



City of
Doncaster
Council

Planning Application Information Requirements and Validation Checklist

Draft for Consultation: July 2024

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Part Three Checklist

1. Introduction

- 1.1 The City of Doncaster Information Requirements and Validation Checklist has been produced in line with The Town and Country Planning (Development Management Procedure) (England) Order 2015. This document sets out both national and local requirements for the submission of planning applications.
- 1.2 Planning Practice Guidance advises that Local Planning Authorities should publish a list of their information requirements for applications for planning permission. These should be kept to the minimum needed to make decisions and should only request information that is relevant, necessary and material to the application in question.
- 1.3 This update to the local validation list comes following the adoption of the Doncaster Local Plan 2015-2035. The new list takes into account the relevant policy changes and new requirements for planning applications to be submitted in the City, in line with the new Local Plan.

How to use this guide.

- 1.4 The purpose of this checklist is to provide clear guidance on the form and content of information required for the submission of planning applications.
- 1.5 The **Part One Checklist** sets out the mandatory information requirements by different application types.
- 1.6 The **Part Two Checklist** sets out the additional information that the City of Doncaster Council will require from applicants. This is arranged by information type, thresholds for its requirement and a general explanation of the issues that will need to be addressed. Where appropriate, each section is cross-referenced to further official guidance.
- 1.7 The **Part Three Checklists** sets out the application types (e.g. householder listed building consent, consent to display advertisements etc) and summarises the requirements of Checklist One and Two for the identified type. They have been produced as a 'tick list' for applicants to complete and submit with their applications.

2. Pre-Application Discussions

- 2.1 The value of pre-application discussions is recognised and considered to be an important part of the planning process. Providing advice offers significant potential to improve both the efficiency and effectiveness of the planning application process and improve the quality of planning applications and their likelihood of success.

- 2.2 An enquiry can expect a clear, timely and authoritative written response on the merits of the proposed development. The proposed development will be assessed in accordance with relevant planning policies, current legislation, local and national constraints. A planning officer will also informally consult relevant consultees within the Council on your proposal. This response will offer clear advice on consultation requirements and will verify a list of documents and information from the Local Validation List that the officer feels is necessary to be submitted at the validation stage.
- 2.3 There will be a charge for pre-application advice (refer to pre-application advice on the Council's website). The cost of the advice will depend on the size of the application as set out in the fee guidance document.
- 2.4 To apply for formal pre-application advice please complete the pre-application request form and go to the pre-application fees in order to confirm the requisite fee. [Pre-application advice - City of Doncaster Council](#)

Different types of application and scale of development will require different levels of information and supporting documentation to be submitted.

3. How to Submit Applications

By working and communicating electronically throughout the planning process we are cutting costs, waste and unnecessary delay. By implementing improvements to the service, we provide we can demonstrate a commitment to delivering a faster and smarter planning application system.

We encourage all applicants to submit all applications via the electronic submission route using the Planning Portal. We believe that submitting applications online provides benefits for both agents and the Council.

Why submit online?

Online applications are quicker, easier and cheaper for you to submit and for us to process. Encouraging greater online working by everyone will help to reduce costs and meet our aims of providing a faster, more open, transparent and accessible planning service.

There are several benefits in submitting your applications via electronic means:

- Step by step creation of applications, save and work on your applications in draft form and then submit when complete
- Online help function, tips, and guidance together with interactive guides and fee calculators

- Submit your application 24 hours, 7 days a week without the delays associated with traditional postal systems – no postage costs
- Receipt within 24 hours of your submission by the LPA
- Attach quickly and easily all supporting documents, drawings and plans – no printing required, if you currently use any form of CAD then you're halfway to submitting electronically.
- Reduce the use of paper
- Access to buying plans licensed by Ordnance Survey and meeting requirements
- Submit multiple related applications together as part of a single project
- Archive all your applications with a download facility

Applications can be emailed direct to tsi@doncaster.gov.uk

Please note:-

- All documents and attachments should be saved in .pdf format before submission
- Avoid multiple documents saved to one file, single document per attached file
- Documents should be scanned at the correct orientation
- Email size is limited to 15mb, file size is 10mb
- Documents should have a resolution of less than 100 pixels per inch
- Reduce/compress all files before submission
- Please do not include signatures or otherwise redact personal details

4. Community Involvement

- 3.1 There are instances where early discussion with the local community would be beneficial. What constitutes the 'local community' will vary dependent upon the locality and the scale/nature of your proposal (it could, for instance, be the immediate neighbours in the case of a small domestic extension or the Parish Council in the case of a more significant scheme). This can help identify local issues and possible solutions/mitigation before a particular scheme is finalised and a planning application submitted. Guidance on how to do this can be given by the Development Management Officers. An explanation of the relevant consultations carried out should be included in your Design and Access Statement or as a separate statement.

5. Information Requirements

- 4.1 All applications for planning permission must include the information indicated in the relevant section of the Part One Checklist. The Part Two

Checklist describes what supplementary information will be required to accompany planning applications for certain types and sizes of development and in certain locations. The Part Three Checklist sets out the range of supplementary information requirements by different application types.

- 4.2 We aim to confirm validity/invalidity within 5 working days from the date of receipt, this is however dependent on the complexity of the application submission and caseloads. Please note all correspondence will be directed to the agent, where this is provided. If your application does not contain the information listed in the Part One Checklist it will not be registered. You will be informed in writing of the requirements necessary to validate it. After six months, if the requested information is not received the application will be deemed 'not proceeded with'. Any monies paid will be refunded.

Where applications have received formal pre-application advice, it will be validated using part one requirements and any documentations from part two requirements, that is listed as being required by the Planning Officer in the pre-application response. If any of the documents identified as being required at pre application stage are not submitted with the application, the submission will be deemed invalid.

Please note: further documentation **may** still be requested by the Planning Officer during the decision making process if required or if the quality of submitted documents do not meet the required standards, (or the scheme has altered significantly from that discussed during pre-application stage).

- 4.3 You should check the other requirements for your application in the Part Two Checklist (and using the relevant Part Three Checklist where necessary and any pre-application advice as a guide) and submit the appropriate documents at the same time as you submit the application. If you consider that any element of the required information is not appropriate to your particular case, you may mark the form accordingly and provide a written explanation in support of your opinion. The Council will take your written explanation into consideration in deciding whether your application is valid.
- 4.4 If your application does not include the relevant information listed in the Part Two Checklist and the Council does not accept any written explanation you have provided, it will not be registered. In these circumstances the Council will follow the procedure set out in paragraph 4.2 above.
- 4.5 If your application appears initially to be valid but is later found to be invalid (for example, because of incomplete or inaccurate information),

you will be advised in writing and the Council will follow the procedure set out in paragraph 4.2.

- 4.6 If you disagree with the Local Planning Authority request to provide additional information, an applicant must first send the Local Planning Authority a notice under article 12 of the Town and Country Planning (Development Management Procedure) (England) (Amendment) Order 2015
- 4.7 In addition to the information included in the checklists that is required to make an application valid, the Council also has powers (under section 62(3) of the Town and Country Planning Act 1990 and Regulation 4 of the Town and Country Planning (Applications) Regulations 1988) to direct an applicant to:
- Supply any further information and, except in the case of outline applications, plans and drawings necessary to enable them to determine the application, or
 - Provide one of their officers with any evidence in respect of the application as is reasonable for them to call for to verify any particulars of information given to them.
- 4.8 The need for the Council to exercise this power should be significantly reduced as a result of the new validation requirements, but, where it is necessary, the request will be made in writing as soon as the need for it becomes clear and it will not affect the validity of your application.
- 4.9 The Council aims to determine all minor and other applications within 8 weeks of their receipt in a valid form and major applications in 13 weeks unless it is EIA development (16 weeks). To ensure a full assessment is made of your application it is essential that all relevant information be provided at the start, otherwise a decision will be delayed, or it will be refused. The need for information will stem from a combination of the proposed development, site characteristics, the requirements of the Development Plan and Government guidance.

Part One Checklist

A. Information required to be submitted with all Planning Applications

Applicants and agents are encouraged to submit supporting documents to a good standard as this will greatly assist the determination process and go towards achieving a successful outcome. In some circumstances the supporting information may be inadequate or of poor quality. Local planning authorities have the ability to request clarification and/or further information during the determination process (i.e. after the application has been validated).

Applicants/agents are therefore asked to ensure that documents and drawings are of a sufficient quality and that their clarity is such that the documents can be viewed accurately after being scanned. The council will not accept drawings which are substandard in quality. If the required type of plans and drawings do not achieve the required quality, your application will not be valid.

For all plans, drawings and documents:

- Based on up to date information;
- Ensure that all documents, whether in electronic or paper format, are clearly legible, particularly if they have to be scanned;
- That the applicant/agent has ownership of the plans/drawings or documents;
- The relevant scale is clearly indicated;
- If measurements are shown please ensure they are in metric format;
- Please ensure they are clearly titled eg. existing front elevation; proposed site plan
- Not previously used for another purpose
- Proposal is clearly shown
- File names should accurately reflect the content

If a submitted application lacks adequate supporting information or Local Validation Requirements, then the Local Planning Authority has the ability to proceed to determination without any further negotiation

You must provide the information in section A for all types of planning application except where explicitly advised otherwise. You may submit your application electronically; in which case we would strongly advise that you do so via the Planning Portal (www.planningportal.co.uk). If you choose to submit your application in paper form you must provide 1 copy of all plans, drawings and other documents.

A1. Application Forms

Applications should, wherever possible, be submitted electronically via Planning Portal or by email, using a standard application form.

