



Supplementary Guidance

This document contains guidance in relation to additional information which may be required in addition to the National validation requirements depending on certain application types and site constraints.

We encourage applicants to make a comprehensive submission to the council. A good quality initial submission has many benefits;

- reduces the need for requesting further information during the course of the application;
- avoids delays in the decision making process;
- reduces the need for requests for extensions of time;
- reduces the likelihood of the need for 'Pre-commencement' conditions to be applied to Planning Permissions; and
- reduces the risk of an unfavourable planning decision based upon lack of information.



This guidance document elaborates further on the additional information requirements for planning application submissions, and should be read in conjunction with the 'Validation Requirement and Guidance for all planning applications' document.

All plans and drawings must:

- Be at a recognised metric scale
- Show a north point (plans)

We also request for clarity that drawings;

- Include a linear scale bar or at least key dimensions
- A North point or identifier through labelling is also beneficial on other drawings such as elevations
- All drawings should have a unique identifier and we encourage the use of individual reference numbering (including highlighting revisions as applicable) as these are referred to in planning conditions.

Recommended supporting information – specialist drawings

1. Advertisement details

For applications for Advertisement Consent

All plans to be drawn at a minimum scale of 1:50, or 1:100. Plans should be proportionate to the nature and size of the proposal, correctly titled, with individual drawing numbers on each plan. All sides of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included; if only to show that this is in fact the case.

Plans, elevations and sections

Show the following details on drawings:

- submit existing and proposed sections through any fascia or projecting sign making sure the section is cut through to show the illumination at scale 1:20.

For those illuminated:

- the method, type and colour of illumination
- is it externally or internally lit?
- type of lighting – spot lights, trough lights, halo illumination?
- the size of the light fittings
- levels of luminaires (cd/m²) or Lux

Further information/policy background:

- [Planning Practice Guidance](#)
- [Planning Portal - policy_and_legislation](#)

2. Block Plan / Site Plan

Required for all applications.

This should:

- Be at a scale of 1:500 or 1:200;
- Show the direction of North;
- Show the proposed development in relation to the site boundaries and other existing

- buildings and features on the site; and
- Include written/annotated dimensions between new buildings and site boundaries.

It should also include the following, unless these would not influence or be affected by the proposed development:

- All the buildings, roads and footpaths on land adjoining the site including access arrangements;
- All public rights of way crossing or adjoining the site;
- Any watercourses;
- Any bridges, retaining walls;
- The position of all trees on the site, and those on adjacent land that could influence or be affected by the development;
- The extent and type of any hard surfacing; and
- Boundary treatment including walls or fencing where this is proposed.

3. Existing and Proposed Elevations

Required for all applications where:

- **New elevations are proposed; or**
- **Existing elevations are altered**

These should:

- Be drawn to a recognised metric scale, preferably 1:50 or 1:100;
- Include written/annotated external dimensions of new buildings/extensions
- Explain the proposal in detail;
- Show details of the existing building and those for the proposed development;
- Show all sides of the property (including any blank elevations) and indicate where possible the building materials and the style, materials and finish of windows and doors;
- Correspond exactly with the plan drawings; and
- Clearly show the relationship with any adjoining buildings or buildings in close proximity and provide details of the positions of any window or door openings on each building.

4. Existing and Proposed Floor Plans

Required for all applications where:

- **New floor space is proposed**
- **A change in the use of the floor space is proposed**

These should:

- Be drawn to a recognised metric scale, preferably 1:50 or 1:100;
- Include written/annotated external dimensions of new buildings/extensions;
- Explain the proposal in detail;
- Clearly show any existing walls or buildings to be demolished; and
- Show the development in context with any adjacent buildings (including property numbers where applicable).

5. Existing and proposed site sections and finished floor and site levels

Required for applications:

- Where a proposal involves a change in ground levels – drawings should be submitted to show both existing and finished site and floor levels, or
- On sloping sites – information is required concerning alterations to levels, the way in which a proposal sits within the site and in particular the relative levels between existing and proposed land and buildings

These should:

- Be drawn to a recognised metric scale, preferably at 1:50 or 1:100;
- Show a cross section through the proposed building(s);
- Demonstrate how the proposed building(s) relates to existing site levels and to neighbouring development;
- Ensure that levels relate to a fixed datum point off site;
- Provide a full Topographical Survey for major proposals; and
- Include a section of existing/proposed access onto the local road network where applicable.

6. Plant and Flue Drawings

For installation of plant, flues, ventilation, extraction or air conditioning equipment.

Plans, elevations and sections to:

- Show equipment, ducting and acoustic enclosures or screening on plans, elevations and sections
- Show the location of neighbouring windows on drawings cross referenced to the acoustic report

Plans should be proportionate to the nature and size of the proposal, correctly titled, with individual drawing numbers on each plan.

7. Roof plans

Required for applications where new roof details are proposed

These should:

- Be drawn to a recognised metric scale, preferably at 1:50 or 1:100; and
- Include details of roofing materials, vents etc.

8. Section Details

Required for;

- **Alterations to a Listed Building**
- **Replacement windows**
- **New Shop fronts (i.e. security grills or shutters)**
- **Signage**

- Be drawn to a recognised metric scale, preferably at 1:50 or 1:100;
- Show a cross section through the proposed building(s);

9. Shop Fronts Details

Required for developments proposing new or alterations to shop fronts

Plans, elevations and sections to show:

- Section of security grilles or shutters, if proposed, indicating the location of the shutter box and canopy. If the proposal affects the access to the upper floors in any way, ground floor plans showing separate access to upper floors
- For proposals including the installation of ATMs, details of height (for disabled access) and details of any illuminated adverts

If advertisements are shown on the plans, these may require a combined planning permission and advertisement consent application.

