning/biodiversity-net-gain/) sets out the local validation information requirements for the purposes of considering BNG and planning applications in its Appendix 4. This provides guidance for applicants and justifies the requirement for additional information to be submitted at validation stage beyond the national minimum requirements. In addition to the national minimum requirements, Somerset Council requires sufficient information about the proposed strategy for delivering at least 10% BNG (including the expected balance between on-site, off-site and credits) to be submitted as part of a BNG-liable planning application. This focuses on submission of a BNG Statement, with exact content requirements differing depending on the type of application. Applicants should review the BNG Guidance Note for detail on the content and format of the BNG Statement and other specifics required under each heading below. The local validation requirements for BNG are:</p> <ul style="list-style-type: none"> • Wildlife/Ecology Survey • Biodiversity Checklist • Arboriculture Report • BNG Statement (including all necessary information as set out in the BNG Guidance Note for the type of application) • Completed Biodiversity Metric (Macros disabled Excel version <i>and</i> PDF) • BNG plans and drawings • GIS data (providing same information as BNG plans and drawings) 	National Requirement Somerset BNG Guidance Note	

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		<ul style="list-style-type: none"> • Declaration Form • Completed SHEP/HEP Metric (where necessary) <p>Note - certain types of development are exempt from the need to comply with the statutory biodiversity gain condition as set out in the Biodiversity Gain Requirements (Exemptions) Regulations 2024. However, even for exempt developments, applicants must confirm whether they believe that planning permission, if granted, would be subject to the biodiversity gain condition, and if not, the reasons for that belief. It is expected that Planning Portal application forms will be amended to capture this information, but without this, the LPA is not allowed to validate the application.</p>		
Phosphate budget calculator	✓	Required for certain types of applications: Somerset Phosphate Budget Calculator	National Requirement	
Active Travel England	✓	Checklist can be found here: https://www.gov.uk/government/publications/active-travel-england-planning-application-assessment-toolkit	National Requirement	

Extra information required dependent on the Proposal

Any additional information not set out as above but which we need to determine the application should ideally be provided at submission. If not provided it may be requested during the course of the application and may subsequently invalidate the application or delay the decision. Please review the [Other supporting information](#) for the list of documents/reports that may be required to support your application.






Outline Planning Application for Major Development


Outline applications are used when the principle of a development needs to be established.

Info Required:	Req'd	What / When is required:	Policy / Legislative:	Submitted ✓
Application Form and Fee	✓	<ul style="list-style-type: none"> Application for Planning Permission (completed form, signed and dated) Fee 	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	
Location Plan (existing)	✓	Required – for further details please see Location Plan	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	
Block / Site Plan (existing and proposed)	✓	Required – for further details please see Block / Site Plan	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	
Elevation Drawings (existing and proposed)	ⓘ	Required, except if matters are reserved – for further details please see Elevation Drawings Where access is not reserved: Existing and proposed elevations of access arrangements (street scenes) will be required clearly showing the changes/amendments to the access	Local requirement	
Floor Plans (existing and proposed)	ⓘ	Required, except if matters are reserved – for further details please see Floor Plans	Local requirement	
Section Plans (existing and proposed)	ⓘ	Required, except if matters are reserved – for further details please see Section Plans	Local requirement	
Levels (existing and proposed)	ⓘ	Required, except if matters are reserved – for further details please see Levels	Local requirement	
Roof Plan	ⓘ	Required in some cases - for further details please see Roof Plan	Local requirement	

Info Required:	Req'd	What / When is required:	Policy / Legislative:	Submitted ✓
Ecology Report	❗	Required, except if there is no impact to be determined on a site by site basis survey dated within last two years. Please complete the biodiversity checklist found here: Biodiversity Checklist	Local requirement The Conservation of Habitats and Species Regulations 2017	
Environmental Impact Assessment (EIA)	❗	Compulsory for all development listed in Schedule 1 and for all development listed in Schedule 2 screened likely to have significant effects on the environment. Where a development is subject to EIA and there is also a requirement to carry out a Habitats Regulation Assessment (HRA), where appropriate, the HRA and the EIA must be co-ordinated.	The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 (as amended) Local requirement The Conservation of Habitats and Species Regulations 2017	
Flood Risk Assessment (FRA)	✓	Required Applicants should refer to the National Flood Risk Standing Advice and Local Flood Risk Standing Advice.	Local requirement PPG Flood risk and coastal change	
Heritage Statement	❗	Required for works within a Conservation Area, works adjacent or to a Listed Building, Scheduled Ancient Monument.	Local requirement NPPF paragraph 189	
Archaeological Assessment	❗	Required for developments in areas of high archaeological potential.	Local requirement NPPF paragraph 189	
Local Labour Agreement	❗	Draft Employment and Skills Plan and Method Statement	Local requirement	

Info Required:	Req'd	What / When is required:	Policy / Legislative:	Submitted ✓
Design and Access Statement	i	Required, unless the development is for an engineering operation only.	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) PPG Design paragraphs 012, 029-033	
Tree Survey / Report	i	Required for works that potentially affect the health or survival of a tree on the site or adjoining land. A tree survey should be to the standard within BS 5837:2012 Trees in relation to design, demolition and construction.	Local requirement BS. 5837 (2012)	
Compulsory Pre-application Consultation	i	Required for wind turbine development involving more than 2 turbines or where the hub height of any turbine exceeds 15 metres.	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Article 3	
Planning Statement	✓	Required	Local requirement NPPF paragraphs 10-11	
Sustainability Statement	✓	Required	Local requirement	
Surface Water Drainage Assessment	✓	Required	Local requirement	
Transport Assessment	✓	Required	Local requirement	
Travel Plan	i	Required for Development that is likely to: <ul style="list-style-type: none"> • Result in a material increase or change in the traffic; • Affect a classified road or proposed highway; • Involve the laying out or construction of a highway or access; • Impact on other modes of transport; 	Local requirement	

Info Required:	Req'd	What / When is required:	Policy / Legislative:	Submitted ✓
Noise / Vibration / Odour or Other Environmental Impacts Evaluation		Required for developments generating potentially significant levels of noise / vibration / odour or other environmental impacts, for development in close proximity to sensitive receptors, or developments within close proximity to existing significant levels of noise / vibration / odour.	Local requirement NPPF paragraph 170	
Contaminated Land Report (CLR)		Required for application sites where there has been a previous or suspected contaminative use at the site AND: <ul style="list-style-type: none"> • Operational development is proposed where there would be disturbance to the ground or groundwater regime AND/OR • A vulnerable use is proposed where human health may be impacted 	Local requirement NPPF paragraph 180	
Landscape Plan		Required for developments where the appearance or visual amenities of the site and the surrounding area, and/or ecology, including screening and tree planting are important.	Local requirement NPPF paragraph 170	
Landscape and Visual Impact Assessment (LVIA)		Required for developments that have the potential to result in a change on both the landscape as an environmental resource in its own right and on people's views and visual amenity, which may include (but is not limited to): <ul style="list-style-type: none"> • Solar and wind energy projects; • Development in the open countryside or AONB; LVIA's must meet the Guidelines for Landscape and Visual Impact Assessment (GLVIA3)	Local requirement NPPF paragraph 170	
Retail Impact Assessment		Required for applications for over 2,500m ² of floor space for retail, leisure or office development;	Local requirement NPPF paragraphs 85-90	

Info Required:	Req'd	What / When is it required:	Policy / Legislation:	Submitted ✓
Climate Emergency Checklist	✓	Please complete the climate emergency checklist by clicking here https://www.somerset.gov.uk/planning-buildings-and-land/climate-positive-planning-in-somerset-west-and-taunton/	Local requirement Climate Change Act 2008 NPPF paragraph 148	
Habitat Regulation Assessment	✓	<ul style="list-style-type: none"> • Required for certain types of applications please check our website: Phosphate mitigation schemes in the Somerset Levels • Please see the catchment map • Nutrient Neutrality Statement the Nutrient Neutrality in Somerset: Guidance for Applicants. 	National Requirement	
Phosphate Budget calculator	✓	<ul style="list-style-type: none"> • Required for certain types of applications: Somerset Phosphate Budget Calculator 	National Requirement	
Active Travel England	✓	Checklist can be found here: https://www.gov.uk/government/publications/active-travel-england-planning-application-assessment-toolkit	National Requirement	
Health Impact Assessment		May be required for site within the former West Somerset Area	Local Requirement	
Biodiversity Net Gain	✓	<p>National minimum requirements are set out in Article 7 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended).</p> <p>The Somerset BNG Guidance Note (see - https://www.somerset.gov.uk/planning-buildings-and-land/biodiversity-and-planning/biodiversity-net-gain/) sets out the local validation information requirements for the purposes of considering BNG and planning applications in its Appendix 4. This provides guidance for applicants and justifies the requirement for additional information to be submitted at validation stage beyond the national minimum requirements. In addition to the national minimum requirements, Somerset Council requires sufficient information about the proposed strategy for delivering at least 10% BNG (including the expected balance between on-site, off-site and credits) to be submitted as part of a BNG-liable planning application. This focuses on submission of a BNG Statement, with exact content requirements differing depending on the type of application. Applicants should review the BNG Guidance Note for detail on the content and format of the BNG Statement and other specifics required under each heading</p>	National Requirement Somerset BNG Guidance Note	

		<p>below. The local validation requirements for BNG are:</p> <ul style="list-style-type: none"> • Wildlife/Ecology Survey • Biodiversity Checklist • Arboriculture Report • BNG Statement (including all necessary information as set out in the BNG Guidance Note for the type of application) • Completed Biodiversity Metric (Macros disabled Excel version <i>and</i> PDF) • BNG plans and drawings • GIS data (providing same information as BNG plans and drawings) • Declaration Form • Completed SHEP/HEP Metric (where necessary) <p>Note - certain types of development are exempt from the need to comply with the statutory biodiversity gain condition as set out in the Biodiversity Gain Requirements (Exemptions) Regulations 2024. However, even for exempt developments, applicants must confirm whether they believe that planning permission, if granted, would be subject to the biodiversity gain condition, and if not, the reasons for that belief. It is expected that Planning Portal application forms will be amended to capture this information, but without this, the LPA is not allowed to validate the application.</p>		
Green Infrastructure Checklist	✓	Submission of the Green Infrastructure Checklist which can be found here: Green Infrastructure Checklist	Local Requirement	

Extra information required dependent on the Proposal





Any additional information not set out as above but which we need to determine the application should ideally be provided at submission. If not provided it may be requested during the course of the application and may subsequently invalidate the application or delay the decision. Please review the [Other supporting information](#) for the list of documents/reports that may be required to support your application.