Make sure that you use the version of the form that is appropriate to the type of application that you are making and that you complete Ownership Certificate A,B,C or D as applicable and Article 14 Certificate (Agricultural Holdings)

A2. Application Fee

Planning fees are set nationally and most planning applications incur a fee. Planning fees do not incur a VAT charge.

You must submit the correct fee as specified in the Town and Country Planning [Fees for Planning Applications] Regulations where one is necessary. The required fee can be found on the Planning Portal website using the 'Fee Calculator'. If you submit your application via the planning portal your payment must be made direct to them. The Local Planning Authority cannot take any payment for applications submitted via the planning portal. If you consider that no fee is required, please state why e.g., disabled, exempt or resubmission.

A3. Ownership Certificate and Agricultural Land Declaration

You must complete, sign and date the appropriate ownership certificate and agricultural land declaration certificate. This is an integral part of the national standard application form. If anyone other than the applicant is an owner of any part of the application site you must complete certificate B having first served notice on the other owner(s) (an 'owner is any person with either a freehold interest, or a leasehold interest with at least 7 years left to run, in the site). Certificate C or D are available for those unusual circumstances where other owners of land cannot be traced.

You are not required to complete an ownership certificate if your application is for approval of reserved matters, renewal of temporary permission, discharge or variation of conditions, works to trees or consent for the display of advertisements.

If during the assessment of the application a reasonable claim is made by anyone that land ownership is not as stated in the certificate, we may require evidence of ownership from the applicant. A false declaration may invalidate the application.

A5. Location Plan

You must provide a location plan based on an up-to-date map at a scale of 1:1250 or 1:2500 (an Ordnance Survey Map is preferred). The plan should, wherever possible, show at least two named roads and surrounding buildings and have a clearly marked north point. The properties shown should be numbered or named to ensure that the exact location of the application site is clear. Exceptionally, you may be asked to provide additional plans at other scales, for example, where the application site is in a remote location without clearly identifiable features.

You must draw a red line around the application site to define it. Make sure that you include all land necessary to carry out the proposed development (e.g., land required for access to the site from a public highway, visibility splays, landscape treatment, car parking and open areas around the building). You must also draw

a blue line drawn around any other land owned by the applicant, close to or adjoining the application site.

A7. Design and Access Statement

A Design and Access Statement (D&AS) is a report accompanying and supporting a planning application that should seek to explain and justify the proposal in a structured way.

The council requires major planning applications, applications in conservation areas (over 100m² or 1 dwelling), or those affecting a listed building (requiring Listed Building Consent) to be accompanied by a Design and Access Statement. The level of detail required in your D&AS will depend on the scale and complexity of your proposed development and the length of the statement will vary accordingly.

Your D&AS should set out the design principles and concepts that have been applied to the proposed development and explain how issues relating to access have been dealt with. It should be proportionate to the complexity of the application but need not be long.

All outline applications, whether they propose any matters of detail or not, will require a design and access statement:

- if you include no matters of detail in your application, your statement should, nevertheless, explain what design principles are appropriate and how future detailed proposals could be arranged to comply with them.
- if you include some matters of detail (normally referred to as reserved matters) your statement should, in addition, explain how those details take account of the stated design principles and how the matters reserved for future consideration will be guided by them.
- a plan showing the context of the site, sketches and photographs form useful parts of a D&AS.

Your statement will need to address the following issues:

- the steps you have taken to appraise the context of the development and how your design takes that context into account in terms of the amount of development, its layout, scale, landscaping and appearance. In some cases, such as in or around heritage assets such as a conservation area or a listed building this might include analysing in more detail the 'significance' of the heritage asset. This can be undertaken within the Design and Access section under a Heritage Statement heading for applications with minor heritage impact or as a separate Heritage Statement for applications with significant heritage impact. For more on this see section relating to Heritage Statements.

- how you have taken local relevant development plan design policies and guidance documents into account.
- a summary of the consultation you have undertaken on access and design issues and what account you have taken of the outcomes.
- the design principles and concepts that you have applied to aspects of the development including the amount, layout and scale of the development, its landscaping and its appearance.
- how you have addressed specific issues to reduce the prospects of incidents of crime and disorder within the development.
- how you have addressed sustainable construction requirements.
- how you have addressed specific issues that might affect access to the development.
- how prospective users will be able to gain access to the development from the existing transport network and why you have chosen the main points of access to the site and the layout of access routes within the site.

Where any new residential units are proposed an accommodation schedule setting out accordance with the Nationally Described Space Standards should be included within the D&AS or as a separate document.

Where any electric vehicle charging points are proposed within any new development, the D&AS must clearly explain how these have been designed to accord with PAS1899.

Further guidance on preparing design and access statements can be found in the Design Council CABE guide 'Design and Access Statements- How to write, read and use them:

Links to good examples of design and access statements for major developments can be found at

<http://www.doncaster.gov.uk/services/planning/design-and-access-statements>

A8. Biodiversity Net Gain Information (where applicable)

Under [Schedule 7A of the Town and Country Planning Act 1990 \(as inserted by Schedule 14 of the Environment Act 2021\)](#) most developments must leave habitats for wildlife in a measurably better state than they were before development. This means that apart from some [exceptions](#), the vast majority of planning applications are subject to the biodiversity gain condition and must provide information in relation to biodiversity net gain as part of their planning application.

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

National Validation Requirements in relation to Biodiversity Net Gain
1. Confirmation that the applicant believes that planning permission, if granted, the development would be subject to the biodiversity gain condition.
2. The pre-development biodiversity value(s) on the site, either on the date of application or earlier proposed date (as appropriate) . <ul style="list-style-type: none"> • where the applicant proposes to use an earlier date, this proposed earlier date and the reasons for proposing that date;
3. A completed copy of the Statutory biodiversity metric calculation tool showing the calculations of the pre-development biodiversity value of the onsite habitat on the date of application (or proposed earlier date) including the publication date of the biodiversity metric used to calculate that value. <ul style="list-style-type: none"> • For minor applications, in some circumstances, the Small sites metric (statutory biodiversity metric) calculation tool (SSM) can be submitted in place of the Statutory metric biodiversity calculation tool. Applicants should refer to the Small sites metric (statutory biodiversity metric) user guide to see details of the restrictions around using the SSM. Common restrictions where the SSM cannot be used include: <ul style="list-style-type: none"> ○ Where European Protected Species are present on site (e.g. bats, great crested newts, otter) ○ Where priority habitats are present on site (some hedgerows and arable field margins are excluded) ○ Where statutory protected habitats or sites are present. ○ Sites with habitats present that are not included in the statutory metric (including riparian zones). • Where the SSM is not appropriate for use, a copy of the Statutory Biodiversity Metric calculation tool should be submitted instead. It should be noted that use of the SSM is not compulsory on small sites and the Statutory Biodiversity Metric Calculation Tool can always be used in its place.
4. A statement as to whether activities have been carried out prior to the date of application (or earlier proposed date), that result in loss of onsite biodiversity value (‘degradation’), and where they have: <ul style="list-style-type: none"> • a statement to the effect that these activities have been carried out; • the date immediately before these activities were carried out; • the pre-development biodiversity value of the onsite habitat on this date; • the completed statutory metric calculation tool showing the calculations, and • any available supporting evidence of this.
5. A description of any irreplaceable habitat (as set out in column 1 of the Schedule to the Biodiversity Gain Requirements (Irreplaceable Habitat) Regulations 2024) on the land to which the application relates, that exists on the date of application, (or an earlier date); and
6. Plan(s), drawn to an identified scale and showing the direction of North, showing onsite habitat existing on the date of application (or earlier proposed date), including any irreplaceable habitat (if applicable).

In addition to the national requirements set out above, all planning applications that are not exempt from biodiversity net gain are also subject to additional local validation requirements. These are detailed in Part 2 of the Checklist as well as details of evidence that will be required at validation stage to demonstrate compliance with certain exemptions.

A9. Heritage Statement (where applicable)

This should include an assessment of the archaeological, architectural, historical or other significance of any heritage assets.

A10. Fire Statement (where applicable)

Should include measures to ensure fire safety matters are incorporated at the planning stage for schemes involving a relevant high-rise residential building.

Environmental Statement

The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 set out the circumstances in which Environmental Impact Assessment is required to enable the local planning authority to give proper consideration to the likely environmental effects of a proposed development. The Regulations require developers to prepare an Environmental Statement (ES) for all Schedule 1 projects and for Schedule 2 projects where specified thresholds are exceeded – but not only for the examples given in Schedule 2. The ES must be provided in the form set out in Schedule 4.

If your application is for development of a type included within either Schedule 1 or Schedule 2, you are strongly recommended to ask the Council for a 'screening opinion' (to determine whether or not EIA is necessary) and Scoping Report (to determine the content of the ES should EIA be required) before submitting a planning application.

Important - Where you are required to submit an ES, it will cover most, if not all, of the information set out in the Part Two Checklist. You will not be required to submit the information twice, but you must make sure that you have fulfilled all of the Part Two Checklist requirements in one way or another. If you are advised that an ES is not needed, you will need to provide the individual pieces of information relevant to your application.

Additional Info

Additional supporting information specified by the Local Authority in the local lists of information requirements.

B. Information required to be submitted with Outline Planning Applications

If your application is for outline planning permission, you are not required to provide details of any reserved matters (see Article 4E (3) of the GDPO 1995) unless they include layout, scale or access. However, the Council may decide

that your application ought not to be considered separately from all or any of the reserved matters. This is likely to be the case in particularly sensitive locations such as Conservation Areas where details of design and external appearance will normally be required. In this event, the Council will advise you in writing what additional information is required. We will do so within 28 days (article 3(2) of the GPDO) but will aim to do so within a much shorter period.