Further information/policy background:

- [South East Lincs Local Plan](#) –
 - Policy 2: Development Management;
 - Policy 3: Design of New Development.
- [National Planning Policy Framework 2019](#)
 - Section 12: Achieving Well-Designed Places

Recommended Supporting Information

1. Affordable Housing Statement

Required for all developments comprising a major residential development as defined within the National Planning Policy Framework 2019

Affordable housing can be a variety of forms of housing provided at below market rates for eligible persons. Annex 2 of the National Planning Policy Framework 2019 describes affordable housing as affordable housing for rent, starter homes, discount market sales housing and other affordable routes (including shared ownership, relevant equity loans, other low cost homes for sale and rent to buy).

Policy 18: Affordable Housing of the South East Lincolnshire Local Plan 2011-2036 sets out the requirements for affordable housing.

A statement is required which sets out the following:-

- The percentage of affordable housing to be provided on the site
- The tenure of the proposed affordable housing
- The number of bedrooms/dwelling size for affordable housing and starter homes
- Details of the Registered Provider/Housing Association where applicable (for affordable housing)
- Details of an off-site contribution where applicable
- The delivery mechanism for providing and controlling the affordable housing and starter homes

Where an application fails to meet the foregoing requirements, the statement should explain the reasons for that. In the event that the reasons relate to viability, a Viability Assessment must also be submitted with the application (prepared by an appropriately qualified person) to demonstrate the level of affordable housing that can be achieved on the site in accordance with Policy 6 of the South East Lincolnshire Local Plan 2011-2036.

Applicants should consult the Housing Department regarding the size, type and tenure of the range of homes needed to meet locally identifiable needs.”

Further information/policy background:

- [South East Lincs Local Plan](#)
- Policy 6: Developer Contributions
- Policy 18: Affordable Housing
- [National Planning Policy Framework](#)

2. Agricultural Workers Statement

Required for ;

- **Proposals for an agricultural workers dwelling**
- **Applications to remove an Agricultural Habitation Condition**

The statement should include the following:-

- Details of the agricultural land holding, including but distinguishing between land owned or rented, preferably in the form of a DEFRA map of land registered to the applicant. Where this includes rented land, details of how long the land has been rented and type/duration of tenancy agreement
- The size of the agricultural unit on which the building is to be erected
- Details of existing buildings on the holding, including their location, dimensions and what they are used for

- Details of the farming enterprise, including information about the scale of activities, numbers and types of livestock, breeding activities etc.
- Precise details of how the proposed building is to be used and why it is needed
- Explanation of how the size, design and siting of the building has been arrived at
- For applications relating to agricultural workers dwellings, further details will also be required to either justify the need for a key worker's accommodation or the removal of an occupancy condition.

This should include details of existing accommodation on the holding, a history of former dwellings on the holding and when they were sold, profit and loss accounts for the holding over the preceding three year period and in the case of an application removing an agricultural occupancy condition, details of all employment on the agricultural unit, details of a comprehensive marketing exercise (normally over 12 months but could be longer depending on circumstances).

Further information/policy background:

- [National Planning Policy Framework Feb 2019](#)
- Paragraph 79

3. Air Quality Assessment

Required for:

- For applications within the current Air Quality Management Areas (AQMA) where proposals of any scale may result in air quality issues either directly or in-directly as a result of the development.
- Outside of AQMA developments which include the following:
 - Where development requires an EIA or HRA;
 - Major residential schemes;
 - New non-residential floorspace;
 - Change of use to non-residential.

There are currently 2 Air Quality Management Areas (AQMA) in Boston at Haven Bridge and Bargate Bridge.

The East Midlands Air Quality Network has prepared [Air Quality and Emission Mitigation Guidance for Developers](#) – March 2019 provides a methodology for assessing all forms of development and potential air pollution mitigation.

Assessments should be proportionate to the nature and scale of development proposed and the level of concern about air quality and because of this are likely to be locational specific. The scope and content of supporting information is therefore best discussed and agreed between the Local Planning Authority and the Council's Environmental Health Officers before it is commissioned. Air quality is a consideration in an [Environmental Impact Assessment](#), if one is required, and also in a [Habitats Regulations Appropriate Assessment](#).

The following could be included in assessments and be usefully agreed at the outset:

- a description of baseline conditions and how these could change;
- relevant air quality concerns;
- the assessment methods to be adopted and any requirements around verification of modelling air quality;
- sensitive locations;
- the basis for assessing impact and determining the significance of an impact;
- construction phase impact; and/or
- acceptable mitigation measures.

Further information/policy background:

- [South East Lincs Local Plan](#)
- Policy 30: Pollution
- [National Planning Policy Framework Feb 2019](#)
- Guidance on Boston Borough Council website - <https://www.mybostonuk.com/air-quality/>
- Air Quality Guidance - <https://www.gov.uk/guidance/air-quality--3>
- [Clean Air Zone Framework Feb 2020](#) – Department for Environment, Food & Rural Affairs and Department of Transport

4. Biodiversity Survey and Report

Required for;

- Developments which may impact on biodiversity and ecological networks or affect protected species
- Barn Conversions
- Demolition of Buildings
- Alterations to buildings that affect roof spaces
- Proposals resulting in the removal or replacement of landscaping, planting etc. including proposals of any scale which would result in biodiversity net gain.