Reserved Matters Application

Reserved matters applications should be used after an Outline planning application has been approved. A Reserved Matters application deals with some or all of the outstanding details of the Outline application proposal, including:

- Appearance
- Landscaping
- Layout
- Means of Access
- Scale


Info Required:	Req'd	What / When is required:	Policy / Legislative:	Submitted ✓
Application Form and Fee	✓	<ul style="list-style-type: none"> • Application for Planning Permission (completed form, signed and dated) • Fee 	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	
Location Plan (existing)	✓	Required – for further details please see Location Plan	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	
Block / Site Plan (existing and proposed)	✓	Required – for further details please see Block / Site Plan	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	
Appearance	ⓘ	<p>Aspects of a building or place which affect the way it looks, including the exterior of the development:</p> <ul style="list-style-type: none"> • Elevation Drawings (existing and proposed) • Section Plans (existing and proposed) • Levels (existing and proposed) • Roof Plans 	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Article 6 Local requirement	
Means of Access	ⓘ	<p>Covers accessibility for all routes to and within the site, as well as the way they link up to other roads and pathways outside the site:</p> <ul style="list-style-type: none"> • Levels (existing and proposed) • Transport Assessment/Statement • Plan detailing access arrangement • Tracking • Visibility splays please see here for details 	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Article 6 Local requirement	

Info Required:	Req'd	What / When is required:	Policy / Legislative:	Submitted ✓
Landscaping		<p>The improvement or protection of the amenities of the site and the area and the surrounding area, this could include planting trees or hedges as a screen:</p> <ul style="list-style-type: none"> • Levels (existing and proposed) • Landscape Plan 	<p>The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Article 6</p> <p>Local requirement</p>	
Layout		<p>Includes buildings, routes and open spaces within the development and the way they are laid out in relations to buildings and spaces outside the development:</p> <ul style="list-style-type: none"> • Floor Plans (existing and proposed) • Levels (existing and proposed) 	<p>The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Article 6</p> <p>Local requirement</p>	
Scale		<p>Includes information on the size of the development, including the height, width and length of each proposed building:</p> <ul style="list-style-type: none"> • Elevation Drawings (existing and proposed) • Floor Plans (existing and proposed) • Section Plans (existing and proposed) • Levels (existing and proposed) 	<p>The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Article 6</p> <p>Local requirement</p>	
Ecology Report		<p>Required, except if addressed under Outline permission; if there is no impact; if the Ecology Report submitted with the outline application requires updating - to be determined on a site by site basis.</p> <p>Please complete the biodiversity checklist found here: Biodiversity Checklist</p>	<p>Local requirement</p> <p>The Conservation of Habitats and Species Regulations 2017</p>	

Info Required:	Req'd	What / When is required:	Policy / Legislative:	Submitted ✓
Environmental Impact Assessment (EIA)	i	Where appropriate all reserved matters will be screened by the LPA for EIA and HRA.	The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 (as amended) Local requirement The Conservation of Habitats and Species Regulations 2017	
Flood Risk Assessment (FRA)	i	Required, except if addressed under Outline permission. Applicants should refer to the National Flood Risk Standing Advice and Local Flood Risk Standing Advice.	Local requirement PPG Flood risk and coastal change	
Heritage Statement	i	Required, except if addressed under Outline permission. For works within a Conservation Area, works adjacent or to a Listed Building, Scheduled Ancient Monument.	Local requirement NPPF paragraph 189	
Archaeological Assessment	i	Required, except if addressed under Outline permission. For developments in areas of high archaeological potential.	Local requirement NPPF paragraph 189	
Design and Access Statement	i	Required, except if the development is for engineering operations only or if addressed under Outline permission.	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) PPG Design paragraphs 012, 029-033	
Tree Survey / Report	i	Required, except if addressed under Outline permission. Required for works that potentially affect the health or survival of a tree on the site or adjoining land. A tree survey should be to the standard within BS 5837:2012 Trees in relation to design, demolition and construction.	Local requirement BS. 5837 (2012)	

Info Required:	Req'd	What / When is required:	Policy / Legislative:	Submitted ✓
Planning Statement	i	Required, except if addressed under Outline permission.	Local requirement NPPF paragraphs 10-11	
Compliance Statement	i	Required for Majors (and Minor applications when discharging conditions as part of the application) This should cover compliance of the Reserved Matters with the conditions and S106 obligations of the outline application.	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Article 6	
Transport Assessment	i	Required, except if addressed under Outline permission.	Local requirement	
Climate Emergency Checklist	✓	Please complete the climate emergency checklist by clicking here https://www.somerset.gov.uk/planning-buildings-and-land/climate-positive-planning-in-somerset-west-and-taunton/	Local requirement Climate Change Act 2008 NPPF paragraph 148	
Biodiversity Net Gain	i	Phased developments (where the original outline application was subject to BNG) are required by condition to submit for approval an Overall Gain Plan as a pre-commencement condition to set a clear upfront framework for how the biodiversity gain objective of at least a 10% gain is expected to be met across the entire development. Subsequent Phase Gain Plans setting out a phase's contribution to BNG and track progress towards the overall biodiversity gain objective for the development, must then be submitted and approved before commencement of each phase. It may be beneficial for the relevant Phase Gain Plan to be prepared alongside the application for reserve matter approvals for a phase.	National Requirement Somerset BNG Guidance Note	
Habitat Regulation Assessment	✓	<ul style="list-style-type: none"> • Required for certain types of applications please check our website: Phosphate mitigation schemes in the Somerset Levels • Please see the catchment map • Nutrient Neutrality Statement the Nutrient Neutrality in Somerset: Guidance for Applicants. 	National Requirement	
Budget Calculator	✓	<ul style="list-style-type: none"> • Required for certain types of applications: Somerset Phosphate Budget Calculator 	National Requirement	

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Active Travel England	✓	<ul style="list-style-type: none">Checklist can be found here: https://www.gov.uk/government/publications/active-travel-england-planning-application-assessment-toolkit	National Requirement	
Health Impact Assessment	✓	May be required for certain applications in the former West Somerset Area	Local Requirement	
Local Labour Agreement		Draft Employment and Skills Plan and Method Statement	Local requirement	

Extra information required dependent on the Proposal

Any additional information not set out as above but which we need to determine the application should ideally be provided at submission. If not provided it may be requested during the application and may subsequently invalidate the application or delay the decision. Please review the [Other supporting information](#) for the list of documents/reports that may be required to support your application.

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Application for Advertisement Consent

Advertisement consent applications should be used for proposals to display an advertisement or sign which requires planning permission.

Info Required:	Req'd	What / When is required:	Policy / Legislative:	Submitted ✓
Application Form and Fee	✓	<ul style="list-style-type: none"> Application for Planning Permission (completed form, signed and dated) Fee 	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	
Location Plan (existing)	✓	Required – for further details please see Location Plan	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	
Block / Site Plan (existing and proposed)	✓	Required – for further details please see Block / Site Plan	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	
Elevation Drawings (existing and proposed)	✓	Required – for further details please see Elevation Drawings	Local requirement	
Drawings	✓	Advertisement drawings are required showing colours/materials/dimensions means of illumination and extent of any internal illumination for advertisements		







Extra information required dependent on the Proposal

Any additional information not set out as above but which we need to determine the application should ideally be provided at submission. If not provided it may be requested during the course of the application and may subsequently invalidate the application or delay the decision. Please review the [Other supporting information](#) for the list of documents/reports that may be required to support your application.

Listed Building Consent

Listed building consent applications are used if your property is listed for having special architectural or historic interest and you wish to make alterations, external or internal, to the building. (Listed building consent applications can accompany a householder or full application if planning permission is also required.)

Info Required:	Req'd	What / When is required:	Policy / Legislative:	Submitted ✓
Application Form and Fee	✓	<ul style="list-style-type: none"> • Application Forms (completed form, signed and dated): <ul style="list-style-type: none"> ○ Application for listed building consent for alterations, extension or demolition of a listed building ○ Application for Planning Permission and listed building consent for alterations, extension or demolition of a listed building ○ Householder Application for Planning Permission for works or extension to a dwelling and listed building consent • Fee (if required) 	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	
Location Plan (existing)	✓	Required – for further details please see Location Plan	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	
Block / Site Plan (existing and proposed)	✓	Required – for further details please see Block / Site Plan	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	
Elevation Drawings (existing and proposed)	✓	Required – for further details please see Elevation Drawings	Local requirement	
Floor Plans (existing and proposed)	✓	Required – for further details please see Floor Plans	Local requirement	
Section Plans (existing and proposed)	ⓘ	Required, this will be determined on a case by case basis – for further details please see Section Plans	Local requirement	
Roof Plan	ⓘ	Required in some cases - for further details please see Roof Plan	Local requirement	

Info Required:	Req'd	What / When is required:	Policy / Legislative:	Submitted ✓
Ecology Report		Required, except if there is no impact to be determined on a site by site basis. Please complete the biodiversity checklist found here: Biodiversity Checklist	Local requirement	
Heritage Statement		Required, this must include a full schedule of the proposed works.	Local requirement NPPF paragraph 189	
Archaeological Assessment		Required for developments involving new build in areas of high archaeological potential.	Local requirement NPPF paragraph 189	
Design and Access Statement		Required	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) PPG Design paragraphs 012, 029-033	
Habitat Regulation Assessment		<ul style="list-style-type: none"> Required for certain types of applications please check our website: Phosphate mitigation schemes in the Somerset Levels Please see the catchment map Nutrient Neutrality Statement the Nutrient Neutrality in Somerset: Guidance for Applicants.		
Climate Emergency Checklist		Please complete the climate emergency checklist by clicking here https://www.somerset.gov.uk/planning-buildings-and-land/climate-positive-planning-in-somerset-west-and-taunton/	Local requirement Climate Change Act 2008 NPPF paragraph 148	

Extra information required dependent on the Proposal

Any additional information not set out as above but which we need to determine the application should ideally be provided at submission. If not provided it may be requested during the course of the application and may subsequently invalidate the application or delay the decision. Please review the [Other supporting information](#) for the list of documents/reports that may be required to support your application.

Certificate of Lawfulness of Existing Use or Development

Certificate of Lawfulness of Existing Use or Development are used to confirm that any existing use/operation/activity in breach of a condition or limitation on a planning permission that has already taken place is lawful on the date specified in the application. It is defined as being lawful if enforcement action cannot be taken against it. This may be because it had, or did not need planning permission, or it may be the case that the use or operation took place so long ago that the time for enforcement action has expired.

Permitted development rights cannot be assumed for Schedule 1 development and for development listed in Schedule 2 that is screened by the LPA to have likely significant effects on the environment.

Mandatory requirements for Certificate of Lawfulness of existing use or development applications can be found in [Town and Country Planning Act 1990 section 191](#)

Info Required:	Req'd	What / When is required:	Policy / Legislative:	Submitted ✓
Application Form and Fee	✓	<ul style="list-style-type: none"> Lawful Development Certificate for an Existing use/operation/activity Application Form (completed form, signed and dated) Fee 	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	
Location Plan (existing)	✓	Required – for further details please see Location Plan	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	
Block / Site Plan	✓	Required – for further details please see Block / Site Plan	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	
Elevation Drawings	ⓘ	Required for changes to elevations – for further details please see Elevation Drawings	Town and Country Planning Act 1990 s.191	
Floor Plans	ⓘ	Required for changes to floor plans – for further details please see Floor Plans	Town and Country Planning Act 1990 s.191	

Info Required:	Req'd	What / When is required:	Policy / Legislative:	Submitted ✓
Planning Statement	✓	Required this should: <ul style="list-style-type: none"> Describe the use, operations or other matter Give the reasons for determining the use, operations or other matter to be lawful (4 or 10 years) Provide evidence e.g. sworn affidavit(s) from people with personal knowledge of the existing use; dated photographs; utility bills etc. 	Town and Country Planning Act 1990 s.191	
Climate Emergency Checklist	❗	Please complete the climate emergency checklist by clicking here: https://www.somerset.gov.uk/planning-buildings-and-land/climate-positive-planning-in-somerset-west-and-taunton/	Local requirement Climate Change Act 2008 NPPF paragraph 148	
Habitat Regulation Assessment	❗	<ul style="list-style-type: none"> Required for certain types of applications please check our website: Phosphate mitigation schemes in the Somerset Levels Please see the catchment map Neutrient Neutrality Statement the Nutrient Neutrality in Somerset: Guidance for Applicants. 		