Paragraph: 034 Reference ID: 14-034-20140306 of the Planning Practice Guidance sets out the scope of information to be submitted with an outline application. Even if layout, scale and access are reserved, you will still need to provide a basic level of information. As a minimum, you will need to provide information on:

- **Use** – the use(s) proposed for the development and for any distinct development zones within the development site.
- **Amount of development** – the amount of development proposed for each use.
- **Indicative layout** - an indicative layout with separate development zones identified where appropriate including landscaped areas
- **Scale parameters** – an indication of the upper and lower limits for height, width, and length of each building within the site boundary.
- **Indicative access points** – an area or areas in which the access point(s) to the site will be situated.

Although you are not obliged to submit any other details (usually called Reserved Matters) with an outline application, you may choose to do so. If you choose to include other details as part of your application, you must include the relevant information described in section C below.

C. Information required to be submitted with Full Planning Applications

Site Plan

You must submit a site plan at a scale of 1:500 or 1:200 with a full planning application for development involving new buildings or extensions, or engineering works. (In some cases, a different scale of site plan e.g. 1:100 may be appropriate) The plan must show accurately:

- The direction of North.
- The proposed development in relation to the site boundaries and other existing buildings and landscape features on the site, with written dimensions including those to the boundaries
- Where the application is for extension of existing buildings or structures, a clear indication of the position of the extensions in relation to the existing buildings and or structures
- All the buildings, roads and footpaths on land adjoining the site including access arrangements. This must be sufficient to make clear the

relationship of the proposed development to existing neighbouring properties.

- The position and accurate crown spread of all trees where construction operations (as defined by the latest version of British Standards Institute BS5837: Trees in relation to design, demolition and construction – Recommendations) are within a distance of 15m from any above ground part of a tree. (N.B. this includes activities such as trenching for services and access construction);
- In order to avoid pre-commencement conditions, details as to how retained trees will be protected during construction operations should be shown and specified on the site plan
- A landscape proposals drawing showing existing and proposed hard and soft landscape areas
- Boundary treatment including walls or fencing where these are proposed
- You must draw a red line around the application site to define it. Make sure that you include all land necessary to carry out the proposed development (e.g., land required for access to the site from a public highway, visibility splays, landscape treatment, car parking and open areas around the building). You must also draw a blue line drawn around any other land owned by the applicant, close to or adjoining the application site.

To allow the Local Planning Authority and Building Control to check the compliance of a development against the M4(2) and M4(3) wheelchair adaptable building regulations required by Local Plan policy 45, it would be helpful if submitted drawings clearly state on all appropriate plans:

- The required number and mix of M4(2) and M4(3) wheelchair adaptable dwellings;
- Provide measurements of the specific design requirements both regulations require, as outlined in the relevant sections of the established 'Access to and use of buildings: Approved Document M' in each different type of applicable dwelling on the site; and
- For M4 (3) adaptable dwellings, the combined floor area for living, dining and kitchen space (m²) in each different type of applicable dwelling on the site.

Existing and proposed floor plans

For development involving new buildings, change of use, alterations or extensions to existing buildings, or engineering works, you must submit drawings to a scale of 1:50 or 1:100 showing all floors of the finished development, including attics and basements. The drawings should be sufficient to illustrate the proposal in detail. (For large agricultural sheds, warehouses and industrial buildings where there is little detail to be shown 1:200 scale plans may be acceptable). Where existing buildings or structures are being altered or extended, your drawings must clearly distinguish between existing and proposed

floor plans. Your drawings should clearly indicate where existing buildings, parts of buildings, other structures and/or individual walls are to be demolished.

In order for applications for residential development to meet the requirements of Local Plan policy 45, and to allow the Planning Authority body to check compliance of a development against the Nationally Described Space Standard, it would be helpful if planning applications clearly state on all appropriate plans:

- Each rooms use (bedroom, study etc) annotated
- Any storage (cupboards, built in wardrobes) clearly annotated
- The internal are (m²) and width (m) of every bedroom and the number of intended occupants for each bedroom in each different type of dwelling on the site
- All specific storage spaces (cupboards, built in wardrobes, etc) clearly annotated
- Internal are (m²) in each different type of dwelling on the site; and
- The overall gross internal area (m²) of each different type of dwelling on the site.

The Nationally Described Space Standard can be found here: [Technical housing standards – nationally described space standard - GOV.UK \(www.gov.uk\)](http://www.gov.uk/technical-housing-standards-nationally-described-space-standard)

Existing and proposed elevations and cross-sections

For development involving new buildings, engineering works, alterations or extensions you must provide details of all new elevations, including blank elevations, and any existing elevation that is to be changed. Where alterations to an existing building are proposed, your drawings must show both existing and proposed elevations and must clearly distinguish between the two. Your elevations should be drawn to a scale of 1:50 or 1:100 and indicate the proposed building materials and detailing and the style, materials and finish of windows, doors and any other openings. It is important that your proposals show the works in relation to what is already there. For example, where a proposed elevation adjoins, or is close to, another building, your drawings must clearly show the relationship between the buildings and detail the positions of windows and doors on each property.

You must also provide cross-sections through the building at the same scale as your elevations. These must show the relationship between the new building and any retained adjoining or nearby building and the relationship with adjoining ground levels. Especially important is where adjoining ground levels are to be altered, and both existing and proposed levels should be shown. Your cross-sections should also indicate eaves and foundation details, particularly in relationship to site boundaries (in order to demonstrate that the work can be implemented without encroachment). The number and position of cross-sections chosen will depend on the size, complexity and detail of the works that you are proposing. For a standard house, two cross-sections at right angles to each other will normally suffice.

You are advised to check closely that the elevations are consistent with the plans provided under sections C1 and C2 above. You will also need to refer to the design of your elevations in the Design and Access Statement referred to in section F below.

Existing and proposed site levels and finished floor levels

For all applications involving new buildings or structures, you must provide full information on the ground levels within the site and in relation to ground levels of adjoining land. This information must show ground levels before development and following the development and the finished floor levels of all buildings including existing buildings on the site and on adjoining sites including any regarding of existing site levels. The levels must be related to a clearly identified fixed datum point off-site.

Your details should take the form of either contour plans or spot levels in addition to cross sections.

Where you experience difficulty in accessing adjoining private land in order to establish levels, you should provide a best estimate together with a note stating how you have dealt with the issue.

Roof plans

For all applications for new buildings and for alterations or extensions that include works to the roof, you must submit full roof plans. These may be at a smaller scale than the floor plans and elevational drawings, but should not normally be less than 1;100. Your drawings should clearly show the shape of the proposed roof (identifying changes from its existing shape where appropriate by providing existing and proposed versions) and should include details of materials and the location and design of chimneys, vents and any other features.

D. Information to be submitted for Reserved Matters Applications

Reserved Matters applications are needed to deal with matters not dealt with when granting an outline planning permission. Where the information required by Outline Planning above was not formally considered and approved with the outline then this needs to be submitted with the Reserved Matters applications.

E. Information to be submitted to Discharge Conditions

Each condition will require different information. You should submit the information required by the condition you are seeking to discharge. If this is not clear, please contact the application case officer for guidance on what is needed or for the name of the specialist officer or organisation would be able to help you. The application will need to be submitted on the national form Application for Approval of Details Reserved by Condition accompanied by the relevant fee.

Part Two Checklist

Additional Information Required to Address Specific Issues

The Part Two Checklist provides guidance on the information that you need to provide with your planning application in addition to that referred to in the Part One Checklist. The requirements are listed alphabetically, not in any order of importance. For your application to be accepted as valid, you must provide all of the required information (or a reasoned justification for not providing it) at the time of submission. Pre-application discussions can help you determine precisely what is needed.

1. Affordable Housing Statement

Where an application for residential development generates a requirement for affordable housing in accordance with the planning policy prevailing at the time, it must be accompanied by an affordable housing statement that includes the following information:

- The total number of residential units proposed,
- The mix of market and affordable housing units, with details of numbers and floorspace of habitable rooms and bedrooms,
- Plans showing the location of affordable units in relation to the proposed market housing,
- All residential units proposed need to provide the Gross Internal Floor area (GIA) as all properties need to be Nationally Described Space Standards compliant (see 'Existing & Proposed Floor Plans' section above for more details);
- All residential units proposed need to state whether they are M4(2) or M4(3) compliant (as per the Local Plan requirement of 65% and 5%.
- All residential units proposed need to state the Private Garden sizes (all 2 bed properties need to be at least 50m² and 3 bed plus properties need to be at least 60m²).
- Details of the proposed arrangements of tenure for the affordable units, including the arrangements for ensuring affordability in the long term (Where more than one type of tenure is proposed, details of all types should be provided and the plans should clearly identify which type applies to each unit),
- Details of any Registered Social Landlord acting as partners in the development.
- In the event that you are seeking to justify affordable housing provision below the Council's stated target figure, a full financial appraisal.
- A statement setting out the proposed draft heads of terms for any necessary s106 agreement (see item 6.16)

Further advice is available within the National Planning Policy Framework and National Planning Policy Guidance

2. Agricultural Land Survey

This may be required if the proposal relates to the loss of Best and Most Versatile Agricultural land.

[Guide to assessing development proposals on agricultural land - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/guide-to-assessing-development-proposals-on-agricultural-land)

Policy 60 of the Doncaster Local Plan (2021) and the National Planning Policy Framework.