Biodiversity and ecological networks includes:

- European Sites of International Importance: RAMSAR, Special Protection Area (SPA) and Special Area of Conservation (SAC): 1 of each are within the Borough
- UK Sites of National Importance: Site of Special Scientific Interest (SSSI): 1 is within the Borough
- National Nature Reserves (NNR) : there is 1 within the Borough and 5 within 15km of the South East Lincolnshire Local Plan 2011-2036 area
- RSPB managed/owned sites: there are 2 within the Borough
- Local Wildlife Sites

All major housing sites within 10km of The Wash are required to be submitted with a Habitats Regulations Assessment in accordance with Policy 28 of the South East Lincolnshire Local Plan 2011-2036.

Proposals which may affect any of the other designated biodiversity and ecological networks described above which might affect the flora, fauna, geology or habitat of these areas will require an up to date biodiversity survey/ecological assessment, carried out by a suitably qualified ecologist. A survey and report (Phase 1 Habitat Survey) will also be required for proposals that may affect the habitat of protected species or priority species. This is likely to affect applications for the following:-

- Barn conversions
- Demolition of buildings
- Changes of use or alterations to buildings that affect roofspaces

A biodiversity survey and report (Phase 1 Habit Survey) should include the following information:

- Details about the existing biodiversity interests and protected species found on the development site (including any possible impacts that the new development may have on them)
- Details of any proposed measures to prevent mitigate or compensate for the possible impacts of the proposed development.

Where necessary, an appropriate ecological survey (e.g. walkover, Phase 1 Habitat Survey, National Vegetation Classification or protected species) should include details of any statutory or non-statutory sites, other existing biodiversity interests and protected species or potential for them found on the development site. These will include any significant wildlife habitats or features and any species or potential for them protected under the Wildlife and Countryside Act 1981, Conservation of Habitats and Species Regulations 2010 (as amended by 2017 Regulations) or the Protection of Badgers Act 1992.

Details of any proposed measures necessary to prevent, mitigate or compensate for the possible impacts of the proposed development on both habitats and species will also be required. These may need to include details for long term maintenance and management.

This applies to those types of development requiring an EIA and an Environmental Statement as well as to those where any locally valuable habitats or protected species is involved. Without appropriate surveys, when required, the application may be refused planning permission for insufficient information.

Further information/policy background:

- [South East Lincs Local Plan](#)
 - Policy 28: The Natural Environment
- [National Planning Policy Framework](#)
 - Section 15
- Planning Practice Guidance – [Natural Environment](#)
- Further guidance and the Protected Species Trigger List may be found in Association of Local Government Ecologists (ALGE) document on Validation of Planning Applications
 - Template for Biodiversity and Geological Conservation, <https://www.alge.org.uk/publications-and-reports/>; and
- Publicly Available Specification (PAS) 2010:2006. Planning to halt the loss of biodiversity. Biodiversity Conservation standards for planning in the UK. Code of Practice. British Standards Institute.

5. Car and Cycle Parking and Access Arrangements

For all applications:-

- **which will generate traffic or increase demand for car**
- **will require servicing**
- **will result in the loss of existing parking or servicing provision**

Parking for the appropriate type, size and number of cars and other vehicles, and servicing to cater for deliveries, refuse vehicles etc., and turning areas, should be provided on a detailed site layout, including swept paths where necessary. This shall demonstrate that the site is capable of being serviced by the largest vehicles that will visit the site and/or allows vehicles to enter/leave in forward gear. Where parking provision would not comply with the Council's car parking standards, any mitigation measures and impacts to on-street parking should be assessed.

Details of secure cycle parking should be included within the submitted plans which provide sufficient provision to satisfy Appendix 6 which sets out the Council's standards. Again, where cycle parking provision would not comply with the Council's car parking standards, any mitigation measures and impacts to on-street parking should be assessed.

Electric charging points are being sought for both residential and non- residential development in order to ensure that developments take account of changes in vehicle technology and also to meet other plan objectives in reducing carbon emissions. The number, location and details of electric charging facilities should be explained in a statement and indicated on a proposed car parking layout.

Further information/policy background:

- [South East Lincs Local Plan](#)
 - Policy 2: Development Management
 - Policy 36: Vehicle and Cycle Parking
 - Appendix 6: Parking Standards

6. Construction Management Plan

Suggested for;

- Major Residential Developments
- Minor and Major New Commercial Schemes
- Major Renewable Energy Schemes

The purpose of a construction management plan is to outline the approach to be taken for managing construction works in the interest of the protection of amenity and highway safety. The statement ensures that possible impacts that may arise from the works have been appropriately identified, managed and minimised and best practicable means (BPM) employed. Items that might be included in a construction management plan comprise:

- Hours of operations on site
- Access arrangements for vehicles, traffic movements and storage of materials.
- Identification of areas for contractor parking;
- Routes along the public highway entering and existing a site for delivery vehicles;
- Control measures for dust and other emissions.
- Control measures for noise and vibration.
- Lighting of the site.
- Protection arrangements for the public.
- Points of contact and complaints procedures.
- Site drainage and control of water discharges
- Site welfare facilities including toilet and welfare facilities
- Community Liaison/Communication
- Pest Control

Please note the production of a construction management plan does remove or reduce any other obligations to comply with consents you may have/need under other legislative regimes such as the Health & Safety at Work Act 1974 or the Highway Act 1980.