Extra information required dependent on the Proposal

Any additional information not set out as above but which we need to determine the application should ideally be provided at submission. If not provided it may be requested during the course of the application and may subsequently invalidate the application or delay the decision. Please review the [Other supporting information](#) for the list of documents/reports that may be required to support your application.

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Certificate of Lawfulness of Proposed Use or Development

Certificate of Lawfulness of Proposed Use/Development/Works or Activity are used to confirm that what you are proposing would be lawful i.e. it would not require express planning permission. For example you may need to establish that what you have proposed does not constitute development, is 'permitted development', or already has planning permission.

Permitted development rights cannot be assumed for Schedule 1 development and for development listed in Schedule 2 that is screened by the LPA to have likely significant effects on the environment.

Mandatory requirements for Certificate of Lawfulness of proposed use or development applications can be found in [Town and Country Planning Act 1990 section 192](#)

Info Required:	Req'd	What / When is required:	Policy / Legislative:	Submitted ✓
Application Form and Fee	✓	<ul style="list-style-type: none"> Lawful Development Certificate for a Proposed use or development Application Form or Certificate of Lawfulness of Proposed Works to a Listed Building (completed form, signed and dated) Fee (if applicable) 	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	
Location Plan (existing)	✓	Required – for further details please see Location Plan	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	
Block / Site Plan (existing and proposed)	✓	Required – for further details please see Block / Site Plan	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	
Elevation Drawings (existing and proposed)	ⓘ	Required for changes to elevations – for further details please see Elevation Drawings	Town and Country Planning Act 1990 s.192	
Floor Plans (existing and proposed)	ⓘ	Required for changes to floor plans – for further details please see Floor Plans	Town and Country Planning Act 1990 s.192	
Section Plans (existing and proposed)	ⓘ	Required, if topography is sloping, this will be determined on a case by case basis – for further details please see Section Plans	Town and Country Planning Act 1990 s.192	

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Info Required:	Req'd	What / When is required:	Policy / Legislative:	Submitted ✓
Planning Statement	✓	Required this should: <ul style="list-style-type: none"> • Describe the use, operations or other matter • Give the reasons for determining the use, operations or other matter to be lawful 	Town and Country Planning Act 1990 s.192	
Climate Emergency Checklist	✓	Please complete the climate emergency checklist by clicking here: https://www.somerset.gov.uk/planning-buildings-and-land/climate-positive-planning-in-somerset-west-and-taunton/	Local requirement Climate Change Act 2008 NPPF paragraph 148	
Habitat Regulation Assessment	ⓘ	<ul style="list-style-type: none"> • Required for certain types of applications please check our website: Phosphate mitigation schemes in the Somerset Levels • Please see the catchment map • Nutrient Neutrality Statement the Nutrient Neutrality in Somerset: Guidance for Applicants. 		

Extra information required dependent on the Proposal

Any additional information not set out as above but which we need to determine the application should ideally be provided at submission. If not provided it may be requested during the course of the application and may subsequently invalidate the application or delay the decision. Please review the [Other supporting information](#) for the list of documents/reports that may be required to support your application.


Tree Works or Hedgerow Removal Application

Trees and woodlands that are considered important to amenity, and can be protected by a tree preservation order. You can request a tree to be considered for protection, or if a tree is already protected, you must have consent to carry out works to the tree.

The Application for Hedgerow Removal Notice form should be used by anyone proposing to remove a hedgerow, or part of a hedgerow, covered by the Hedgerows Regulations 1997. The regulations are designed to protect important hedgerows in England and Wales.

Info Required:	Req'd	What / When is required:	Policy / Legislative:	Submitted ✓
Application Form and Fee	✓	<ul style="list-style-type: none"> Application Forms (completed form, signed and dated): <ul style="list-style-type: none"> Application for hedgerow removal notice Application for tree works: works to trees subject to a tree preservation order (TPO) and/or notification of proposed works to trees in a conservation area Fee - no fee presently applicable to trees or hedgerow removal 	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Hedgerows Regulations 1997	
Location Plan (existing)	✓	Required – for further details please see Location Plan	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	
Block / Site Plan (existing and proposed)	✓	Required – for further details please see Block / Site Plan	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	
Tree Survey / Report	ⓘ	Required for works to trees covered by a TPO if: <ul style="list-style-type: none"> It is diseased or you have fears that it might break or fall (you are required to provide written arboricultural advice or other diagnostic information from an appropriate expert). Alleged damage to property (written technical evidence from an appropriate expert, including description of damage and possible solutions) Trees (somerset.gov.uk) 	Local requirement BS. 5837 (2012) BS3998 (2010)	

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Info Required:	Req'd	What / When is required:	Policy / Legislative:	Submitted ✓
Planning Statement		Required, unless already included on the application form. This should provide a detailed description of works and the reason(s) for the works/removal.	Local requirement Hedgerows Regulations 1997 NPPF paragraphs 10-11	

Extra information required dependent on the Proposal

Any additional information not set out as above but which we need to determine the application should ideally be provided at submission. If not provided it may be requested during the course of the application and may subsequently invalidate the application or delay the decision. Please review the [Other supporting information](#) for the list of documents/reports that may be required to support your application.



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Removal or Variation of Condition (Section 73 application)


This application can be used if, under a previous planning permission, a condition was imposed that you wish to be amended or removed entirely. The approval of a Section 73 planning application results in the grant of a new planning permission and therefore the original permission remains intact.

Info Required:	Req'd	What / When is required:	Policy / Legislative:	Submitted ✓
Application Form and Fee	✓	<ul style="list-style-type: none"> Application for removal or variation of a condition following grant of planning permission (completed form, signed and dated) Fee 	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	
Location Plan (existing)	✓	Required: This can be that same as the original application, providing you own the copyright on the plan – for further details please see Location Plan	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	
Block / Site Plan (existing and proposed)	✓	Required: This must to be the same red outline as the original application for it to be accepted – for further details please see Block / Site Plan	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	
Elevation Drawings (existing and proposed)	ⓘ	Required, this will be determined on a case by case basis if changes to elevations are proposed – for further details please see Elevation Drawings	Local requirement	
Floor Plans (existing and proposed)	ⓘ	Required, this will be determined on a case by case basis if changes to floor plans are proposed – for further details please see Floor Plans	Local requirement	
Section Plans (existing and proposed)	ⓘ	Required, this will be determined on a case by case basis if changes affect sections / levels – for further details please see Section Plans	Local requirement	
Levels (existing and proposed)	ⓘ	Required, this will be determined on a case by case basis if changes affect sections / levels – for further details please see Levels	Local requirement	
Roof Plan	ⓘ	Required in some cases - for further details please see Roof Plan	Local requirement	

Info Required:	Req'd	What / When is required:	Policy / Legislative:	Submitted ✓
Ecology Report		<p>Required - where the removal or variation has additional ecological implications an ecology report may be required.</p> <p>Where an ecology report was provided to support the planning permission that the Section 73 application relates to, the original, an updated assessment or addendum may be sufficient.</p> <p>Please complete the biodiversity checklist found here: Biodiversity Checklist</p>	<p>Local requirement</p> <p>The Conservation of Habitats and Species Regulations 2017</p>	
Environmental Impact Assessment (EIA)		<p>Required - where the removal or variation has additional ecological implications an EIA may be required.</p> <p>A section 73 application is considered to be a new application for planning permission. Where the development is listed in Schedule 2 and satisfies the criteria or thresholds set, the LPA will carry out a new screening exercise and issue a screening opinion as to whether EIA is necessary. Where the development is of a type listed under Schedule 1, EIA will always need to be carried out.</p> <p>Where an EIA was carried out on the original application, the LPA will need to consider if further information needs to be added to the original Environmental Statement (ES). Whether changes to the original ES are required or not, an ES/ES addendum must be submitted with a section 73 application for EIA development.</p> <p>Where a development is subject to EIA and there is also a requirement to carry out a Habitats Regulation Assessment (HRA), where appropriate, the HRA and the EIA must be co-ordinated.</p>	<p>The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 (as amended)</p> <p>Local requirement</p> <p>The Conservation of Habitats and Species Regulations 2017</p>	

Info Required:	Req'd	What / When is required:	Policy / Legislative:	Submitted ✓
Flood Risk Assessment (FRA)		Required for changes to planning condition(s) in relation to this issue. Where an FRA was provided to support the planning permission that the Section 73 application relates to, the original, an updated assessment or addendum may be sufficient.	Local requirement PPG Flood risk and coastal change	
Heritage Statement		Required for changes to planning condition(s) in relation to this issue. Where a heritage statement was provided to support the planning permission that the Section 73 application relates to, the original, an updated assessment or addendum may be sufficient.	Local requirement NPPF paragraph 189	
Archaeological Assessment		Required for changes to planning condition(s) in relation to this issue. Where an assessment was provided to support the planning permission that the Section 73 application relates to, the original, an updated assessment or addendum may be sufficient.	Local requirement NPPF paragraph 189	
Tree Survey / Report		Required for changes to planning condition(s) in relation to this issue. A tree survey should be to the standard within BS 5837:2012 Trees in relation to design, demolition and construction. Where a report/survey was provided to support the planning permission that the Section 73 application relates to, the original, an updated assessment or addendum may be sufficient.	Local requirement BS. 5837 (2012)	
Planning Statement		Required This should detail why the application for removal/variation of the condition is being sought.	Local requirement NPPF paragraphs 10-11	
Transport Assessment		Required for changes to planning condition(s) in relation to this issue.	Local requirement	

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Info Required:	Req'd	What / When is it required:	Policy / Legislation:	Submitted ✓
Climate Emergency Checklist	✓	Please complete the climate emergency checklist by clicking here: https://www.somerset.gov.uk/planning-buildings-and-land/climate-positive-planning-in-somerset-west-and-taunton/	Local requirement Climate Change Act 2008 NPPF paragraph 148	
Habitat Regulation Assessment	✓	<ul style="list-style-type: none"> Required for certain types of applications please check our website: Phosphate mitigation schemes in the Somerset Levels Please see the catchment map Neutrient Neutrality Statement the Nutrient Neutrality in Somerset: Guidance for Applicants. 	National Requirement	
Phosphate Budget Calculator	✓	Required for certain types of applications: Somerset Phosphate Budget Calculator	National Requirement	
Biodiversity Net Gain		S73 applications have special arrangements for BNG, including transitional arrangements which clarify that BNG does not apply where the original permission to which it applies was not subject to the national deemed biodiversity gain condition (i.e. it was submitted or approved prior to the implementation of national requirements). Where the original permission was subject to BNG, then it will apply to the S73 application also, but only to the extent that the application will alter the post-development biodiversity value. As such, the normal validation requirements do not apply to S73 applications, but where liable, such applications should provide a S73 BNG Statement clarifying how the application is expected to affect the post-development biodiversity value and the overall approach to BNG as set out in any previously submitted / approved BNG Statement and/or Biodiversity Gain Plan for the site.	National Requirement Somerset BNG Guidance Note	

Extra information required dependent on the Proposal

Any additional information not set out as above but which we need to determine the application should ideally be provided at submission. If not provided it may be requested during the course of the application and may subsequently invalidate the application or delay the decision. Please review the [Other supporting information](#) for the list of documents/reports that may be required to support your application.