3. Air Quality Assessment

Proposals will need to consider screening for air quality impacts. Where is it required:

- Where the development is proposed within, or adjacent to, an air quality management area (AQMA), and/or national exceedance area, or
- Where the proposed development could itself lead to the designation of an AQMA, or
- Where the proposed development would conflict with, or render unworkable, elements of the Council's air quality action plan, or
- Where the proposal is for a sensitive development close to potentially polluting existing uses (for example a residential development close to a heavily trafficked road, a waste water treatment works or certain industrial uses).
- Where the size/nature of the development could lead to significant impacts.

Typically, this will involve a 3 stage process:

1. Determining the site classification and potential for exposure;
2. assessment and quantification of the impact on local air quality;
3. and finally determining the appropriate level of mitigation to minimise emissions and sustain compliance with the air quality objective's thereby meeting the requirements of the NPPF.

An Air Quality Assessment should be produced by a suitably qualified practitioner

The screening and assessment must comply with current guidance and best practice therefore it is advised that the applicant/agent contact Pollution Control or visit <http://www.doncaster.gov.uk/services/environmental/air-quality-reports-available-to-the-public> and, in particular the Air Quality Technical Planning Guidance 2022 and/or contact Pollution Control for further guidance.

4. Archaeological Desk-based Assessment or Heritage Statement (see Section 11 below).

Where a site on which development is proposed has known archaeological interest, or has the potential to have archaeological interest, an application will need to include sufficient information to allow the impact of the scheme to be assessed. Archaeological interest (sometimes also referred to as 'evidential value') relates to evidence of past human activity that is worthy of expert investigation, at some point.

Development affecting a Scheduled Monument will require separate Scheduled Monument Consent in addition to planning permission. Historic England should be consulted about this.

A wide range of sites could have archaeological interest. These can be broadly divided into three types:

- buried remains from past human activity or environments;
- standing historic buildings;
- historic landscapes, parks and gardens.

Major development proposals and significant infrastructure works are always likely to affect sites of archaeological interest as they cover large areas.

In such circumstances, an applicant would need to provide supporting archaeological information, to inform the planning decision. An assessment of existing archaeological information will be required, with the results submitted as a separate desk-based assessment (DBA) or as part of a Heritage Statement. The appropriate content of an archaeological DBA or Heritage Statement will depend upon the level of information already available about the site's archaeological potential, the nature of the archaeological interest, and the type and scale of the proposed development.

South Yorkshire Archaeology Service (SYAS) provide archaeological advice to City of Doncaster Council; advice on the need for archaeological supporting information can be requested as part of the pre-application discussion process. The South Yorkshire Historic Environment Record, maintained by SYAS, always needs to be consulted for relevant information.

In addition to information in a DBA or Heritage Statement, proposal sites with buried archaeological potential are likely to require archaeological field evaluation of the site (e.g. geophysical survey, trial trenching etc.), with the results submitted as additional supporting information.

For proposal sites that contain standing buildings of archaeological / historic interest and have potential for buried archaeological evidence, a combined approach is recommended. This will be achieved by providing a DBA combined

with a buildings appraisal that brings together available information on both above and below ground evidence.

The latest SYAS 'Standards for archaeological desk-based assessments and building appraisals' can be downloaded from:

https://www.sheffield.gov.uk/sites/default/files/docs/planning-and-development/archaeology/SYAS_Standards_DBA_Building_Appraisals.pdf

Further information on the content of DBAs or Heritage Statements and on field evaluation and building appraisals is available from South Yorkshire Archaeology Service on 01142 736354.

E-mail: syas@sheffield.gov.uk

Web page: <https://www.sheffield.gov.uk/syas>

The background to conserving and enhancing the historic environment through the planning process is set out in Chapter 16 (paragraphs 189-208) of the revised National Planning Policy Framework (NPPF) dated July 2021.

Local Plan policies 34-40 detail the approach to the historic environment with policies 35 and 39 particularly relevant.

5 . Coal Mining Risk Assessment

A Coal Mining Risk Assessment (CMRA) will be required where the proposed ground works, excavations, and/or design and layout of the proposed development may need to be amended prior to the application being determined due to the coal mining risks.

The Coal Authority has identified and mapped higher risk areas, which they have designated as Development High Risk Areas (DHRAs). Within the Doncaster area these are found to the west of the borough.

A CMRA will therefore be required in a DHRA for all major applications where a new building or substantial extension is proposed, or at officer discretion

The Coal Authority provides detailed advice, including guidance on the content of a CMRA and a template for it. Further guidance on how to find out if a Coal Mining Risk Assessment is needed for a site and how to get and submit one can be found here <https://www.gov.uk/guidance/planning-applications-coal-mining-risk-assessments>

The [Coal Authority Interactive Map](#) viewer also identifies selected coal mining information, including checking if your site is in a Development High Risk Area.

6. Drainage Assessment

A drainage assessment or drainage strategy is essential to investigate and assess the best drainage solutions for each individual site.

Drainage assessments must include surface water and foul drainage systems. A suitable drainage strategy must be established before submitting a planning application.

Surface water disposal

The preferred method of surface water disposal is to follow the surface water disposal hierarchy, if soakaways are proposed, percolation tests (in accordance with best practice) must be carried out and the assessment should include details of the results.

Mains connection for foul water disposal

For schemes that propose to connect to the existing adopted main sewer written acceptance will need to be provided from the Water and Sewerage company.

Non-mains disposal of foul water

For developments proposing 'non-mains' disposal of foul sewage (e.g. waste water treatment plant) if soakaways are proposed, percolation tests (in accordance with best practice) must be carried out and the assessment should include details of the results.

Where the proposed drainage systems route will pass through land in separate ownership this will need to form part of the application site, written acceptance from the landowner will be required.

For additional information please see the SPD the [Guidance for Developers producing Drainage Strategies](#) and [South Yorkshire Interim Local Guidance for Sustainable Drainage Systems](#) .

7. Ecological Reports

When are these required?

An Ecological Impact Assessment (EclA) will be required in the vast majority of planning applications. Where a development is taking place on a site with natural habitats present, or there is the possibility that protected species could be nearby, statutory/non statutory wildlife sites are on, or close to, the site and/or ecological networks could be impacted by the development, then an EclA must be submitted. Where this is the case, you must make this clear in your application and answer yes in the Biodiversity and Geological Conservation section of the planning application form.

Where a proposal involves the demolition of a structure or significant alterations to the roof and/or loft space or the conversion of an agricultural building then the

application must be accompanied by a bat survey report. Trees to be removed or significantly pruned must also be surveyed for bat roost potential. Bat surveys can therefore be required on applications that do not require an EclA.

What is required?

An EclA is a process that identifies, quantifies and evaluates the potential effects of development on habitats, species and ecosystems and provides appropriate mitigation proposals. This allows the planning authority to fully understand the ecological issues associated with a proposal and determine the suitability for granting consent. The Chartered Institute of Ecological and Environmental Management (CIEEM) have produced Guidance on Ecological Impact Assessments and it is expected that reports follow this guidance, and that within the British Standard 42020 Biodiversity Code of practice for planning and development. To ensure that the EclA contains all the necessary information it is recommended that the EclA checklist by CIEEM is completed but that any mapping is done using the UK Habs instead of the Phase 1 habitat survey procedure.

Where protected species may be present on a site, or more detailed habitat/species surveys are needed, then these phase 2 surveys should also be submitted in full and referenced for discussion within the EclA. The Council will use the Standing Advice from Natural England in considering the impacts on protected species arising from a proposed development. All protected species survey work must be completed prior to submission of an application. This information will in no circumstances be conditioned as part of a permission.

8. Biodiversity Net Gain

In addition to the national requirements set out in Part 1, all planning applications that are not exempt from biodiversity net gain are also subject to additional local validation requirements. These require the provision of a Biodiversity Net Gain Statement and in some cases a draft Habitat Management and Monitoring Plan. Details of these requirements are set out below:

Document	Details of Local Validation Requirements in relation to Biodiversity Net Gain
1. Biodiversity Net Gain Statement	<p>A Biodiversity Net Gain Statement should be provided that either gives details of, or signposts to where, the following pieces of information can be found within the submitted documents:</p> <ul style="list-style-type: none"> • A completed copy of the relevant biodiversity metric tool, showing the anticipated post-development biodiversity value of the site to the extent that this is known. • Copies of baseline habitat condition assessments, including supporting evidence.

	<ul style="list-style-type: none"> • The steps taken to minimise adverse biodiversity impacts in line with the mitigation hierarchy and Biodiversity Gain Hierarchy. • The proposed strategy for meeting the biodiversity gain condition, including the anticipated balance between onsite units, offsite units and statutory credits, if 10% net gain is unlikely to be achieved wholly on-site. • Details of whether there are any proposed on-site enhancements that meet the definition of Significant On-Site Enhancements for Biodiversity Net Gain, as defined by Doncaster Council, and therefore need to be legally secured for 30 years. • Where available, any information about the location of potential off-site biodiversity units, together with justification of how this responds to Doncaster's local first approach to Biodiversity Net Gain delivery.
2. Draft Habitat Management and Monitoring Plan	<p>Where Significant On-Site Enhancements for Biodiversity Net Gain are proposed, as described above, then a draft Habitat Management and Monitoring Plan is required that sets out:</p> <ul style="list-style-type: none"> • How you plan to manage the significant on-site enhancements, taking into account any legal restrictions and requirements. • When and how you'll monitor habitats (this will vary for different types of habitat). • When and how you'll report monitoring results. • When and how you'll review management proposals. • If target conditions or habitats are not being achieved the process for how you'll agree and then implement changes to the way you manage the habitat.