Further information/policy background:

- [South East Lincs Local Plan](#)
- Policy 2: Development Management
- Policy 30: Pollution

7. Contaminated Land Assessment

Requirement A – Phase I Desk Study Report. A Phase II Site Investigation Report and/or a Remediation Statement may also be required.

Requirement B– Phase I Desk Study Report.

Requirement A

- Contamination is known or suspected,
- Development is proposed within 250m of a current or former landfill site
- vulnerable end use such as allotments, schools, nurseries, residential on previously developed land

Requirement B

Low vulnerability such as offices, shops and industrial

In most cases a Phase I Desk Top Study (preliminary risk assessment) will be sufficient at the application stage. There will be some cases, however, when the known risks are so severe that intrusive site investigations (Phase II) also need to be submitted with the assessment.

In the above situations, we also recommend that developers arrange pre-application discussions with the LPA, Environmental Health, Environment Agency & Building Control to help identify the likelihood, possible extent and nature of contamination, and its implications for the development being considered.

Further information/policy background:

- [South East Lincs Local Plan](#)
 - Policy 30: Pollution
- Further guidance on the Environmental Protection Pages of the Council Website - <https://www.mybostonuk.com/environmental-protection-and-services/contaminated-land/>

8. Daylight/Sunlight Assessment

For all applications that may cause significant issues of overshadowing of existing or proposed buildings or adjoining land

This would be required where buildings are in close proximity or there is a difference between storey heights between buildings which may lead to an impact on daylight or sunlight into habitable rooms or gardens/amenity space.

Further information/policy background:

- [South East Lincs Local Plan](#)
 - Policy 2: Development Management,
 - Policy 3: Design of New Development
 - Policy 30: Pollution
- Building Research Establishment: Site Layout Planning for daylight and sunlight: a good practice guide, 2011 - <https://www.bregroup.com/services/testing/indoor-environment-testing/natural-light/>

9. Historic Environment Assessments and Evaluations

Required for applications to:

- Alter, demolish, extend a listed building or a building within a conservation area
- Works that may affect a Scheduled Ancient Monument or its setting
- Works to a historic park or garden
- Development that may affect the setting of a listed building, a conservation area, Register Park and Garden, Scheduled Ancient Monument and any other designated (and non-designated) heritage asset
*suggested starting point within a 50m radius of a heritage asset.
- Works affecting a known or suspected archaeological site

This is required for heritage assets which includes Conservation Areas, Listed Buildings, Archaeological sites, Scheduled Monuments, Registered Parks/Gardens of Special Historic Interest and Non-designated heritage assets that are of local historic, architectural or cultural value including locally listed buildings identified by the Local Planning Authority (LPA). Non-designated heritage assets can be identified by the LPA during its consideration of an application. In these circumstances, the applicant would be requested to submit a Heritage Statement during the course of the application.

The degree of detail provided in the Assessment should be proportionate to the importance of the heritage asset(s) that may be affected and the works proposed. For example, works to listed buildings or demolition of a building/structure in a conservation area will require greater detail than for example, the replacement of a boundary wall in a conservation area. The suggested starting point for 'development affecting the setting of...' is a 50m radius; clearly Paragraph 187 of the NPPF states that as a minimum, the relevant historic environment record, held by Lincolnshire County Council, should have been consulted and the heritage assets assessed using appropriate expertise where necessary.

A Historical Environment Assessment and Evaluation should include:-

- An assessment of significance of the heritage asset including any contribution made to its setting. The assessment should identify and describe all the heritage assets that may be affected by the proposed development and assess their heritage significance, and in particular, assess the significance of those parts of the building/site affected by the proposed works. The description of the asset(s) should normally go beyond simply quoting published material such as a list description or Historic Environment Record (HER) entry, because it should enable the reader to understand the potential impact of the proposals on the significance. Well captioned photographs and other illustrations are very useful as a substitute for text and can help to keep a statement concise and to the point.
- A clear description of the proposed development. In particular, details of those aspects of the work that are likely to affect the significance of the heritage asset(s) or their setting. Where appropriate, this could include a schedule, method statement and/or specification of works.
- An evaluation of the impacts of the proposals on the significance of the heritage asset and/or its setting
- Justification for the proposed works and any mitigation measures. Explain why the proposed works are desirable or necessary and what steps have been taken to avoid, minimise or mitigate any harm to the significance of the heritage asset. If the works include any elements which result in harm to heritage, the assessment provides an opportunity to explain what issues you consider weigh in favour of the proposal(s).
- Good quality colour photographs comprising:
 - a general image showing the building in context (incl. neighbours, streetscene or landscape)
 - Single image of each elevation where practical
 - Detailed images of items/areas to be altered/removed/demolished. (This is especially relevant to window replacement applications).
- Details should be provided of any changes to the internal layout. e.g. new doors or staircases. Drawings of new doors or windows will need to be provided at a scale of not less than 1:20

A Historical Environment Assessment and Evaluation can form part of a Design and Access Statement.

Further information/policy background:

- [South East Lincs Local Plan](#)
 - Policy 29: The Historic Environment
- [National Planning Policy Framework 2019](#)
 - Section 16 – Conserving and enhancing the historic environment
- [Lincolnshire Historic Environment Record](#)

10. Landscape and Visual Impact Assessments

Suggested for;

- **Major and minor residential / non-residential developments in the rural area**
- **Development of wind turbines and renewable technologies that is likely to have a significant impact on the landscape in the open countryside.**

In respect of residential development, this would normally only apply to major applications.