Other Application Types

Discharge of Condition

A covering letter is acceptable in place of an application form [Apply for planning permission \(somerset.gov.uk\)](#) for this type of application together with the necessary details and [fee](#) (if applicable).

As per the requirements of The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Part 5 (27).

Non-Material Amendments

As per the requirements of The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Part 3 (10)

- Application form - [Apply for planning permission \(somerset.gov.uk\)](#)
- [fee](#)
- [Location Plan](#) (this can be that same as the original application, providing you own the copyright on the plan)
- Drawings/Information necessary to describe the subject/changes to the application

Prior Approvals

Prior approval means that a developer has to seek approval from the local planning authority (Somerset Council) that specified elements of the development are acceptable before work can proceed. The matters for prior approval vary depending on the type of development and these are set out in full in the relevant parts of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended). Somerset Council cannot consider any other matters when determining a prior approval application.

Please note:

- Validation requirements for Prior Approval Notifications are set out in The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) Schedule 2 Part 3 W.
- In general this will include:
 - Prior Approval application form dated, signed and completed in full (please include specific requirements depending on the proposal, relating to flood risk, transport / highways impacts, noise assessments etc.). Forms/guidance can be downloaded from [Apply for planning permission \(somerset.gov.uk\)](#)
 - A plan indicating the site and showing the proposed development. A plan drawn to an identified scale will assist the authority in assessing your development proposal.
 - [Fee](#)
- Development carried out using permitted development rights can be liable to pay a Community Infrastructure Levy charge (CIL).

Permission in Principle (PiP)

Permission in Principle may be granted for minor housing-led development only (less than 10 dwellings and related non-residential work). Article 5B of The Town and Country Planning (Permission in Principle) Order 2017 (as amended) sets out development that is specifically excluded from a grant of permission in principle and this includes habitats and Environmental Impact Assessment (EIA) development.

The PiP consent route has two stages:

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Stage 1 - Permission in Principle establishes whether a site is suitable in principle.

- Application forms [Apply for planning permission \(somerset.gov.uk\)](#)
- [Fee](#)
- [Location Plan](#)

Stage 2 - Technical Details Consent is when the detailed development proposals are assessed.

Applications for Technical Details Consent (based on a granted Permission in Principle) should be submitted on a **Full Planning Permission application form** (please ensure that you reference the PiP) and will be subject to the same validation process and validation requirements as a Full Planning Permission. Both applications must be granted before development can commence and may be liable to pay Community Infrastructure Levy (CIL).

There is a right of appeal where a local planning authority refuses PiP upon receipt of a valid application. The procedures in place are set out in Article 5V of the Town and Country Planning (Permission in Principle) Order 2017 (as amended).

Hazardous Substance Consents

As per the requirements of the National Planning Practice Guidance - Hazardous

Substances. Prescribed Forms [The Planning \(Control of Major-Accident Hazards\)](#)

[Regulations 1999 \(as amended\)](#)

Applications in respect of Crown Land

As per the requirements of The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Part 3 (8).

Other Supporting Information

Any additional information required based on the individual proposal should ideally be provided at submission. If not provided it may be requested during the course of the application and may invalidate the application or delay the decision (see below).

Supporting Information	Nature/Scale of Application	Policy / Legislative:
Affordable Housing Statement	<ul style="list-style-type: none"> ➤ Residential development of 6 or more units within a rural location or 10 or more in an urban location and must include: <ul style="list-style-type: none"> • Number and mix of affordable units; ➤ Removal or Variation of Condition (Section 73) in relation to this issue (where an assessment was provided to support the planning permission that the Section 73 application relates to, an updated assessment or addendum may be sufficient). 	Local requirement
Agricultural Appraisal	<ul style="list-style-type: none"> ➤ Countryside development including new agricultural buildings or rural worker's dwelling; ➤ Removal or Variation of Condition (Section 73) in relation to this issue (where an assessment was provided to support the planning permission that the Section 73 application relates to, an updated assessment or addendum may be sufficient). 	Local requirement NPPF paragraph 79
Business Case	<ul style="list-style-type: none"> ➤ Holiday let proposals in countryside locations to demonstrate that they are viable. 	Local requirement
Contaminated Land Report (CLR)	<ul style="list-style-type: none"> ➤ Application sites where there has been a previous or suspected contaminative use at the site and: <ul style="list-style-type: none"> • Operational development is proposed where there would be disturbance to the ground or groundwater regime and/or • A vulnerable use is proposed where human health may be impacted; ➤ Reserved Matters, except if addressed under Outline permission; ➤ Removal or Variation of Condition (Section 73) in relation to this issue (where an assessment was provided to support the planning permission that the Section 73 application relates to, an updated assessment or addendum may be sufficient). 	Local requirement NPPF paragraph 180
Draft S106 / Heads of Terms	<ul style="list-style-type: none"> ➤ Residential development of 6 or more units within a rural location or 10 or more in an urban location: <ul style="list-style-type: none"> • Affordable housing; • The provision of on-site open space; ➤ Other matters to be determined on a site by site basis, which cannot be covered by planning conditions e.g. infrastructure improvements not covered by CIL necessary to make a development acceptable. 	Local requirement Section 106 of the Town and Country Planning Act 1990 (as amended) The Community Infrastructure Levy Regulations 2010 (as amended)

Supporting Information	Nature/Scale of Application	Policy / Legislative:
Education Impact Assessment	<ul style="list-style-type: none"> ➤ Development creating a need for additional education facilities, including pre-school to demonstrate whether or not needs can be met through existing facilities. 	Local requirement
Foul Water Drainage Assessment	<ul style="list-style-type: none"> ➤ New development including change of use where there is potentially an impact, to be determined on a site by site basis. ➤ Other development subject to site constraints determined on a site by site basis. 	Local requirement
Health Impact Assessment	<ul style="list-style-type: none"> ➤ Residential development: more likely to be required for 100 or more dwellings or where the residential site area is 5ha or more; ➤ Industrial estate development exceeding 5ha; ➤ Other forms of major development involving additional floorspace 1,000m² or more, or a site of 1ha or more; - unless otherwise agreed; ➤ All major hazard sites, installations and pipelines; ➤ Reserved Matters, except if addressed under Outline permission, this will be determined on a case by case basis. 	Local requirement NPPF Section 8
Landscape Plan	<ul style="list-style-type: none"> ➤ Developments where the appearance or visual amenities of the site and the surrounding area, and/or ecology, including screening and tree planting are important. 	Local requirement NPPF paragraph 170
Landscape and Visual Impact Assessment (LVIA)	<ul style="list-style-type: none"> ➤ Developments that have the potential to result in a change on both the landscape as an environmental resource in its own right and on people's views and visual amenity, which may include (but is not limited to): <ul style="list-style-type: none"> • Solar and wind energy projects; • Development in the open countryside or AONB; ➤ Reserved Matters, except if addressed under Outline permission; ➤ Removal or Variation of Condition (Section 73) in relation to this issue (where an assessment was provided to support the planning permission that the Section 73 application relates to, an updated assessment or addendum may be sufficient). ➤ LVIAs must meet the Guidelines for Landscape and Visual Impact Assessment (GLVIA3) 	Local requirement NPPF paragraph 170
Local Housing Needs Assessment	<ul style="list-style-type: none"> ➤ Residential development of 6 or more units to demonstrate whether or not needs met policy requirements and the needs of the community to be served. 	Local requirement

Supporting Information	Nature/Scale of Application	Policy / Legislative:
Local Labour Agreement	<ul style="list-style-type: none"> ➤ Major development > 50 dwellings ➤ Major development > 5,000sqm commercial floorspace ➤ Mixed use developments where individual components are under these thresholds to development the Council deems of similar significance combined. 	Local requirement
Noise / Vibration / Odour or Other Environmental Impacts Evaluation	<ul style="list-style-type: none"> ➤ New or converted noise-sensitive development; ➤ Development generating potentially significant levels of noise / vibration / odour, particularly in close proximity to sensitive receptors; ➤ Development within close proximity to existing significant levels of noise / vibration / odour; ➤ Reserved Matters, except if addressed under Outline permission; ➤ Removal or Variation of Condition (Section 73) in relation to this issue (where an assessment was provided to support the planning permission that the Section 73 application relates to, an updated assessment or addendum may be sufficient). ➤ Proportionate to the scale of development the assessment may need to include an Acoustic Design Statement (ADS) to British Standard 	Local requirement NPPF paragraph 170
Parking / Transport Assessment / Travel Plan	<ul style="list-style-type: none"> ➤ Development that is likely to: <ul style="list-style-type: none"> • Result in a material increase or change in the traffic; • Affect a classified road or proposed highway; • Involve the laying out or construction of a highway or access; • Impact on other modes of transport; ➤ Reserved Matters, except if addressed under Outline permission; ➤ Removal or Variation of Condition (Section 73) in relation to this issue (where an assessment was provided to support the planning permission that the Section 73 application relates to, an updated assessment or addendum may be sufficient). 	Local requirement
Public Open Space, Play and Recreation Statement	<ul style="list-style-type: none"> ➤ Residential development of 8 or more units. 	Local requirement
Retail Impact Assessment	<ul style="list-style-type: none"> ➤ Applications for over 2,500m² of floor space for retail, leisure or office development. 	Local requirement NPPF paragraphs 85-90