In addition, applications using the de-minimis exemption or the self-build and custom build development exemption will be expected to provide reasons and evidence at the validation stage to demonstrate how these exemptions apply, as set out below:

Exemption	Evidence required at validation
Development subject to the de-minimis exemption which does not impact any priority habitat and impacts less than 25 square metres (e.g. 5m by 5m) of onsite habitat, or 5 metres of linear habitats such as hedgerows.	<p>The application should clearly set out how the de-minimis exemption applies. For example:</p> <ul style="list-style-type: none"> • If the development is smaller than 25 square metres, the description of development, existing and proposed site plans, and the development's area size (in square metres) may be sufficient evidence.

	<ul style="list-style-type: none"> • In cases where it cannot be clearly demonstrated through site plans and descriptions whether an onsite habitat would be lost or degraded by the development, applicants should provide a completed metric for the pre-development and post-development value for the onsite habitat and clear plans identifying the nature and size of this pre-development onsite habitat and how much of it will be impacted by the development.
<p>Self-build and custom build development which: Has no more than 9 dwellings, and is carried out on a site which has an area no larger than 0.5 hectares, and consists exclusively of dwellings which are self-build or custom housebuilding as defined in section 1(A1) of the Self-build and Custom Housebuilding Act 2015.</p>	<p>The application should clearly set out the input individuals that will be living in the homes have had into designs/plans and specifications.</p>

9. Economic Statement

An economic statement must accompany a planning application where a case is being made that a development which would conflict with planning policy, or which would have significant adverse impacts, is justified because of regeneration, economic or community benefits that would accrue. The use of economic statements may be particularly relevant for larger schemes or for proposals for the redevelopment of previously used land but could be necessary for smaller schemes where the circumstances are appropriate.

The content of the statement will depend upon the nature and context of the scheme, but may include some or all of the following:

- Benefits to national, regional and local economies
- Specific market and economic circumstances and benefits
- Reference to any relevant regeneration strategies,
- Details of any jobs that would be directly and created or supported,
- Details of any jobs that would be indirectly created or supported,
- The relevant floor-space totals for each proposed use,
- Any community benefits,

- An assessment of the benefits that will accrue set against any adverse impacts.
- Details of market demand/marketing information
- Details of any Local Labour Agreements

Importantly, the economic statement should include accurate and specific details.

10. Fire Statement

The requirement for a Fire Statement was introduced for applications submitted on or after 1st August 2021 and requires the developer to submit a statement setting out fire safety considerations specific to the development which includes on or more relevant buildings.

Relevant buildings are where there are two or more dwellings or educational accommodation in a building of 18m or more in height or more than 7 storeys.

Further Advice can be found below

[Fire safety and high-rise residential buildings \(from 1 August 2021\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/fire-safety-and-high-rise-residential-buildings-from-1-august-2021)

11. Flood Risk Assessment, Sequential and Exception Testing (where relevant)

Where an assessment shows that flood risk from all sources is a consideration for a development proposal, the process is: Avoid sequential test and exceptions test (if needed); Control – Flood Risk Assessment; Mitigate – flood resistance and resilience measures to address any residual risks and; Manage the Residual Risk – further management measures (provide safe access and escape routes).

Before preparing a Flood Risk Assessment (FRA) for any development in Flood Risk Zone 2 or 3 (based on the latest Environment Agency Flood Map for Planning) it is necessary to carry out a Sequential Test of the suitability and availability of sites for similar developments in areas with a lesser risk of flooding. Allocated development sites in the adopted Local Plan have been made in accordance with the sequential approach, therefore an application for a use that accords with the allocation will be deemed to have passed a sequential test, although any ‘more vulnerable’ uses on employment and mixed-use allocations will still need to pass a sequential test at planning application stage (see Policy 57 of the adopted Local Plan). For sites not allocated in the Local Plan in flood zones 2 or 3 then proposals should satisfy the sequential test.

A sequential test ensures that a sequential risk-based approach is followed to steer new development to areas with the lowest risk of flooding first. Such a test may show that there is no need to develop sites with higher flood risk because suitable other sites are reasonably available. If there are other sites available but you believe there are particular planning circumstances that lead to your

development on your site being justified as an exception, then you should state what this justification is. Certain types of development, also requires successful pass of both parts of the exception test. The exception test can only be applied following successful pass of the sequential test first. The exception test should demonstrate that development that has to be in a flood risk area will provide wider sustainability benefits to the community that outweighs flood risk, and the development would be safe for its lifetime. The applicants/developers are also encouraged to ensure the new development are safe, including where there is a residual risk of flooding for flood risk management. An Emergency Plan to include warning and informing; number of people potentially at risk; practicality of safe evacuation from the area and; the adequacy of both evacuation routes and identified places that people from evacuated places use/are taken to are to be considered as part of a Plan.

A flood risk assessment must be submitted for all development proposals that are:

- Within Flood Zone 1 and are 1 hectare or greater in extent, or
- Within Flood Zones 2 and 3

In addition a site specific Flood Risk Assessment (FRA) should be provided for all development in Flood Zones 2 and 3. In Flood Zone 1, an assessment should accompany all proposals involving: sites of 1 hectare or more; land which has been identified by the Environment Agency as having critical drainage problems; land identified in a strategic flood risk assessment as being at increased flood risk in future or land that may be subject to other sources of flooding, where its development would introduce a more vulnerable use.

The objectives of a site FRA are to establish:

- Whether a proposed development is likely to be affected by current or future flooding from any source;
- Whether it will increase flood risk elsewhere;
- Whether the measures proposed to deal with these effects and risks are appropriate;
- The evidence for the Local Planning Authority to apply (if necessary) the Sequential Test (unless demonstrated via a separate stand-alone sequential test report), and;
- Whether the development will be safe and pass the Exception Test, if applicable.

If any part of your proposal meets the above requirements and you do not submit a Flood Risk Assessment it will not be registered. The Government's website hosts information to get all the relevant flood risk information for planning in England including downloading flood maps and further support your application.

Further advice can be found in the Government's National Planning Policy Framework or National Planning Policy Guidance.

12. Geological

When are these required?

Local Geological Sites are areas of land that support recognised and valued geological features and are protected by Local Plan policies 30 and 31. Where a proposed development could directly or indirectly potentially impact upon a Local Geological site, you must make this clear in your application and answer **yes** in the Biodiversity and Geological Conservation section of the planning application form. You must then submit a report that provides evidence that the geological feature is clearly identified, and potential impacts are fully considered.

What is required?

The location and extent of the geological feature will be an important consideration in relation to the scale of the proposed development. The geological report should always include:

- An up-to-date condition assessment in the first instance
- A statement to show how the design and location of the development has taken into account in relation to the location of the local geological site
- How adverse effects or impacts have been avoided
- For unavoidable impacts; how can these be mitigated, reduced, or as a last resort compensated

Reports should be proportionate and provide all the information that is relevant and material to the proposals. The mitigation hierarchy should be used to identify how the potential adverse effects would be avoided, mitigated and compensated.

Further advice is available in –

- Biodiversity and Geological Conservation – Statutory Obligations and their Impact within the Planning System (Circular ODPM 06/2005 & DEFRA 01/2005). This circular should be read in conjunction with the National Planning Policy Framework and the Planning Practice Guidance.
- Doncaster Local Plan Policies 30 and 31.

Further Information that may assist your application

The information in the following categories is not required to validate your application but may well prove helpful in supporting your proposal and assisting the Council to reach an early decision.

13. Health Impact Assessment (HIA)

The link between planning and health has been long established and almost every planning decision or policy has a potential effect on human health. Good planning has a positive effect on healthy lifestyles; this could be through ensuring there is access to safe and convenient green spaces or ensuring air quality levels remain at a safe level.

Some areas of Doncaster have higher levels of deprivation and therefore residents experience poorer health outcomes compared to other more affluent areas. Doncaster Council is therefore keen to address the levels of inequalities across the borough.

The Council will improve and promote strong, vibrant and healthy communities by ensuring a high-quality environment is provided with local services to promote strong, vibrant and healthy communities by ensuring a high-quality environment is provided with local services to support health, social and cultural wellbeing. In order to help achieve this the Council will require proposals for development or change of use to be assessed against the Health Impact Assessment Screening Tool and, when determined if required, the developer will demonstrate they have undertaken, and responded to the findings of, a Health Impact assessment (HIA).

A HIA is a tool that enables developers to judge the potential effects of a development on the health of a population. Completing a HIA on development proposals enables the developer to demonstrate their assessment of the health and wellbeing implications. It should not only identify potential harms such as poor air quality and noise pollution but also highlight any positive health benefits it brings to an area for example: good quality housing, social cohesion and access to good quality walking and cycling routes.

In order to complete a HIA you need to access the relevant link to Microsoft Forms via the below webpage, here you can also find guidance documents and contact details.

<http://www.doncaster.gov.uk/services/health-wellbeing/health-impact-assessments-hias-for-planning-and-development>

14. Heritage Statement

A heritage statement is required for developments directly or indirectly affecting all Heritage Assets, designated or un-designated. This includes Listed Buildings and Conservation Areas, Archaeological Sites, Scheduled Monuments, Historic Parks and Gardens, and Buildings of Local Interest including development affecting their settings. The Heritage Statement is required to allow planning decisions to take into account the significance of any heritage asset affected.

The extent and amount of information contained in the Heritage Statement will vary greatly depending on the likely impact of the proposal and the importance of the heritage assets affected.

As a minimum, the Heritage Statement must include the following:

- a description of the character and significance of any heritage assets likely to be affected by the proposal,
- a description of the application proposal and an explanation of how it has been designed to respond to its heritage context, and;
- an assessment of the likely impact of the proposal on the character and significance of the affected heritage assets.