A Landscape and Visual Impact Assessment (LVIA) combines the magnitude of change with the sensitivity of the landscape to the proposed development, which provides a measure of the significance of the effect. The Assessment will also consider the extent to which the long term landscape and visual effects are significant. A LVIA should be undertaken by a qualified landscape professional and follow an appropriate methodology. In some cases, particularly where the proposal would result in a change to the landscape, the LVIA should also include a Landscape Analysis and Management Plan.

Further information/policy background:

- [South East Lincs Local Plan](#)
 - Policy 3: Design of New Development
 - Guidelines for Landscape and Visual Impact Assessment published jointly by the Landscape Institute and the Institute of Environmental Management and Assessment in 2013.

11. Landscaping Scheme

Recommended for the following (apart from outline applications where landscaping has been accepted as a reserved matter):

- **New dwellings**
- **Institutional, training, educational or residential accommodation**
- **Industrial, commercial, office, retail or leisure development**
- **New car parks**
- **Large extensions to existing premises**
- **Works by statutory undertakers where existing and proposed landscaping would contribute to the acceptability of the proposed scheme**

A landscaping scheme should identify the main areas of hard and soft landscaping proposals on a site layout, indicating existing and proposed planting. For major applications or where landscaping is likely to be of material importance to the proposal, a more detailed landscaping scheme should be provided which should include the following:

- A detailed plan of the hard and soft landscaping proposals
- Plant species, planting heights, planting densities, seeding mixes
- Details of how existing planting will be protected during construction should also be provided
- Methods of cultivation and plant establishment, including staking and mulching
- Details of levels, paving treatment and materials
- Details of long-term maintenance and landscape management

Further information/policy background:

- [South East Lincs Local Plan](#)
 - Policy 28: The Natural Environment

12. Lighting Assessment

For schemes that involve substantial external lighting near sensitive areas such as:

- residential areas;
- heritage assets
- where designated sites or protected or priority species of wildlife may be affected. Sensitive landscapes

A lighting assessment should be based on a Lighting Plan, providing details of the intensity of external light measured in Lux (one lumen per square metre), showing the distribution and intensity of light as contours both within and on land/buildings surrounding the application site. This should normally be carried out by a lighting engineer. Details, positions, heights, beam orientation and the design of the luminaires should also be included, as well as details of any lighting shields to be used. The Assessment should show how the lighting has been designed to avoid light pollution/trespass, upward light output ratio (ULOR), light spillage, glare and light nuisance into or onto surrounding properties or sensitive areas. Where applicable, such as floodlighting on sports pitches, the hours of use when floodlighting is intended to be used (and any mechanism for the auto switch off of lighting) should also be provided.

Further information/policy background:

- [South East Lincs Local Plan](#)
- Policy 2: Development Management,
- Policy 3: Design of New Development
- Policy 30: Pollution
- Policy 33: Delivering a More Sustainable Transport Network
- Guidance by the Institute of Lighting Professionals – www.theilp.org.uk

13. Marketing Statement

For applications:-

- involving the loss of unallocated employment land or buildings to non- employment uses
- involving the loss of an Asset of Community Value, such as a village shop, post office, public house, community centre, theatre etc.

This should set out the steps that have been taken to actively market the site for its continued use for employment purpose or specific use that has a community function, as applicable. The statement should describe the extent of the marketing, the time periods when this has taken place, what this has involved (with evidence of particulars) and show that the expectations of the marketing have been reasonable and flexible. The statement should also provide details of all the interest that has been expressed in the site/property as a result of the marketing being carried out.

Further information/policy background:

- [South East Lincs Local Plan](#)
- Policy 7: Improving South East Lincolnshire's Employment Land Portfolio
- Policy 32: Community, Health and Well-Being

14. Noise Impact Assessment

For applications:-

- **which involve noisy uses (including vibration) and may cause of a loss of amenity**
- **which involve the introduction of a noise sensitive use to an existing noisy area i.e. busy roads, airports, industry, railway stations**
- **Developments near wildlife habitats.**

A noise assessment will be required where a proposal may impact on levels of existing amenities (such as from industrial processes, plant, machinery, traffic, music, late night activity) or would potentially lead to unacceptable standards of amenity for new occupiers of the development (such as housing) due to existing levels of background noise. Where applicable, noise assessments should detail any measures that would satisfactorily mitigate against the identified impacts on amenity. It is equally important that new development involving noisy activities should wherever possible be sited away from noise sensitive uses. Measures should be explored that could be taken to control the source of or limit the exposure to noise. Paragraph 170 of the National Planning Policy Framework contains guidance on this matter.

Further information/policy background:

- [South East Lincs Local Plan](#)
 - Policy 30: Pollution
- British Standard (BS) 4142: 2014 – Method for Rating Industrial Noise Affecting Mixed Residential and Industrial Areas.
- British Standard (BS) 8233:2014 – Guidance on sound insulation and noise reduction for buildings Noise Policy Statement for England, Defra (2010)

15. Open Space Assessment

For applications:-

- **which involve the loss or partial loss of existing open space, including areas of public open space and major open areas**
- **Loss of playing fields;**
- **Major residential developments**

The Assessment should quantify the amount, quality and type of open space that would be lost as a result of the proposal and assess the quantitative and qualitative impact on the overall supply in the local area. Reference should be made to the typologies of open space (parks, natural and semi- natural open space, amenity green space, sports pitches, play facilities for children and young people, allotments, cemeteries and churchyards and green corridors). Where a proposal would lead to a deficit in supply of open space, including playing pitches, then details of any replacement provision should be provided within the assessment. For playing pitches, Sport England provides specific advice on the level of information that is required.