Supporting Information	Nature/Scale of Application	Policy / Legislative:
Statement of Community Involvement	<ul style="list-style-type: none"> ➤ Where identified during pre-application discussions; ➤ Where identified in Somerset Council's Statement of Community 	Statement of Community Involvement
Sustainability Checklist and Energy Statement	<ul style="list-style-type: none"> ➤ Required for all development, including extensions and conversions in the former Taunton Deane area to demonstrate how measures required by policy DM5 of the Taunton Deane Core Strategy have been incorporated. ➤ In appropriate cases the Council will be in a position to encourage applicants in the former West Somerset area to formulate proposals responding to policy NH13 of the West Somerset Local Plan to 2032 and saved policy BD/9 of the West Somerset Local Plan 2006, which reflect the requirements of policy DM5. Submission of a Sustainability Checklist and Energy Statement can be an appropriate way to demonstrate this. ➤ Additional guidance and explanation can be found in Climate Positive Planning: Interim Guidance Statement on Planning for the Climate Emergency 	Local requirement Climate Change Act 2008 NPPF paragraph
Structural Survey and Conversion Method Statement	<ul style="list-style-type: none"> ➤ Development involving structural works to a Listed Building; ➤ Development involving the conversion of an existing rural building outside of the settlement boundary where there exists doubt as to the structural integrity of the building. ➤ Removal or Variation of Condition (Section 73) in relation to this issue (where an assessment was provided to support the planning permission that the Section 73 application relates to, an updated assessment or addendum may be sufficient). 	Local requirement
Viability / Marketing Assessment	<ul style="list-style-type: none"> ➤ Where development is proposed which is not fully Policy compliant in delivering required planning obligations to make the development acceptable. ➤ Development to change the use of a building which requires marketing or viability information e.g. loss of a retail unit to a non-conforming use or loss of an economic/tourist use in a countryside location 	Local requirement NPPF Paragraph 52
Climate Emergency Checklist	Responses to the following questions, supplemented with explanation and evidence of how the proposed development will or will not meet the suggestions. Responding should not be seen as a simple "yes" or "no" tickbox exercise, but should provoke appropriate consideration by the applicant about how their application could seek to provide a positive answer. Responses should be specific, not generic and supplemented with explanation and evidence of how the proposed development will or will not meet the suggestions. Additional guidance and explanation can be found in Climate Positive Planning: Interim Guidance Statement on Planning for the Climate Emergency	Local requirement Climate Change Act 2008 NPPF paragraph 148

	<ol style="list-style-type: none"> 1. Does the development reduce the need to travel? (including through location, mix of uses and digital connectivity). 2. Will the location, layout, design and infrastructure of the development encourage residents / occupiers / visitors /customers to travel sustainably? (including in relation to the following sustainable transport hierarchy: 1) active modes; 2) public/shared/community transport; 3) personal electric vehicles; 4) personal internal combustion and hybrid engine vehicles). 3. Is the development energy efficient in design (including utilising opportunities for passive design e.g. solar masterplanning, building fabric, energy processes). 4. Does the development utilise site specific opportunities to mitigate carbon emissions effectively? (Including in relation to maximising renewable energy potential, site-wide energy solutions and maximising natural carbon storage on-site e.g. in soils and trees). 5. Will construction utilise circular economy principles and/or sustainable sources in material selection and use? 6. Will the development foster sustainable habits from future residents / occupiers? (Including in relation to travel, waste reduction and management, energy and water use, consumer choice). 7. Does development and its green infrastructure respond to projected localised impacts of the climate change that is already in motion? (Including risks associated with coastal change, flooding, winter driving rain, overheating, drought, water stress, increased reliance upon locally grown food). 8. Does the development effectively respond to the ecological emergency by protecting and enhancing ecology within and nearby the site as well as mitigating wider impacts (inc. through biodiversity net gain)? 	
<p>Biodiversity Net Gain</p>	<p>National minimum requirements are set out in Article 7 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended).</p> <p>The Somerset BNG Guidance Note (see - https://www.somerset.gov.uk/planning-buildings-and-land/biodiversity-and-planning/biodiversity-net-gain/) sets out the local validation information requirements for the purposes of considering BNG and planning applications in its Appendix 4. This provides guidance for applicants and justifies the requirement for additional information to be submitted at validation stage beyond the national minimum requirements. In addition to the national minimum requirements, Somerset Council requires sufficient information about the proposed strategy for delivering at least 10% BNG (including the expected balance between on-site, off-site and credits) to be submitted as part of a BNG-liable planning application. This focuses on submission of a BNG Statement, with exact content requirements differing depending on the type of application. Applicants should review the BNG Guidance Note for detail on the content and format of the BNG Statement and other specifics required under each heading below. The local validation requirements for BNG are:</p> <ul style="list-style-type: none"> • Wildlife/Ecology Survey • Biodiversity Checklist • Arboriculture Report 	<p>National requirement</p> <p>Somerset BNG Guidance Note</p>

- BNG Statement (including all necessary information as set out in the BNG Guidance Note for the type of application)
- Completed Biodiversity Metric (Macros disabled Excel version *and* PDF)
- BNG plans and drawings
- GIS data (providing same information as BNG plans and drawings)
- Declaration Form
- Completed SHEP/HEP Metric (where necessary)

Note - certain types of development are exempt from the need to comply with the statutory biodiversity gain condition as set out in the Biodiversity Gain Requirements (Exemptions) Regulations 2024. However, even for exempt developments, applicants must confirm whether they believe that planning permission, if granted, would be subject to the biodiversity gain condition, and if not, the reasons for that belief. It is expected that Planning Portal application forms will be amended to capture this information, but without this, the LPA is not allowed to validate the application.

Supporting Information	Nature/Scale of Application	Policy / Legislative:
Lighting Assessment	<p>Types of application or development which require this information:</p> <ul style="list-style-type: none"> all applications including/for floodlighting, or a significant amount of external lighting <p>An assessment should provide details of external lighting and the proposed hours when the lighting would be switched on. These details shall include a layout plan with beam orientation and a schedule of the equipment in the design, plus the expected level of luminance and glare. Lighting assessments will also be required to detail the level of luminance for all advertisements.</p> <p>Where a proposal involves the scheme for the installation of Floodlights for an area (eg a Sports Pitch), these details shall include a Light Contour diagram based on a layout of the proposed facility in its context, and showing projected lux levels including 'backlight', which where there are differences in ground levels, is to be superimposed on a topographical survey of the site and its immediate environs</p> <p>Planning practice guidance suite</p>	Local requirement
Rural worker dwelling justification	<p>Types of application or development which require this information:</p> <ul style="list-style-type: none"> all applications for rural worker dwellings outside of defined settlement limits (this includes the conversion of existing buildings) <p>The justification statement should take the form of an agricultural appraisal and establish the functional requirements for either a temporary works dwelling or new permanent accommodation.</p> <p>In the case of new permanent accommodation, at least 3 years audited accounts should be submitted with the application. These should be in a separate document marked 'confidential' and will be used in assessing whether the enterprise is economically viable. The accounts will not be made public.</p> <p>In the case of a newly created agricultural unit and the application is for a temporary building for a period of 3 years, the justification statement will need to include evidence that the proposed enterprise has been planned on a sound financial basis. This should include a business plan with financial projections.</p>	Local requirement

Supporting Information	Nature/Scale of Application	Policy / Legislative:
Structural Survey	<p>Types of application or development which require this information:</p> <ul style="list-style-type: none"> • applications for the conversion of rural buildings • applications to carry out work to Heritage assets and Listed Buildings <p>The survey will need to be carried out by a competent person and identify the condition of the building together with any recommendations for remediation. This information is required to demonstrate how the building fabric is capable of adaptation without demolition or significant rebuilding and to ensure that appropriate working methods are employed which safeguard the fabric. The statement shall include photographs as appropriate.</p>	Local requirement
Town centre uses – evidence to accompany application	<p>Types of application or development which require this information:</p> <ul style="list-style-type: none"> • retail, leisure and office development not proposed in a town centre comprising 500 sq meters of floor space and not in accordance with an up-to-date development plan <p>The level and type of evidence and analysis required to address the key considerations should be proportionate to the scale and nature of the proposal. The assessment should include the need for development, whether it is of an appropriate scale, that there are no sites close to a centre for the development, that there are no unacceptable impacts on existing centres and if locations are accessible.</p>	Local requirement
Habitat Regulation Assessment	<ul style="list-style-type: none"> • Required for certain types of applications please check our website: Phosphate mitigation schemes in the Somerset Levels • Please see the catchment map • Nutrient Neutrality Statement the Nutrient Neutrality in Somerset: Guidance for Applicants. 	
Phosphate Budget Calculator	Required for certain types of applications: Somerset Phosphate Budget Calculator	National Requirement
Active Travel England	Checklist can be found here: https://www.gov.uk/government/publications/active-travel-england-planning-application-assessment-toolkit	National Requirement

Maps & Plans

This guidance is based on the criteria set out in the Government's guidance on 'Making an application': <https://www.gov.uk/guidance/making-an-application#Plans-and-drawings>.

Ordnance Survey Licences and Unauthorised Copying of Maps

Applicants/agents possessing their own copyright licence should ensure that all map extracts submitted with planning applications carry the relevant copyright acknowledgement and their licence number. Please note that copying Ordnance Survey maps without a valid licence breaches Ordnance Survey copyright and could lead to proceedings being taken by Ordnance Survey against such breaches.

When using Ordnance Survey mapping for planning applications, the map should:

- Not be a Land Registry document/plan (even if obtained legally).
- Not be used for multiple applications.
- Show OS Crown Copyright as an acknowledgement.
- Not be a photocopy or screen grab image – such as Google Maps.
- Not to be copied from existing OS mapping if using hand drawn maps – such as standard sheets.
- Show the correct licence number if you wish to print or copy maps for applications.

If you require any further information or clarification on Ordnance Survey Licences and Copyright, please contact the Ordnance Survey Helpdesk on 03456 050505. Please use a legitimate map obtained from an authorised supplier, the Planning Portal provides links to various suppliers

<https://www.planningportal.co.uk/buyplans>.

Location Plan (existing)

A site location plan shows the proposal in its surrounding context and must:

- A. Be as up-to-date as possible within the last two years.
- B. Be at an identified measurable scale of 1:1250 or 1:2500 and include a scale bar
- C. Be clearly marked with the direction of North
- D. Show the full site, all site boundaries, adjoining properties (be numbered or named) and identify sufficient roads and/or buildings to enable identification of the land to which the application relates
- E. Show the application site boundaries and all land necessary to carry out the proposed development i.e. land required for access to the site from the road, **outlined in red**
- F. Show any other land within the applicant's ownership or control that is close to or adjacent to the site **outlined in blue**
- G. Have a unique drawing number which will be used in the subsequent decision notice, plans which do not have a number will be numbered by the council
- H. Indicate original paper size (A4, A3 etc.) on drawings for printing
- I. Be uploaded/printed in colour
- J. ~~Clearly show an authorised copier's licence number together with the appropriate copyright acknowledgements~~

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Block / Site Plan (existing and proposed)

A block / site plan shows the development in more detail and must:

- A. Be as up-to-date as possible within the last two years.
- B. Be at an identified measurable scale of 1:200 or 1:500 and include a scale bar
- C. Be clearly marked with the direction of North
- D. Clearly show the proposed development
- E. Include all site boundaries, existing buildings, roads, tracks, footpaths, public rights of way, walls, banks and historic features, ponds, watercourses and proposed boundary treatments/walls/fencing (including measures for removal and/or retention); within the application site.
- F. Clearly show any buildings to be demolished
- G. Show new buildings in context with adjacent buildings
- H. Include existing and proposed parking provision, access arrangements and the extent and type of any hard surfacing
- I. Clearly show the position of all trees and all hedges and those that could influence or be affected by the development; with proposals for removal and/or retention clearly indicated (including boundary hedges); on/near the application site.
- J. Have a unique drawing number which will be used in the subsequent decision notice, plans which do not have a number will be numbered by the council.
- K. Indicate original paper size (A4, A3 etc.) on drawings for printing
- L. Be uploaded/printed in colour
- M. Clearly show an authorised copier's licence number together with the appropriate copyright acknowledgements.
- N. Show access to highway and parking arrangements

Elevation Drawings (existing and proposed)