For applications with minor heritage impact this can be undertaken within the Design and Access Statement (DAS) under a Heritage Statement heading if a DAS is a requirement. In more complex cases, depending on the nature, extent, and impact of the proposal and the significance of the heritage asset, a heritage statement may need to be supported by sufficient information to understand how the proposal affects the heritage asset. This may include detail drawings, photographs, historic evidence, a schedule of works, a structural survey (in cases of demolition or conversion of historic buildings) or other types of specialist surveys.

The specific requirements where archaeological heritage assets are affected and further guidance on this are described separately under Archaeological Heritage Statements. For proposal sites that may contain both buried archaeology and have standing buildings of archaeological / historic interest, a combined approach is recommended. This will be achieved by providing a combined archaeological desk based assessment and buildings appraisal that brings together available information about the potential of the site to contain significant archaeological evidence - both below ground and in the standing building.

Further information on and what a heritage statement should contain can be obtained by contacting Doncaster Council's design and conservation officers by email at: conservation@doncaster.gov.uk or by telephone (tel: 01302 734922 or 735199).

The background to conserving and enhancing the historic environment through planning process is set out in Chapter 16 (paragraphs 189-208) of the revised National Planning Policy Framework (NPPF) dated July 2021.

15. Land Contamination Assessment

Where development is proposed on a site that is known to be contaminated, or where contamination is likely to be present because of its existing or previous use, or where a use is proposed that is particularly vulnerable to contamination, a land contamination assessment must be submitted. Applicants are strongly recommended to seek appropriate professional advice in respect of any

previously developed site and check the YALPAG guidance and if a screening assessment is required first:

<http://www.doncaster.gov.uk/services/environmental/developing-on-contaminated-land>

A land contamination assessment should include:

- A desk top survey of available literature,
- Where necessary, the results of an appropriate site investigation,
- An assessment of the likely impact of any contamination on the proposed use,
- Management or mitigation measures to remove or reduce the identified impacts.

A land contamination assessment should be prepared by a competent person, in accordance with the YALPAG planning guidance.

Further advice can be found in the NPPF and at

<http://www.doncaster.gov.uk/services/environmental/developing-on-contaminated-land>

16. Landfill Gas Migration Information

Applications involving development on sites located on or within 250 metres of an existing or former landfill site must include a risk assessment of landfill gas. If a risk is identified the assessment must also include measures for the protection of the proposed development.

Further advice can be found in the NPPF and

<http://www.doncaster.gov.uk/services/environmental/developing-on-contaminated-land>

17. Landscape and Visual Impact Assessment

May be required to support an application where there is a potential adverse impact from the visual effects from the proposed development.

Landscape and Visual Impact Assessment (LVIA) is a process which assesses the quality and value of a landscape and its sensitivity to accommodate changes without experiencing unacceptable effects on its character.

A landscape and visual impact assessment will be required for schemes, which are likely to have a significant visual impact within the landscape including most proposals where an Environmental Impact Assessment is required. It may also be required for minor developments within or on the edge of the countryside and for tall structures that could be seen from some distance, such as wind turbines.

Further advice can be found in the Guidelines for a Landscape and Visual Impact Assessment published jointly by the Landscape Institute and the Institute of Environmental Management & Assessment in 2013 (third edition)

18. Landscaping Details

Most major planning applications and some minor applications will be required to provide a landscape scheme. Ideally this should be submitted as part of the application. In accordance with the requirement of the Local Plan and latest NPPF, for most residential developments trees suitable for tree planting within the adopted highway will be required to meet 'tree lined streets' objectives.

However, sometimes applicants prefer to submit a strategic landscape masterplan until the scheme has been finalised and then a detailed landscape scheme following this. For outline applications a landscape masterplan is usually appropriate which sets out the overall strategy and planting types, but may lack detail of species, management etc. The council may request submission of a detailed scheme for consideration as part of the application or attach conditions requiring further details to be submitted. A detailed landscape scheme usually consists of the following information;

- Arboricultural and Ecological assessments carried out by qualified professionals including details of retained features,
- Proposed boundary treatments, screening of/from adjacent land uses,
- Hard landscape including paving/surfacing type, walls, fences, street furniture and seats,
- Planting plan and planting schedule: including common/botanical names, nursery stock specification of trees and shrubs (complying with BS8545, and BS3936: Part 1 / the Horticultural Trades Association National Plant Specification), planting density / numbers of plants for shrubs or hedges, seed mix and sowing densities for grass /wildflowers.
- Landscape management plan: usually for five years, covering typically: weed control, top up mulch, pruning, mowing, watering, replacement of plant failures, litter collection, safety checks, removal of plant guards and shelters at appropriate stages. Management plans for large schemes (e.g., woodland planting in colliery tip restoration) will require maintenance for 15 years, taking in first thinning.
- Pedestrian, cycle and vehicle routes clearly indicated, including visibility splays at junctions and public rights of way with material surface finishes given.
- Existing and proposed levels and contours where landform is critical. Cross sections can be useful in addition to plans to illustrate for example significant level changes and landform, drainage features or boundary issues.

Applicants should demonstrate that reasonable effort has been made to incorporate existing landscape features sympathetically into development.

Further guidance on landscaping, trees and hedgerows can be found in the Council's Transitional Development Guidance - [Interim Planning Guidance and Supplementary Planning Documents - Doncaster Council](#)

19. Lighting Assessment

Where an application includes proposals for external illumination (e.g. Security lighting of buildings and open areas, car-park lighting, ménage, floodlighting of sports facilities), full details must be included with the application. Where the development site is in the vicinity of residential property, a listed building or a conservation area, or is in open countryside, a lighting impact assessment must be provided, along with a light spillage report.

The details should include:

- A layout plan showing the location of all light fixtures and beam orientation and spread patterns of illuminated areas with specified lux levels,
- Elevational details showing the position of the lighting units (whether freestanding or attached to existing buildings or structures,
- A detailed performance specification of the equipment proposed,
- The proposed times at which the lighting will be in use,
- An assessment of the impact of the lighting on the adjoining uses and the locality generally,
- Mitigation measures to remove or reduce any adverse impacts identified.

The lighting impact assessment should be provided by an appropriately qualified practitioner.

Further advice can be found in the Lighting in the Countryside: Towards Good Practice. This advice is applicable to urban areas as well as the countryside.

The following publications maybe helpful to an applicant

- Guidance note: 9/19 Domestic exterior lighting: getting it right
- Guidance note: 01/21 The reduction of Obtrusive light – This document directs LPA to specify environmental zones for exterior lighting and details those in table 2 on page 10, this is especially helpful as it directs you to the International dark skies association and on this website you can find dark sky friendly lighting products: Find Dark Sky Friendly Lighting – International Dark-Sky Association ([Find Dark Sky Friendly Lighting - International Dark-Sky Association](#))
- Guidance note: 08/18 bats and artificial lighting in the UK

Further guidance is contained in paragraphs Para 185 of the NPPF.

20. Noise Impact Assessment

Where a proposal is for a noise sensitive development [e.g. housing, hospitals or schools] close to a significant source of noise [e.g. general industry, road, rail and air transport], or where the proposed development itself is likely to generate noise, it must be accompanied by a noise impact assessment.

A noise impact assessment should include:

- Survey information about existing background and ambient noise levels in the vicinity of the development site,
- Where appropriate, details of the noise that will be generated by the proposed development,
- An assessment of the impact of existing noise sources on the proposed development (taking account of estimated future growth), or
- An assessment of the impact of the noise that will be generated by the proposed development on the nearby uses and general locality, including any “rating level” corrections (if BS4142 assessment) or reason for no corrections being applied
- Mitigation measures to remove or reduce adverse impacts and to ensure residential development meets BS8233: 2014 requirements.

A noise impact assessment should be prepared by an appropriately qualified practitioner.

Further advice is available in ProPG: Planning & Noise – New Residential Development May 2017 & Supplementary Document. Additionally, The Government’s National Planning Policy Framework at <https://www.gov.uk/government/topics/planning-and-building>

21. Open Space Assessment

A. Loss of existing green (open) space

- National policy and Local Plan Policy 27 (part D) requires the council to consider the loss of open space as part of the planning proposal, ensuring the development of the land outweighs the loss of the open space. If an area of green space such as an informal or a formal (sports) open space or recreation facility is to be lost as a result of a proposed development, an applicant is required to; Demonstrate the land provides no benefit to the community and the local community supports alternative proposal;
- Demonstrate through an independent assessment that the land or buildings are surplus to requirement;
- Consult with the local community
- Ensure the need for and benefits of the development outweighs the loss; and
- Provide compensation for the loss of facilities

Reference should be made to the Authority's Green Space Audit and applicants are advised to agree the scope of any such assessment with us in advance of any application (a guidance note is available). Evidence of local community support for the proposals should also be provided.

Sport England – Please note, Sport England is a statutory consultee on any application affecting a 'playing field' and will object to the development of any Playing Field unless exceptional circumstances apply and can be justified.

B. Open space required as part of new development for other purposes

Where an application for new development (usually, but not exclusively, for residential purposes) generates a requirement for open space provision in accordance with the planning policy prevailing at the time, details of the provision must be included in the application.