In respect of residential developments, the applicant should identify the requirements for on and off-site provision of open space typologies and play area provision. Where off-site provision is appropriate, then details of an off-site financial contribution and how it is proposed to be used should be provided.

Where the proposal would result in a loss of open space, the assessment should incorporate a Green Infrastructure Audit of the affected open space and include measures for the following:-

- a. How the functions of the green infrastructure will be retained or enhanced as a result of the proposal; or

- b. Where the loss or negative impact on the green infrastructure is unavoidable, the mitigation measures that are proposed or replacement of the green infrastructure.

Further information/policy background:

- [South East Lincs Local Plan](#)
- Policy 3: Design of New Development
- Policy 32: Community, Health and Well-Being
- Sport England - www.sportengland.org/planningapplications
- Planning Practice Guidance - <https://www.gov.uk/guidance/open-space-sports-and-recreation-facilities-public-rights-of-way-and-local-green-space>

16. Planning Obligations/Draft Heads of Terms

Recommended for all applications that will require a planning obligation/section 106 Agreement

These are normally only required for major developments where contributions are required to facilitate the provision of affordable housing, infrastructure, open space, education or community needs or to secure specific requirements that cannot be suitably dealt with by a planning condition. Where these requirements can be anticipated to make a development acceptable, a Draft Heads of Terms for a legal agreement or unilateral undertaking (under section 106 of the Town and Country Planning Act 1990) should be submitted with an application. Additionally, solicitor details (name, address, email and phone number), recent copy of Land Registry Title and who you would like to draft the agreement is requested.

Where contributions are likely in respect of healthcare, where known the following information should be provided. This may be within the Heads of Terms of within a separate section within the Planning Statement when one is submitted:

- a. Number of dwellings
- b. Postcode for the site (or closest street)
- c. Information on the dwelling type being proposed, e.g. residential house, residential flats, care home, retirement community, accommodation for the over 55's, student accommodation, etc. If the application is for a combination of dwelling types a breakdown showing how many of each is requested
- d. If student accommodation, retirement communities for the over 55's or care/residential homes, etc., are being proposed, please detail whether the rooms will be single or double occupancy
- e. Application of any previous application(s) submitted on the site for related developments

Further information/policy background:

- [South East Lincs Local Plan](#)
- Policy 6: Developer Contributions
- Planning Practice Guidance - <https://www.gov.uk/guidance/planning-obligations>

17. Planning Statement

Required for:-

- **all major planning applications**
- **applications that are not in accordance with the development plan**
- **proposals that require detailed policy consideration**

This should provide an explanation and justification for the proposals in the context of relevant national and local plan policies. A suitable statement may include:

- a. An assessment of the site and its context
- b. A description of the proposed development
- c. An assessment of the relevant planning policy and an appraisal of how the proposal accords with that policy context
- d. The need for the development and any benefits that would arise from the proposed development (such as economic benefits from new employment, provision of community facilities, affordable housing, environmental improvements, regeneration etc.)

18. Public Rights of Way Statement

For all applications affecting a public right of way

Public rights of way are identified and described on a Definitive Map & Statement which is held by Lincolnshire County Council and can be viewed on their web site (see below) or offices. Public rights of way include the following:

- a. footpaths - for walking, running, mobility scooters or powered wheelchairs
- b. bridleways - for walking, horse riding, bicycles, mobility scooters or powered wheelchairs
- c. restricted byways - for any transport without a motor and mobility scooters or powered wheelchairs
- d. byways open to all traffic - for any kind of transport, including cars (but are mainly used by walkers, cyclists and horse riders)

Where a public right of way crosses an application site or is in close proximity or passes along an access route to the proposed site or is otherwise affected by the proposed development, then the route of the right of way must be clearly marked on a proposed site plan at a scale where its distance from any development can be measured (such as 1:200 or in some cases, 1:100 may also be necessary). In the event that the proposal would require a diversion of a public right of way, the existing and diverted routes should be identified and clearly labelled on a site plan. A statement should be included in the application to explain why the diversion is necessary as well as an assessment of how it would affect the enjoyment and convenience of the use of the public right of way. The impact of the proposal on the public right of way would be a material consideration in determining the planning application but if granted, would not authorise any proposed diversion as this would need to be subject to a separate application for a diversion order that can be made under either the Highways Act 1980 or the Town and Country Planning Act 1990.

Further information/policy background:

- [South East Lincs Local Plan](#)
 - Policy 33: Delivering a More Sustainable Transport Network
- Planning Practice Guidance - [Sports and Recreation Facilities Public Rights of Way and Local Green Space](#)
- Lincolnshire County Council - <http://row.lincolnshire.gov.uk/>

19. Retail and other Main Town Centre Use Assessment

Required for:

- A sequential assessment is required for all applications for main town centre uses* that are not in an existing centre and are not in accordance with the South East Lincolnshire Local Plan 2011-2036; or
- An Impact Assessment is required for all applications for main town centre uses of 500sqm or more located outside of Boston's Town Centre (except for sites located within Kirton but outside Kirton's Town Centre, where the threshold is 250 sqm or more)

*Main town centre uses are defined at Annex 2 'Glossary' of the National Planning Policy Framework 2019 and include retail, leisure, hotel and office development.