An elevation is a view of a building seen from one side, a flat representation of one façade and must:

- A. Be at an identified measurable scale of 1:50 or 1:100 and include a scale bar. Larger scale drawings may be required for Listed Buildings
- B. Show all elevations in full unless otherwise agreed
- C. Show proposed building materials, style and finish of the building and windows and doors
- D. Show any other buildings that are attached to the elevation and where possible the main features of that adjoining building (e.g. details of doors, windows on the same elevation of an adjoining terraced or semi-detached dwelling).
- E. Show existing elevations clearly identified as North, South, East and West with all existing door and window detailing.
- F. Show proposed changes on each elevation.
 - i. If no changes to an elevation are proposed provide one elevational drawing confirming it as existing and proposed.
 - ii. Part elevations can be provided if there are inset areas to the building.
- G. Have a unique drawing number which will be used in the subsequent decision notice, plans which do not have a number will be numbered by the council
- H. Indicate original paper size (A4, A3 etc.) on drawings for printing
- I. Be uploaded/printed in colour where needed
- J. Include the particulars specified or referred to in the application form e.g. material etc.
- K. Include details of waste storage
- L. Include vehicle charging points

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Floor Plans (existing and proposed)

A floor plan is a view from above showing the layout of rooms, key dimensions and levels, and may also use symbols to show materials and locations of fittings and appliances and must:

- A. Be at an identified measurable scale of 1:50 or 1:100 and include a scale bar
- B. Clearly identify the extent of any proposed uses being applied for
- C. Clearly identify the existing and proposed use of each room on the floor plans
- D. Show all openings i.e. doors and windows
- E. Show any buildings or walls to be demolished
- F. Show an existing and proposed roof plan for any alterations that would involve a change to the roof
- G. Show finished floor level for any new buildings
- H. Have a unique drawing number which will be used in the subsequent decision notice, plans which do not have a number will be numbered by the council
- I. Indicate original paper size (A4, A3 etc.) on drawings for printing
- J. Be uploaded/printed in colour where needed

Section Plans (existing and proposed)

A section plan shows a view of a structure as though it had been sliced vertical in half, this can be useful as it gives a view through the spaces and surrounding structures that can reveal the relationships between the different levels and parts of the buildings that might not be apparent on other plans and must:

- A. Be at an identified measurable scale (of 1:100 or 1:200) appropriate to the scale of the development and include a scale bar
- B. Show a cross section(s) through the proposed building(s)/structure(s)/site
- C. Provide details of existing and proposed levels with reference to an off-site fixed datum point
- D. Have a unique drawing number which will be used in the subsequent decision notice, plans which do not have a number will be numbered by the council
- E. Indicate original paper size (A4, A3 etc.) on drawings for printing
- F. Be uploaded/printed in colour where needed

Levels (existing and proposed)

Levels plan confirms the existing topographical heights of the site levels/heights of the land as a result of the development and must:

- A. Be at an identified measurable scale appropriate to the scale of development and include a scale bar
- B. The levels plan should show some reference to the height/level of the adjoining land
- C. Provide details of existing and proposed levels (to include finished floor levels) with reference to an off-site fixed datum point and include any retaining walls.
- D. Have a unique drawing number which will be used in the subsequent decision notice, plans which do not have a number will be numbered by the council
- E. Indicate original paper size (A4, A3 etc.) on drawings for printing
- F. Be uploaded/printed in colour where needed

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Roof Plans

These should:

- A. Be drawn to a scale of 1:50 or 1:100
- B. Show the shape of the roof particularly when development includes changes to its appearance and shape.
- C. Show the position of all ridges, valleys, dormer windows, roof lights and other features, such as chimneys or raised parapets.
- D. Include details such as the roofing material and their location.

Street Scene

A street scene drawing is an elevation drawing that shows how a building will look alongside neighbouring dwellings/buildings once it has been extended/erected. Street scenes are usually required for works that will be visible from the road; especially new buildings or large side extensions that will be near to the boundary/neighbouring building, or where there is a notable difference in heights between the proposed works and neighbouring dwellings/buildings.

Street scenes should:

- A. Be to a scale of 1:100 or 1:200
- B. As a minimum, accurately show the height and outline of neighbouring dwellings/buildings and the position and size of windows/doors
- C. Accurately show any differences in levels
- D. Include written dimensions for gaps between buildings
- E. State the direction in which the street scene faces (for example 'street scene viewed from ... Road')

Glossary (abbreviations / definitions and selected web links)

Active Travel England Guidance

ATE are a statutory consultee on any applications meeting the thresholds below:

- ≥150 dwellings
- ≥7,500sqm floorspace
- ≥5ha site area

Checklist can be found here: <https://www.gov.uk/government/publications/active-travel-england-planning-application-assessment-toolkit>

Affordable Housing Development / Advice for Developers

A full definition of Affordable Housing can be found within the NPPF Annex 2: Glossary <https://www.gov.uk/guidance/national-planning-policy-framework/annex-2-glossary> and includes housing for sale or rent, for those whose needs are not met by the market (including housing that provides a subsidised route to home ownership and/or is for essential local workers); and which complies with one or more of the following:

- Affordable housing for rent;
- Starter homes;
- Discounted market sales housing;
- Other affordable routes to home ownership.

When negotiating Affordable Housing as part of residential development, the Council will have regard to the Local Plans [Adopted Local Plans \(somerset.gov.uk\)](https://www.somerset.gov.uk/adopted-local-plans)

Affordable Housing Statement

Statement addressing housing need, mix and different tenures and sizes of affordable homes.

Agricultural Appraisal

Report to establish the viability/economic circumstances of an agricultural proposal including justification for an agricultural worker's dwelling. In broad terms there are two primary tests; a functional test (which deals with why there may be an essential need) and a financial test (which deals with whether the business is making sufficient profit and is likely to remain financially sustainable). For further information please see Planning Policy Statement 7: Sustainable Development in Rural Areas (Annex A Only

– adopted as Supplementary Planning Guidance)

<https://webarchive.nationalarchives.gov.uk/20120920011612/http://www.communities.gov.uk/archived/publications/planningandbuildin g/pps7>

Agricultural Building

A building currently or previously last used for agricultural purposes. In the context of permitted development this has a specific meaning and definition

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relating to actual use (“solely in agricultural use as part of an established agricultural unit”) at a specific date.

Agricultural Worker’s Dwellings

Dwellings specifically occupied/to be occupied by a worker employed exclusively or mainly in agriculture (see web link in [Agricultural Appraisal](#)).

Application Fee

The full correct application fee must be submitted with the application a fee calculator is available on the Planning Portal [How much does a planning application cost? - Planning Portal](#) Please contact us for any assistance in calculating fees.

Application Forms

In common with all Local Planning Authorities, Somerset West and Taunton Council uses the national standard application forms, these can be accessed on our website via this link [Apply for planning permission \(somerset.gov.uk\)](#)

Archaeological Assessment

Report evaluating archaeological heritage. Archaeology advice can be found on the South West Heritage Trust's website <http://www.swheritage.org.uk/>.

Area of Outstanding Natural Beauty (AONB)

Nationally designated area of high scenic quality – within the former West Somerset and Taunton this applies to the Blackdown Hills and Quantock Hills. The exact boundaries of AONB’s can be found on the Local Plan Proposals Map or at <http://www.magic.gov.uk/MagicMap.aspx> - in the “Table of Contents” panel: expand “Designations” > “Land-Based Designations” > “ Statutory” and select “AONB” and then zoom in to your location.

Biodiversity Net Gain (BNG)

Biodiversity Net Gain (BNG) is an approach to development, and/or land management, that aims to leave the natural environment in a measurably better state than it was beforehand. It is intended to deliver measurable improvements for biodiversity by creating or enhancing habitats in association with development. A national mandatory BNG requirement came into effect from February 2024. National minimum information requirements for validation purposes are set out in Article 7 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended). The Somerset BNG Guidance Note (see - <https://www.somerset.gov.uk/planning-buildings-and-land/biodiversity-and-planning/biodiversity-net-gain/>) sets out the local validation information requirements for the purposes of considering BNG and planning applications in its Appendix 4. This provides guidance for applicants and justifies the requirement for additional information to be submitted at validation stage beyond the national minimum requirements.

Business Case

A statement identifying that proposals are justified through the demonstration of viability.

Change of Use

A form of development of a building (or land) which involves changing its use but without needing any operational development / building works. Some changes of use are allowed as “permitted development”. Also see [Use Classes](#).

Community Infrastructure Levy (CIL)

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Planning approvals granted for residential dwellings, large extensions, hotels, supermarkets and retail warehouses on or after 1st April 2015 will be liable to pay the Community Infrastructure Levy (CIL). CIL will also apply to building works that do not require planning approval where works commence on or after 1st April 2015. For further CIL information forms please see Somerset Council's CIL webpages [Community Infrastructure Levy and Section 106 Agreements \(somerset.gov.uk\)](#). It is strongly advised you familiarise yourself with CIL and the processes involved in order to avoid surcharges or the removal of the ability to apply for an exemption. Please contact our CIL/S106 Monitoring Officer if you have any queries.

Compliance Statement

A written statement detailing how the Reserved Matters submission is consistent with the parameter plans, conditions and S106 obligations of the outline application.

Compulsory Pre-application Consultation

Pre-application Consultation as required under The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Article 3 <http://www.legislation.gov.uk/ukxi/2015/595/article/3/made>.

Conservation Area

An area valued for its special architectural or historic interest, the character of which it is desirable to preserve and enhance – designated under the Planning (Listed Buildings and Conservation Areas) Act 1990. Relevant areas can be checked on Somerset Council's conservation pages [Conservation Areas \(somerset.gov.uk\)](#)

Contaminated Land

Land where substances are causing or could cause pollution. Contaminated land can occur for a number of reasons, these include past land uses, current land uses and incidents such as spills of chemicals or oil etc. <https://www.somersetwestandtaunton.gov.uk/environmental-health/environmental-protection/contaminated-land/h>

Contaminated Land Report (CLR)

Phased investigative report into risks from site contamination to users and/or the environment.

Conversion of Agricultural / Rural Buildings (Planning Guidance)

[Agricultural Building](#).

Curtilage

The area, usually enclosed, encompassing the ground and outbuildings which serve a dwelling-house (or other building). In the case of PD for the change of use of agricultural buildings “curtilage” is specifically limited to being “no larger than the land area occupied by the agricultural building”.

Datum Point

In planning, a datum point is a known point of height reference on the basis of which further measurements or analysis can be made e.g. a manhole cover.

Design and Access Statement

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Is a concise report accompanying certain applications for planning permission and applications for listed building consent. It provides a framework for applicants to explain how the proposed development is a suitable response to the site and its setting, and demonstrate that it can be adequately accessed by prospective users and is required for:

- Major Developments; or
- Listed Building Consent; or
- Where any part of the development is in a Conservation area, development consisting of –
 - The provision of one or more dwellinghouses; or
 - The provision of a building or buildings where the floor space created by the development is 100 square metres or more

Further details can be found under The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Part 3 Article 9 <http://www.legislation.gov.uk/uksi/2015/595/article/9/made>

Draft S106 / Heads of Terms

A document that sets out the heads of agreement for inclusion within a planning obligation.