The details must include:

- The precise location of the open space land in relation to the layout of the overall scheme (normally, the open space should be shown on the site layout plan(s)).
- Details of the layout of the open space including all fixed equipment, fencing, access arrangements and planting,
- How the open space might be able to connect with other green space to enhance the green infrastructure and biodiversity of Doncaster.
- A timescale for the open space to be completed and made available, preferably in relation to the timescale for the overall development,
- Proposals for the future maintenance of the open space. If this involves transferring the site into Council ownership, draft heads of terms of the necessary s106 agreement (see item 6.16 below),
- If provision is to be met by a financial arrangement rather than on site, draft heads of terms of the necessary s106 agreement (see item 6.16 below).
- Details of size(s) of the proposed open spaces

22. Planning Obligations – Draft Heads of Terms

Planning obligations (or 'section 106 agreements') are private agreements between local planning authorities and persons with a legal interest in land (normally, but not exclusively, the application site). They are intended to make development proposals acceptable when they would otherwise be unacceptable in planning terms and therefore refused. Where the need for a planning obligation is clear from the content of local plan policy (or supplementary planning guidance), or where the need has become clear during pre-application discussions, a statement setting out the proposed draft heads of terms may

helpfully be submitted with the application. Up to date details of title (i.e. ownership of the application site) and of legal representation are also useful in enabling the Council to make early progress with the necessary documentation concurrently with considering your application.

Further guidance is contained in paragraphs 34 and 54-57 of the National Planning Policy Framework and ID: 23b of the Planning Practice Guidance.

23. Planning Statement

A planning statement should identify the context and need for a development and include an assessment of how the development accords with relevant national and local planning policies (including any relevant Neighbourhood Plans or Supplementary Planning Documents/Guidance).

Applications where regeneration benefits are of material significance should detail the number and types of jobs that might be created or supported, community benefits, and reference to any relevant regeneration strategies and social and environmental benefits.

A Planning Statement would be particularly useful where a detailed understanding of specific relevant policy and context is required, such as proposals which may not accord with Local Plan Policies.

The assessment should identify the extent of community engagement and consultation undertaken.

Further guidance is contained in paragraphs Para 47-50 of the NPPF.

24. Retail / Town Centre Assessment

National and local planning policy (Local Plan Chapter 8) sets out policies to support growth and development in our town and other retail centres. Policy 1 defines the network of centres; Main Town Centre uses are defined in Appendix 1 of the Local Plan with the objective to direct appropriate uses to existing centres given their existing accessibility and ability to support multi-purpose trips.

Applications for such uses outside town centres, which are not in accordance with Local plan Policy, should include a report to show that a sequential approach has been taken to site selection. For proposals with a floorspace of more than the thresholds explained in Policy 22, an Impact Assessment should be provided detailing likely effects on the viability and vitality of existing centres and on any planned investment. The application must be accompanied by:

- An assessment of the need for the proposed development;
- Evidence that the development is of an appropriate scale;
- Evidence to show that there are no other town centre based sites for the development;

- Evidence that there are no unacceptable impacts on existing centres and;
- Evidence that the location(s) are accessible.

Exceptions to this may be considered in accordance with the policies set out in Chapter 8, justifications in the Planning Statement are encouraged.

25. Sand and Gravel Mineral Safeguarding

Local Plan Policy 61 requires applications for non-mineral development within mineral safeguarding areas to establish the presence or otherwise of minerals considered to be of sufficient economic or conservation value to warrant protection beyond the plan period as the authority wants to avoid the sterilisation of potentially economic minerals. Safeguarding Areas are designated in the Local Plan covering the majority of the Doncaster's sand and gravel areas. Soft sand (for building or asphaltting) underlies virtually the whole of the eastern half of the borough and as such is not classed as having high economic value. Sharp sand and gravel, however, is interspersed within the soft sand deposits and is becoming increasingly short in supply.

Within the designated safeguarding areas all major planning applications (which are not allocated in the Local Plan) must provide the authority with mineral survey report identifying:

- The type of mineral resource and local occurrence
- Its current economic value
- Environmental acceptability of prior extraction (if economically valuable)
- Why the need for the development outweighs the need to safeguard the mineral

26. Safeguarding Mineral Sites

Local Plan Policy 61.A (parts 6 and 8), in line with paragraph 187 of the NPPF seeks to prevent non-mineral development which would adversely affect or restrict mineral operations. Mineral extraction can cause considerable disturbance to surrounding land, through blasting, noise, dust and visual intrusion. The NPPF states existing businesses and facilities should not have unreasonable restrictions placed on them as a result of development permitted after they were established. Where the operation of an existing business could have a significant adverse effect on new development (including changes of use) in its vicinity, the applicant (or 'agent of change') should be required to provide suitable mitigation before the development has been completed. If the applicant is unable to provide mitigation it may be necessary to restrict the development.

27. Sections, Site Levels and Topographical Surveys

Planning applications involving new buildings/structures and applications for engineering works which affect existing ground levels will require the submission of sections and levels, including a topographical survey, to see how the proposal will relate vertically to adjoining property. The plan must show the sites existing and proposed finished floor levels and how the proposed building(s)/land relate to the existing neighbouring developments/land and boundaries.

Long sections are also useful in order to understand the proposal in its context. If an infill building is proposed, a street scene drawing will also be needed, showing it in relation to those properties adjoining it.

It is also recommended that key dimensions e.g., the main external dimensions and the distance to nearby boundaries are shown on the drawings; this will help interested parties who are unable to measure electronic plans.

Further guidance is contained in paragraphs Paras. 130 of the NPPF.

28. Statement of Community Involvement

Pre-application engagement by prospective applicants does offer significant potential improvements both to the efficiency and effectiveness of the planning system. It can improve the quality of planning applications and their likelihood of success. Pre-application consultation with planning officers, statutory consultees and the public is encouraged and is the recommended approach in the Council's adopted 'Statement of Community Involvement'

Parties involved at the pre-application stage will vary on a case-by-case basis. Therefore, a statement is required and should detail:

- The people/organisations who have been consulted,
- What response has been received, and
- How the development has been amended to take account of the responses received.

If no consultation has been undertaken, this must be clearly stated, together with any reasoning for not doing so. Householder applications should include a statement relating to close neighbour consultation.

29. Structural Survey

Structural surveys will be required where it needs to be demonstrated that either a building is capable of being retained and converted, or that a building is incapable of conversion and needs to be removed.

A structural survey to support the case is required in the following circumstances;

- Proposals for a change of use or conversion of rural buildings in the Green Belt or Countryside Policy Area,

- All barn conversion proposals except where the barn has already been fully converted,
- Proposals for the demolition of, or which may affect the structural integrity of, a building or structure that makes a positive contribution to the character of a Conservation Area,
- Proposals which involve the demolition of a listed building or structure, including curtilage listed structures which contribute to the special interest of the listed building, or proposals that would affect the structural integrity of the listed building or structure.

In such circumstances a detailed structural survey by a suitably qualified professional is required. Depending on the circumstances this should include, where appropriate: general description and age of building; condition - structural integrity, foundations, damp proofing, walls, joinery, timbers, roof structure and roof covering; assessment of repairs necessary to ensure retention of the building; assessment of structural and other alterations necessary to implement the proposed conversion; assessment of percentage of building that needs to be rebuilt - including walls and timbers; opinion as to the suitability of building for proposed conversion; a schedule of works necessary to preserve the building; and a schedule of works necessary to carry out the applicant's proposals (including those necessary to meet building regulation approval).

The report should include scaled drawings highlighting area that require replacement, repair or renewal and identify the extent to which works, or repairs are necessary, and the amount of new structural work needed to facilitate the conversion. The plans should make it clear the retained parts and new parts of the building, along with a construction methodology setting out how the existing structure will be protected. Where demolition of a heritage asset is proposed a survey should demonstrate why the building cannot be retained, and justification for its loss.

Further guidance is contained in paragraphs Para 195 of the NPPF.

30. Sustainability Appraisal

A Sustainability Statement must be submitted for all major applications showing how sustainability measures have been incorporated into the proposal. A Sustainability Statement should outline the elements of the scheme that address sustainable development issues, including the positive environmental, social and economic implications. The Council has a policy that requires a minimum of 10% on site renewable energy on all major commercial developments. Evidence must be presented to show how these requirements will be achieved through submission of Energy Statements accompanying the application. Building Research Establishment Environmental Assessment Method (BREEAM) rating of Very Good is required for Major Commercial Developments and so a BREEAM pre-assessment is required to be submitted as part of the application for these

proposals. The Energy statement and BREEAM assessment will be accepted as the sustainability statement in these instances.

31. Transport Assessment and Travel Plans

A Transport Assessment (TA) is a comprehensive and systematic process that sets out transport issues relating to a proposed development. It identifies what measures will be taken to deal with the anticipated transport impacts of the scheme and to improve accessibility and safety for all modes of travel, particularly for alternatives to the car such as walking, cycling and public transport. In some cases, the transport issues arising out of development proposals may not require a full TA to inform the process adequately and identify suitable mitigation. In these instances, it has become common practice to produce a simplified report in the form of a Transport Statement (TS). A Travel Plan (TP) will also be required as part of the TA process. The TP sets out site specific measures to maximise sustainable travel to and from the development. Together the TA / TS / TP provide the mechanism for assessing, managing and improving sustainable access to the site.

The need for, and level of, formal transport assessment will be determined in pre-application consultation between the developer and the Council, but the Council will have regard to the suggested thresholds in Appendix B of **Guidance on Transport Assessment (GTA)** (see below). GTA was withdrawn in October 2014 and superseded by Transport Evidence Bases in Plan Making.