The document should provide an assessment of the development's impact on existing centres. It should take into account any recently completed developments and any outstanding permissions. It should include both quantitative and qualitative information relating to the need for the development. Retail applications in edge of centre or out of centre locations must be accompanied by evidence demonstrating that there is a need for the development and that a sequential approach to site selection has been followed.

Further information/policy background:

- [South East Lincs Local Plan](#)
- Policy 24: The Retail Hierarchy
- [National Planning Policy Framework](#)
- Section 7

20. Statement of Community Involvement

For all applications where pre-application consultation has taken place with the local community

The National Planning Policy Framework advises local planning authorities to encourage developers to engage with the local community before submitting their planning application

The Council will encourage developers to undertake early community consultation particularly for planning proposals that may give rise to local controversy, those that are on sensitive sites or those that are significant in scale. Where pre-application community consultation takes place (which may include local public exhibitions, notices in the press and around the site, notification to local councillors and Parish Councils), a statement should be submitted to describe how, when and where consultation has taken place; a summary of the level and content of responses; and, any changes that have been made to the proposed scheme to take account of those responses.

Further information/policy background:

- [National Planning Policy Framework 2019](#)
- Section 4

21. Structural Survey

Required for:-

- Applications to convert and re-use buildings such as barn conversions or historic assets (listed or locally listed buildings or buildings within a conservation area)
- Applications which involve substantial or total demolition of listed, locally listed or other buildings within a conservation area
- Applications to replace existing dwellings in the countryside

The structural survey should be carried out by a suitably qualified professional (such as a structural surveyor) to provide a specialist report on the condition of the building and its suitability for adaptation for the proposed new use. The report should identify any requirements for replacement or re-building of any parts of the walls, roof and foundations of the building or the need for new structural elements.

Further information/policy background:

- [South East Lincs Local Plan](#)
 - Policy 22: Replacement Dwellings in the Countryside
 - Policy 23: The Reuse of Buildings in the Countryside for Residential Use
 - Policy 29: The Historic Environment

22. Summary of Application

Required for all applications which are made with supporting documents that in total exceed 100 pages in length

A summary should provide an overview of the documents submitted with the application and a description of the key impacts of the development. The summary document should be easy to read, concise and no more than 20 pages.

23. Sustainable Drainage Assessment

Required for all major applications

The Flood and Water Management Act 2010 sets out the requirement for Local Lead Flood Authority's (LLFAs) to manage 'local' flood risk within their area. 'Local' flood risk refers to flooding or flood risk from surface water, groundwater or from ordinary watercourses. Lincolnshire County Council is the Local Lead Flood Authority (LLFA). In addition to reducing flood risk Sustainable Drainage Systems (SuDS) can promote groundwater recharge, help absorb diffuse pollutants, improve water quality and create habitat. Development proposals will need to consider the scope to provide cross-cutting benefits through making space for water and biodiversity enhancements.

Each proposal will need to demonstrate that drainage will be handled in the most sustainable manner which usually means at source using sustainable drainage systems rather than through treatment and processing.

Further information/policy background:

- [South East Lincs Local Plan](#)

- Policy 2: Development Management
- Policy 4: Strategic Approach to Flood Risk
- [National Planning Policy Framework 2019](#)
- Paragraph 163
- National Planning Practice Guidance
- [Sustainable Drainage Systems Non-statutory Technical Standards](#)
- Construction Industry Research and Information Association (CIRIA) SUDS manual C753, 2015

24. Sustainability Statement

Required for:-

- Residential major and minor developments
- Non-residential major development
-

A sustainability statement is an all-encompassing document which enables a development to outline and demonstrate that it contributes to sustainable development, including the positive environmental, economic and social implications. Whilst a number of factors can be incorporated into different supporting documents this statement will clearly set out how a development addresses its water use, energy consumption, sustainable construction, waste management and surface water runoff in an appropriate manner to actively reduce the its carbon footprint and demonstrate that the consequences of current climate change has been addressed, minimised and mitigated.

Further information/policy background:

- [South East Lincs Local Plan](#)
- Policy 31: Climate Change and Renewable and Low Carbon Energy

25. Telecommunications Development Supplementary Information

For all planning applications for telecommunications development

The Supplementary Information should include the following:-

- a. A statement of compliance with the ICNIRP guidelines
- b. An assessment of alternative sites, including mast sharing options which have been considered and the reasons why they have been found to be unsuitable
- c. An explanation as to why the proposed development is required, including coverage maps where appropriate
- d. Details and outcomes of pre-application discussions

Further information/policy background:

- [South East Lincs Local Plan](#)
- Policy 2: Development Management
- [National Planning Policy Framework 2019](#)
- Section 10

26. Tourism Statement

Required for all applications for tourist facilities and developments

These applications should be accompanied by a Statement to demonstrate how the proposal will meet national and local plan policies and ensure that the development is satisfactorily integrated into the local and/or rural landscape. Such a Statement could include details of tourism markets and evidence of levels of demand, anticipated revenues and details of the anticipated economic impact in the locality and at a wider scale

Further information/policy background:

- [South East Lincs Local Plan](#)
 - Policy 9: Promoting a Stronger Visitor Economy
- [National Planning Policy Framework 2019](#)
 - Section 6

27. Transport Statement/Assessment and Travel Plan

Required for:

- **Major developments that would have significant transport implications**

Paragraph 111 of the National Planning Policy Framework 2019 sets out that all developments that generate significant amounts of transport movement should be required to provide a Travel Plan and the application supported by a Transport Statement or Transport Assessment.