Education Impact Assessment

A report into local education needs, demand and provision.

Environmental Impact Assessment (EIA)

A compilation of the relevant environmental information necessary to support an application. The process of Environmental Impact Assessment in the context of town and country planning in England is governed by the [Town and Country Planning \(Environmental Impact Assessment\) Regulations 2017 \(the '2017 Regulations'\)](#). These regulations apply to development which is given planning permission under Part III of the Town and Country Planning Act 1990. Further information can be found here - <http://planningguidance.communities.gov.uk/blog/guidance/environmental-impact-assessment/>

Environment Agency (EA)

The government agency with responsibilities relating to the protection and enhancement of the environment in England, including flood risk management. <https://www.gov.uk/government/organisations/environment-agency>

Ecology Report

Planning authorities have a duty to consider when assessing planning applications. Where there is a reasonable likelihood that a planning proposal might affect important protected species or habitats, the council will require information on the species and habitat likely to be affected, and an assessment of the impacts of the proposals. This information will need to be provided before a planning decision is made.

Further information and guidance can be found on the below websites:

Planning guidance

- Planning Practice Guidance on Biodiversity, Ecosystems and Green Infrastructure
<http://planningguidance.communities.gov.uk/blog/guidance/natural-environment/biodiversity-ecosystems-and-green-infrastructure/>

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- Somerset Council - Biodiversity <https://somersetcouncil.citizenspace.com/planning/bng-guidance-note>
- The Association of Local Government Ecologists (ALGE) <https://www.alge.org.uk/>
- How to find a registered ecologist [I need | CIEEM](#)
- Gov.uk –
 - Protected species and sites: how to review planning proposals <https://www.gov.uk/guidance/protected-species-and-sites-how-to-review-planning-proposals>
 - Net Gain: A developer's commitment to enhancing biodiversity <https://naturalengland.blog.gov.uk/2019/01/10/net-gain-a-developers-commitment-to-enhancing-biodiversity/>
- European Commission The Habitats Directive - The Habitats Directive ensures the conservation of a wide range of rare, threatened or endemic animal and plant species. Further details can be found on their website http://ec.europa.eu/environment/nature/legislation/habitatsdirective/index_en.htm

Flood Risk Assessment (FRA)

A site-specific assessment of the flood risk to and from a development site. The assessment should demonstrate how flood risk will be managed now and over the development's lifetime, taking climate change into account, and with regard to the vulnerability of its users.

It is advisable to review the Environment Agency Guidance on Flood risk assessment for planning applications <https://www.gov.uk/planning-applications-assessing-flood-risk> and flood risk assessment: standing advice can be accessed via this link <https://www.gov.uk/guidance/flood-risk-assessment-standing-advice>.

Flood Zones

The Environment Agency (EA) has devised a set of flood zones for guidance by developers, Councils and communities to explain the probability of river and sea flooding, ignoring the presence of flood defences.

Flood zones are shown on the EA's Flood Map for Planning (Rivers and Sea) - <https://flood-map-for-planning.service.gov.uk/>

Foul Water Drainage Assessment

A report into the capability of a site to accommodate foul drainage demands of a proposal.

Health Impact Assessment

A report to identify any impacts on health and wellbeing that would arise from the proposed development. If negative impacts are identified details of mitigation should be provided.

Heritage Statement

A report to describe the significance of any heritage assets. A heritage statement is required for all applications affecting listed buildings; unlisted buildings in Conservation Areas or locally listed buildings, scheduled ancient monuments or developments which have archaeological implications, including applications affecting the setting for any of the above.

Relevant information on Listed Building, Conservation Areas and Historic Environment Records (HERs) can be found on Somerset Historic Environment

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Record website <http://www.somersetheritage.org.uk/>

Historic England

Are the public body that looks after England's historic environment, provides expert advice, helping people protect and care for it, and helps the public to understand and enjoy it: <http://historicengland.org.uk/>

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Land Drainage Consent

Land drainage consent may be required from Somerset Drainage Boards Consortium for proposed development that is likely to be sited close to or impede a watercourse or require works to be sited within 9.0 meters of a watercourse. <http://www.somersetdrainageboards.gov.uk/development-control-byelaws/land-drainage-consents/>

Landscape and Visual Impact Assessment (LVIA)

Landscape and Visual Impact Assessment (LVIA) is the technique used to assess the effects of change on the landscape. LVIA is used to help design the proposed change as well as assess its effects, so that negative landscape effects are avoided, reduced or offset. Where a development is likely to have negative impacts on landscape, LVIA usually forms part of the environmental assessment. Guidelines for Landscape and Visual Impact Assessment (3rd edition) is the standard methodology: <https://www.landscapeinstitute.org/technical/glvia3-panel/>

Landscape Plan

A landscape plan is a plan which details the proposed treatment of the land to enhance or protect the amenities of the site and the surrounding area, including screening and tree planting and may be required upfront or in some circumstances may be submitted and approved prior to the commencement of buildings and works or first occupation.

Listed Building (LB)

A listed building is a building, object or structure that has been judged to be of national importance in terms of architectural or historic interest and is included on the Statutory List of Buildings of Special Architectural or Historic Interest under the Planning (Listed Buildings and Conservation Areas) Act 1990. Listed buildings are classified into grades as follows:

- Grade I - buildings of exceptional interest (approximately 2 per cent of all listed buildings)
- Grade II* - particularly important and more than special interest (approximately four per cent)
- Grade II - buildings of special interest, warranting every effort being made to preserve them (94 per cent)

Relevant information on Listed Building, Conservation Areas and Historic Environment Records (HERs) can be found on Somerset Historic Environment Record website <http://www.somsetheritage.org.uk/>.

The Heritage List is the only official and up to date database of all listed buildings, scheduled monuments, protected wrecks and registered parks, gardens and battlefields and sites in England. <https://historicengland.org.uk/listing/the-list/>

Historic England have provided guidance on assessing significance <https://historicengland.org.uk/advice/caring-for-heritage/places-of-worship/making-changes-to-your-place-of-worship/principles-for-making-changes/assessing-significance/#Section5Text> and <https://historicengland.org.uk/images-books/publications/statements-heritage-significance-advice-note-12/>

Local Flood Risk Standing Advice (LFRSA)

Also see [Flood Risk Assessment \(FRA\)](#) and [Flood Zones](#).

Local Highway Authority (LHA)

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The organisation responsible for maintaining local highways this is Somerset Council.

Local Housing Needs Assessment

A report providing the most up-to-date information on local housing need to justify a proposal.

Local Labour Agreement

A commitment to an agreed proportion of local labour, training and recruitment plans; and commitment to a proportion of local procurement and supplies as appropriate. A draft Employment and Skills Plan and Method Statement.

Local Planning Authority (LPA)

The local council that is empowered by law to exercise statutory town planning functions for a particular area (in this area: [Somerset Council](#))

Major Developments/Applications

The following types of application are classed as 'major':

- For housing, development where 10 or more homes will be provided, or the site has an area of 0.5 hectares or more;
- For non-residential development it means additional floorspace of 1,000m² or more, or a site of 1 hectare or more, or as otherwise provided in the Town and Country Planning (Development Management Procedure) (England) Order 2015.

Minor Developments/Applications

The following types of application are classed as 'minor':

- Residential developments of less than 10 houses or on sites smaller than 0.5 hectares;
- Any scheme on a site smaller than a hectare; or
- Commercial development with under 1,000 square metres of floor space.

National Planning Policy Framework (NPPF)

The National Planning Policy Framework sets out the Government's planning policies for England and how these should be applied <https://www.gov.uk/government/publications/national-planning-policy-framework--2>

Nutrient Neutrality

Nutrient Neutrality is when nutrients entering the water system as a result of an increase in additional wastewater generated from new development is mitigated. Nutrient neutrality is about ensuring that no additional phosphates or nitrates enter the hydrological catchment areas of protected sites (e.g. Special Areas of Conservation or Ramsar sites) that Natural England have found to be in 'unfavourable condition'. In Somerset, the Somerset Levels and Moors Ramsar Site and River Axe Special Area of Conservation have been found to be in unfavourable condition as a result of excessive **phosphates**.

Nutrient Neutrality Assessment and Mitigation Strategy (NNAMS)

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The purpose of a Nutrient Neutrality Assessment and Mitigation Strategy (NNAMS) is to assess the potential impact of a proposed development on either the Somerset Levels and Moors Ramsar Site or the River Axe Special Area of Conservation that could arise from additional phosphates generated from new development. The purpose of the NNAMS is to evidence to the Local Planning Authority that, with suitable mitigation in place, a proposed development would be 'nutrient neutral' and therefore would not have an adverse impact on the relevant protected site. The NNAMS forms the basis of the Habitats Regulations Assessment which is required in accordance with the Conservation of Habitats and Species Regulations 2017 in order to demonstrate that there would be no 'likely significant effects' on a protected site as a result of nutrient discharges. More information on NNAMS can be found in [the Nutrient Neutrality in Somerset: Guidance for Applicants](#).

Noise / Vibration / Odour or Other Environmental Impacts Evaluation

Noise, vibration, odour or other environmental impacts need to be considered when new developments may create additional noise, dust or other impacts or would be sensitive to the prevailing environment. Reports may be required when preparing plans and there may be opportunities to consider improvements to the environment.

Somerset Council's Environmental Health have produced guidance on noise, dust, air quality and odour, which are available on the Somerset Council's website: [Environmental Health and Food Safety \(somerset.gov.uk\)](#)

For further information about Noise please see the Noise Guidance as provided by National Planning Policy Framework <https://www.gov.uk/guidance/noise--2>

Ownership Certificates, Notices and Agricultural Land Declaration

An application is not valid, and therefore cannot be determined by the local planning authority, unless the relevant certificate (either A, B, C or D) has been completed. Only **one of the certificate types** will apply to an application. A certificate provides certain details about the ownership of the application site and confirms that an appropriate notice has been served on any other owners/agricultural tenants to make them aware of the application. Failure to serve the correct certificate or notice will invalidate the application.

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. An 'agricultural tenant' is a tenant of an agricultural holding, any part of which is comprised in the land to which the application relates.

- **Certificate A – Sole Ownership and no agricultural tenants:** This must only be completed if the applicant is the sole owner of the land to which the application relates and there are no agricultural tenants.
- **Certificate B – Shared Ownership (all other owners / agricultural tenants known):** This must be completed if the applicant is not the sole owner, OR if there are agricultural tenants and the applicant knows the names and addresses of all the other owners and/or agricultural tenants.
 - **Notice 1:** This notice is to be printed and served on individuals if Certificate B or C is completed <https://ecab.planningportal.co.uk/uploads/1app/notices/notice1.pdf>
- **Certificate C – Shared Ownership (some owners / agricultural tenants known):** This must be completed if the applicant does not own all of the land to which the application relates and does not know the name and address of all of the owners and/or agricultural tenants.
 - **Notice 1:** This notice is to be printed and served on individuals if Certificate B or C is completed <https://ecab.planningportal.co.uk/uploads/1app/notices/notice1.pdf>
 - **Notice 2:** This notice is for publication in local newspaper if Certificate C or D is completed <https://ecab.planningportal.co.uk/uploads/1app/notices/notice2.pdf>
- **Certificate D – Shared Ownership (None of the other owners / agricultural tenants known):** This must be completed if the applicant does not own all of the land to which the application relates and does not know the names and addresses of any of the owners and/or agricultural tenants.