Thresholds based on size or scale of land use						
	Land use	Use/description of development	Size	No assessment	TS	TA/TP
1	Food retail	Retail sale of food goods to the public – food superstores, supermarkets, convenience food stores.	GFA	<250 sq. m	>250 <800 sq.m	>800 sq. m
2	Nonfood retail	Retail sale of nonfood goods to the public; but includes sandwich bars – sandwiches or other cold food purchased and consumed off the premises, internet cafés.	GFA	<800 sq. m	>800<1500sq.m	>1500 sq. m

Thresholds based on size or scale of land use

	Land use	Use/description of development	Size	No assessment	TS	TA/TP
3	Financial and professional services	Financial services – banks, building societies and bureaux de change, professional services (other than health or medical services) – estate agents and employment agencies, other services – betting shops, principally where services are provided to visiting members of the public.	GFA	<1000 sq. m	>1000 <2500 sq. m	>2500 sq. m
4	Restaurants and cafés	Restaurants and cafés – use for the sale of food for consumption on the premises, excludes internet cafés (now A1).	GFA	<300 sq. m	>300<2500sq.m	>2500 sq. m
5	Drinking establishments	Use as a public house, winebar or other drinking establishment.	GFA	<300 sq. m	>300 <600 sq. m	>600 sq. m
6	Hot food takeaway	Use for the sale of hot food for consumption on or off the premises.	GFA	<250 sq. m	>250 <500 sq. m	>500 sq. m

Thresholds based on size or scale of land use

	Land use	Use/description of development	Size	No assessment	TS	TA/TP
7	Business	(a) Offices other than in use within Class A2 (financial and professional services) (b) research and development – laboratories, studios (c) light industry	GFA	<1500 sq. m	>1500 <2500sq. m	>2,500 sq. m
8	General industrial	General industry (other than classified as in B1), The former 'special industrial' use classes, B3 – B7, are now all encompassed in the B2 use class.	GFA	<2500 sq. m	>2500 <4000 sq. m	>4000 sq. m
9	Storage or distribution	Storage or distribution centres – wholesale warehouses, distribution centres and repositories.	GFA	<3000 sq. m	>3000 <5000 sq. m	>5000 sq. m
10	Hotels	Hotels, boarding houses and guest houses, development falls within this class if 'no significant element of care is provided'.	Bedroom	<75 bedrooms	>75 <100 bedrooms	>100 bedrooms
11	Residential institutions - hospitals, nursing homes	Used for the provision of residential accommodation and care to people in need of care.	Beds	<30 beds	>30 <50 beds	>50 beds

Thresholds based on size or scale of land use						
	Land use	Use/description of development	Size	No assessment	TS	TA/TP
12	Residential institutions – residential education	Boarding schools and training centres.	Student	<50 students	>50 <150 students	>150 students
13	Residential institutions – institutional hostels	Homeless shelters, accommodation for people with learning difficulties and people on probation.	Resident	<250 residents	>250 <400 residents	>400 residents
14	Dwelling houses	Dwellings for individuals, families or not more than six people living together as a single household. Not more than six people living together includes – students or young people sharing a dwelling and small group homes for disabled or handicapped people living together in the community.	Dwelling unit	<50 units	>50 <80 units	>80 units

Thresholds based on size or scale of land use

	Land use	Use/description of development	Size	No assessment	TS	TA/TP
15	Nonresidential Institutions	Medical and health services – clinics and health centres, crèches, day nurseries, day centres and consulting rooms (not attached to the consultant's or doctor's house), museums, public libraries, art galleries, exhibition halls, non-residential education and training centres, places of worship, religious instruction and church halls.	GFA	<500 sq. m	>500 <1000 sq. m	>1000 sq. m
16	Assembly and leisure	Cinemas, dance and concert halls, sports halls, swimming baths, skating rinks, gymnasiums, bingo halls and casinos. other indoor and outdoor sports and leisure uses not involving motorised vehicles or firearms.	GFA	<500 sq. m	>500<1500 sq. m	>1500 sq. m

Thresholds based on size or scale of land use

	Land use	Use/description of development	Size	No assessment	TS	TA/TP
17	Others	For example: stadium, retail warehouse clubs, amusement arcades, laundrettes, petrol filling stations, taxi businesses, car/vehicle hire businesses and the selling and displaying of motor vehicles, nightclubs, theatres, hostels, builders' yards, garden centres, POs, travel and ticket agencies, hairdressers, funeral directors, hire shops, dry cleaners.	TBD	Discuss with appropriate highway authority	Discuss with appropriate highway authority	Discuss with appropriate highway authority

Thresholds based on other considerations				
	Other considerations	TS	TA	TA/TP
1	Any development that is not in conformity with the adopted development plan.			✓
2	Any development generating 30 or more two way vehicle movements in any hour.		✓	
3	Any development generating 100 or more two way vehicle movements per day.		✓	
4	Any development proposing 100 or more parking spaces.		✓	
5	Any development that is likely to increase accidents or conflicts among motorised users and non-motorised users, particularly vulnerable road users such as children, disabled and elderly people.			✓
6	Any development generating significant freight or HGV movements per day, or significant abnormal loads per year.		✓	
7	Any development proposed in a location where the local transport infrastructure is inadequate. – for example, substandard roads, poor pedestrian/cyclist facilities and inadequate public transport provisions.		✓	
8	Any development proposed in a location within or adjacent to an Air Quality Management Area (AQMA).		✓	

The coverage and detail of the TA/TS/TP will depend upon the size and nature of the proposed development and the extent of the transport implications, but should follow the detailed structure contained in chapters 3 and 4 of Guidance on Transport Assessment and Essential Guide to Travel Planning.

The Council reserves the right to request a TA /TP in other instances especially where the location and / or type of the development is a particular issue. Early discussions with Council officers are recommended and will help establish the need for, and scope of, the TA process.

Further advice is available in –

The National Planning Policy Framework (NPPF): July 2021

National Planning Practice Guidance: Travel Plans, Transport Assessments and Statements

Guidance on Transport Assessment (DfT March 2007),

Essential Guide to Travel Planning (DfT Oct 2007),

Making Residential Travel Plans Work: good practice guidelines for new development (DfT 2005) and

Using the Planning Process to Secure Travel Plans: Best Practice Guide' (ODPM and DfT 2002).

Contact Details:

Transportationunit@doncaster.gov.uk

32. Tree Survey

For all forms of development proposals which are within 12m from any above ground part of a tree on or adjacent to the site you will be required to submit information relating to trees. Information must be submitted with any application for development that will involve 'construction' as described in the latest version of British Standards Institute *BS5837: Trees in relation to design, demolition and construction – Recommendations*, the accepted industry best practice document (hereafter referred to as 'BS5837').

A topographical survey (certainly for major applications) plotted at a scale of 1:500 or larger should show all trees on and adjacent to the site with an estimated stem diameter greater than 75mm measured at 1.5m from ground level. The parameters of the tree survey should follow those contained within BS5837 and include the assessment of the trees by a competent arboriculturist. The function of the survey is to identify the better trees and use this information to inform the design process (in conjunction with the Transitional Developer Guidance).

In order to avoid pre-commencement conditions, details as to how retained trees will be protected during construction operations and any work that is to be carried out to these trees should be provided with the application.

33. Viability Appraisal

A financial viability appraisal is required where there is a planning policy requirement to provide affordable housing or where the proposed development departs from other planning policy requirements due to viability.

Financial viability appraisals should be accompanied by:

- An executive summary which outlines the key conclusions being drawn from the appraisal for the lay reader; and
- A model which explicitly shows the calculations and assumptions used in the planning application

Applicants should meet the cost of reviewing financial viability appraisals, for an application requiring a financial viability appraisal to be validated.

Required by: National Planning Policy Framework; Policy 66 of the Doncaster Local Plan (2021).

34. Self and Custom Build Statement

A Self and Custom Build Statement will be required in all instances where an applicant is proposing a scheme which comprises all, or in part, self or custom build housing.

Such a Statement should include details of precisely how the applicant considers the proposed development meets the definitions and requirements set out in the Self-Build and Custom Housebuilding Act 2015.

35. Locational Risk Assessment

A Locational Risk Assessment will be required for applications where a change of use of a building or land to a children's home or residence for vulnerable adults is proposed.

The assessment should include details of other known facilities and services already within the vicinity of the application site, all known risks to residents and staff members and all mitigation measures proposed to address any such identified risks.

1. Additional Plans and Drawings

Dependent upon the location or characteristics of the application site and the scale and nature of the proposed development, additional plans or drawings may be useful to supplement the required details set out in the Part One Checklist above. The need for, and nature of, such information is best identified during pre-application discussions with the planning officer and technical consultees.

2. Photographs, Photomontages and Models

These can be helpful to illustrate the appearance of development and help the assessment of proposals where development may impact on its setting. They should be provided to support applications for new development in a sensitive environment such as a conservation area or in close proximity to a listed building and for applications to demolish buildings in these locations (as set out in the 'heritage statement' section above). They are also useful to support applications for large or tall buildings or structures in open landscapes, such as major commercial / industrial or agricultural buildings, or wind turbines.

Photographs are often a convenient way of describing the detailed appearance of a proposed building or structure such as an advertisement. They must always be submitted in addition to the details required in the Part One Checklist and usually included as part of the analysis in the DAS where required.

Physical models or electronic representations of three-dimensional images are very helpful to describe the 3d qualities of a proposal particularly in complex or sensitive situations. Where provided, these must usually be accurate, particularly when accompanying a Landscape and Visual Impact assessment.

The need for, and nature of, such information is best identified during pre-application discussions with the planning officer and technical consultees.

Part Three Checklist

Part Three checklists which summarise the information requirements detailed in the Part Two Checklist by various application types can be found within the Downloads and Resources section. [How do I apply for planning permission? - Doncaster Council](#)