Transport Assessments are thorough assessments of the transport implications of development, and Transport Statements are a 'lighter-touch' evaluation to be used where this would be more proportionate to the potential impact of the development (i.e. in the case of developments with anticipated limited transport impacts). 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 and public transport to reduce reliance on the car.

Transport Assessments and Statements and Travel Plans should be proportionate to the size and scope of the proposed development to which they relate and build on existing information wherever possible. Agreement should be sought with the Planning Authority and the Lincolnshire Highway Authority as to what level of assessment is required and where a Transport Assessment is required, the scope of the survey and assessment work.

Full details of what should be included within the above documents are available using the following link <https://www.gov.uk/guidance/travel-plans-transport-assessments-and-statements>

Further information/policy background:

- [South East Lincs Local Plan](#)
 - Policy 33: Delivering a More Sustainable Transport Network
- [National Planning Policy Framework 2019](#)
 - Section 9
- National Planning Practice Guidance - <https://www.gov.uk/guidance/travel-plans-transport-assessments-and-statements>

28. Tree Survey/Arboricultural Implications Assessment

Required for all developments affecting trees within or adjacent to the application site

Where there are trees and/or hedges within or adjacent to the site (including street trees) which may be directly or indirectly affected by the development or its construction (such as by service runs, hardstandings, walls or trenches for services), then a tree survey should be prepared by a suitably qualified arboriculturist. All trees and hedges should also be appropriately annotated on a topographical survey plan and a site plan. The Tree Survey and Arboricultural Implications Assessment should have regard to the requirements of BS (British Standard) 5837 (last issued, 2012). The Assessment should categorise the trees/hedges in respect of their species, age, health and condition, visual amenity and impact/recommendations. The Assessment should include a tree removals plan, tree retention plan and a tree (root zone) protection plan (which may all be shown on 1 plan). Any replanting that is proposed to compensate losses can also be shown. The plan should also include details of the type and design of protective fencing to be used and a schedule of the measures to be taken to protect trees and their root zones throughout the construction of the development. Where trees are subject to Tree Preservation Order(s), the Survey and Assessment should make reference to this.

Further information/policy background:

- [South East Lincs Local Plan](#)
- Policy 3: Design of New Development
- Policy 28: The Natural Environment
- BS 5837:2012 Trees in relation to design, demolition and construction – Recommendations

29. Utilities Statement and Foul Sewage Assessment (including Surface Water)

Required for:

- **All major applications**
- **Most rural developments (including farm buildings, stables)**
- **Developments that will lead to the disposal of trade waste or foul sewage effluent**
- **Developments that create new areas of hardstanding (relates to surface water)**

The detail contained within the statement should be proportionate to the scale of the development and its impacts. In summary, a statement should include the following:

- a. the availability of utility services and impact of the development on their capacity
- b. details of any infrastructure such as sub-stations, utility connections, telecommunications equipment or upgrading of services that will be required to cater for the development
- c. in the case of hardstandings, details of how surface water will be addressed (e.g. through permeable surfacing materials or soakaways).

It is recommended that pre-application advice is sought from Anglian Water prior to submission and the outcome is included with the application.

Further information/policy background:

- [South East Lincs Local Plan](#)
- Policy 4: Approach to Flood Risk
- Policy 5: Meeting Physical Infrastructure and Service Needs;
- Policy 31: Climate Change and Renewable and Low Carbon Energy

- Planning Practice Guidance - <https://www.gov.uk/guidance/water-supply-wastewater-and-water-quality>

30. Ventilation/Extraction Details

Required for all applications for:

- the cooking of food (Classes A3, A4 and A5 of the Use Classes Order)
- Significant retail, business, office, industrial, leisure, hotel, flats in large building or similar development where substantial ventilation and extraction equipment is required

Details of the position and design of ventilation and extraction equipment, including odour abatement measures should be shown on the submitted plans and explained fully in a statement. Given that extraction equipment often has noise implications, details of the noise generated by the equipment should also be provided. The position, height, width and design (including colour treatment) of any flue to be installed should be shown on the proposed plans. The technical specification of all the equipment (such as the manufacturer's details) should also be provided.

Further information/policy background:

- [South East Lincs Local Plan](#)
 - Policy 30: Pollution

31. Viability Assessments

- **Required for all applications where an applicant is claiming that certain infrastructure requirements are unable to be provided due to the financial marginality of a scheme.**

This should be supplemental to a Planning Statement justifying why the required infrastructure requirements are unable to be provided due to the financial viability of a scheme. In accordance with the National Planning Policy Framework 2019, such statements will be made publicly viewable.

Sufficient financial information will need to be provided to enable a full assessment to be made. The Council will seek independent appraisal of the Viability Assessment and Developers are required to pay the Council's costs.

Further information/policy background:

- [South East Lincs Local Plan](#)
 - Policy 5: Meeting Physical Infrastructure and Service Needs
 - Policy 6: Developer Contributions
- [National Planning Policy Framework 2019](#)
- National Planning Practice Guidance [Viability](#)