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- **Notice 2:** This notice is for publication in local newspaper if Certificate C or D is completed <https://ecab.planningportal.co.uk/uploads/1app/notices/notice2.pdf>

Parking

Parking provision is an important element in many schemes. Ensure car parking and vehicle servicing at levels appropriate to the development and in accordance with the parking standards detailed within the Somerset Council's Parking Strategy: [Transport Strategy, Policies and Plans \(somerset.gov.uk\)](https://www.somerset.gov.uk/transport-strategy-policies-and-plans)

Permitted Development (PD)

Certain building works and changes of use which can be carried out without having to make a planning application because planning permission is deemed to be granted under The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended).

Phosphate Budget Calculations

Phosphate budget calculations show the phosphate output of a proposed development before and after mitigation. They can be prepared using the [Somerset Phosphate Budget Calculator](#). The Somerset Phosphate Budget Calculator is the approved calculator for us in Somerset by Natural England and has been designed specifically for use in Somerset using bespoke data, and such this calculator should be used.

Planning Portal

The national home of planning and building regulations information and the national planning application service: <https://www.planningportal.co.uk/>

Planning Practice Guidance (PPG)

PPG is technical guidance to help local planning authorities implement the National Planning Policy Framework and is a guide for developers <https://www.gov.uk/government/collections/planning-practice-guidance>

Planning Statement

A Planning Statement is a statement in support of and provides justification for a planning proposal. Required for applications for:

- All major developments;
- Developments that involve a change of use;
- Alterations to previously approved applications;
- Certificates of Lawfulness;
- Other applications requiring further explanation of development proposals.

The information that should be included in a planning statement is dependent on the nature of the proposed development and the type of application submitted. In general the statement should contain:

- An explanation of the principles behind (and justification for) the proposed development.
- An explanation of how the proposed development fits with the policies and supplementary planning documentation outlined as part of the Local Plan.

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- Details of any pre-application consultation activities that have been undertaken.

A planning statement will assist if the plans, application forms and other supporting information are not deemed sufficient in providing enough detail as to why the application is being made or to allow an appropriate evaluation and assessment of all relevant material considerations to be made (can be combined with a [Design and Access Statement](#) and/or [Heritage Statement](#)).

Recycling and Waste Management - Developers Guidance

Waste and recycling collections are essential services for households and must be considered when designing a new development or even converting an existing property. Failure to do so can lead to poor services for future residents and could result in objections to planning applications. Somerset Waste Partnership (SWP) have produced a Developer's Guidance document "SWP design requirements for residential properties" which can be found on their website <https://www.somersetwaste.gov.uk/developer-guidance/>

Retail Impact Assessment

An assessment undertaken for an application for retail use (normally on developments over 2,500 square metres gross floorspace, but they may occasionally be necessary for smaller developments, such as those likely to have a significant impact on smaller centres) on the impact of the proposal on the vitality and viability of existing centres within the catchment area of the proposed development. The assessment includes the likely cumulative effect of recent permissions, developments under construction and completed developments.

Scheduled Ancient Monument

A 'nationally important' archaeological site or historic building, given protection against unauthorised change – designated under the Ancient Monuments and Archaeological Areas Act 1979. The location of Scheduled (Ancient) Monuments can be checked at <https://magic.defra.gov.uk/MagicMap.aspx> - in the "Table of Contents" panel expand "Designations" > "Land-Based Designations" > "Historic Statutory" and select Scheduled Monuments (England) and then zoom in to your location.

Shadow Habitats Regulations Assessment (sHRA)

A Shadow Habitats Regulations Assessment (sHRA) reflects the legal process that the Local Planning Authority must follow under Regulation 63 of the Habitats Regulations when completing a Habitats Regulations Assessment (HRA). An sHRA is normally prepared by the applicant, often with the support of a technical specialist (e.g. an ecologist). It is a full HRA for the proposed development and should include an Appropriate Assessment of the project against the conservation objectives of the protected site the proposed development is hydrologically linked to. An sHRA does not replace the Local Planning Authority's duties to complete such an assessment, however if considered appropriate, the Local Planning Authority may formally adopt the sHRA as the HRA for the proposed development, and as such it can expediate the HRA process. Somerset Council has prepared an [sHRA template](#) which can be used by applicants to complete their sHRA.

Somerset Council

[Somerset Council](#)

Somerset Local Plans

Two local plans covering the area, the former Taunton Deane Local Plan to 2028 and the Site Allocation and Development Management Plan with the former West Somerset Area Local Plan to 2032 can be found here: [Adopted Local Plans \(somerset.gov.uk\)](#)

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Sequential Test

A planning principle that seeks to ensure that a sequential approach is followed to steer new development to areas with the lowest probability of flooding. <http://planningguidance.communities.gov.uk/blog/guidance/flood-risk-and-coastal-change/the-sequential-risk-based-approach-to-the-location-of-development/>

Site of Special Scientific Interest (SSSI)

A nationally important nature conservation site (notified for biological and/or geological interest). The exact boundaries of SSSI's can be found on the Local Plan Proposals Map or at <https://magic.defra.gov.uk/MagicMap.aspx> - in the "Table of Contents" panel: expand "Designations" > "land-based designations" > "statutory" and scroll down the list to select "Sites of Special Scientific Interest (England)" and then zoom in to your location.

Site Waste Management Plans

Proposals for waste management on a site. It is advisable that developers review the advice provided within the Somerset Council's Waste Core Strategy. Further details can be found on Somerset Council's website [Minerals and Waste Planning \(somerset.gov.uk\)](http://www.somerset.gov.uk/minerals-and-waste-planning)

Special area of conservation

Please follow this [link](#) for more information on guidance on special area of conservation.

Somerset Historic Environment Record (HER)

The Historic Environment Record (HER) throughout Somerset has been digitised and is available online. It provides comprehensive information about hundreds of historic sites and localities throughout the county based on historic and contemporary research and surveys. <http://www.somsetheritage.org.uk/>

Somerset Waste Partnership (SWP)

Somerset Waste Partnership is the local authority team managing waste and recycling services for Mendip, Sedgemoor, South Somerset, Somerset West and Taunton and Somerset Council: <https://www.somersetwaste.gov.uk/developer-guidance>

South West Heritage Trust

Are an independent charity committed to protecting and celebrating Somerset and Devon's rich heritage <http://www.swheritage.org.uk/>

Statement of Community Involvement

The Somerset West and Taunton Statement of Community Involvement has been prepared as part of the Local Development Framework and sets out how the District Council intends to inform, consult and involve the community in the preparation of new planning policy documents and the determination of planning applications. [Statement of Community Involvement \(somerset.gov.uk\)](http://www.somerset.gov.uk/statement-of-community-involvement)

Strategic Flood Risk Assessment (SFRA)

A study carried out by one or more local planning authorities to assess the risk to an area from flooding from all sources, now and in the future, taking account of the impacts of climate change, and to assess the impact that changes or development in the area will have on flood risk.

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Somerset Council (SCC) are the Lead Local Flood Authority (LLFA).

Structural Survey and Conversion Method Statement

A report into the structural integrity of a building and its suitability for conversion.

Surface Water Drainage Assessment

A report evaluating the rate of surface water drainage. This can be combined with a FRA.

Sustainability Statement

A sustainability statement is a report providing details of sustainable design, construction and other measures that are being incorporated into the development to reduce the energy, water and materials to address climate change. Renewables/sustainable technologies e.g.:

- PV panels;
- Ground source heat pumps;
- Electric charging points;
- Combined heat and power;
- Confirmation of access to fibre broadband;
- Other measures to encourage future occupiers/users of the site to reduce carbon footprint etc.

The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)

This Order prescribes procedures connected with planning applications, consultations in relation to planning applications, the determination of planning applications, appeals, local development orders, certificates of lawful use or development and the maintenance of registers of planning applications and related matters: <http://www.legislation.gov.uk/ukSI/2015/595/contents/made>

The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)

The statutory instrument which provides for “permitted development”, further details are on: <http://www.legislation.gov.uk/ukSI/2015/596/contents/made>.

Transport Assessment

Transport Assessments primarily focus on evaluating the potential transport impacts of a development proposal. (They may consider those impacts net of any reductions likely to arise from the implementation of a [Travel Plan](#), though producing a [Travel Plan](#) is not always required.) The Transport Assessment may propose mitigation

measures where these are necessary to avoid unacceptable or “severe” impacts. Transport Assessments can be used to establish whether the residual transport impacts of a proposed development are likely to be “severe”, which may be a reason for refusal, in accordance with the National Planning Policy Framework. For further details <https://www.gov.uk/guidance/travel-plans-transport-assessments-and-statements>

Travel Plan

The primary purpose of a Travel Plan is to identify opportunities for the effective promotion and delivery of sustainable transport initiatives e.g. walking, cycling, public transport and tele-commuting, in connection with both proposed and existing developments and through this to thereby reduce the demand

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for travel by less sustainable modes. Travel Plans can play an effective role in taking forward those mitigation measures which relate to on-going occupation and operation of the development. For further details <https://www.gov.uk/guidance/travel-plans-transport-assessments-and-statements>

Tree Preservation Order (TPO)

A Tree Preservation Order is an order made by a local planning authority in England to protect specific trees, groups of trees or woodlands in the interests of amenity. An Order prohibits the cutting down; topping, lopping, uprooting, wilful damage or wilful destruction of trees without the local planning authority's written consent. Trees and woodlands that are considered important to amenity, and can be protected by a tree preservation order (TPO).

Tree Survey / Report

Tree survey to BS: 5837: 2012 Trees in relation to design, demolition and construction; reports should identify the quantity, species, position and size of the tree(s) and provide a full and clear specification of the works intended. Where trees are protected by a TPO, number them as shown in the First Schedule to the TPO where this is available and use the same numbers on the plans. Where trees are protected by a TPO you must also provide reasons for the work and, where trees are being felled, please give your proposals for planting replacement trees (including quantity, species, position and size) or reasons for not wanting to replant. E.g. Oak (T3) - fell because of excessive shading and low amenity value. Replant with 1 standard ash in the same place. Please follow this link for more information <https://www.somersetwestandtaunton.gov.uk/planning/trees-and-tree-protection/>

Use Classes

The Town and Country Planning (Use Classes) Order 1987 (as amended) puts uses of land and buildings into various categories known as 'Use Classes'. It is generally the case that you will need planning permission to change from one use class to another, although there are exceptions where the legislation does allow some changes between uses. For further information please see https://www.planningportal.co.uk/info/200130/common_projects/9/change_of_use

Viability / Marketing Assessment

Viability assessment is a process of assessing whether a site is financially viable. For further information: <https://www.gov.uk/guidance/viability>. A marketing report is a report to summarise how efforts to market a site have been carried out over a prolonged window.

Visibility Splays

When altering or creating a new access please ensure you have followed the guidance in the Somerset Council Highway Advice [Planning information and advice \(somerset.gov.uk\)](#)