



Validation Guide

A Guide to Submitting Planning Applications (National and Local Requirements)

November 2021

Cornwall Council – Planning and Sustainable Development

Table 1 - National Requirements

This information is required by the DMPO or other statutory regulations for validation:

| Information Required and When Required | Information Required/Guidance |
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| <p><u>Application Form and Ownership Certificates</u></p> <p>All applications</p> <p>Ownership Certificates not required for Advertisement Consents or Lawful Development Certificates</p> | <p>All sections of the application form must be answered.</p> <p>The declaration must be signed and dated.</p> <p>Applications can be submitted electronically via email or the Planning Portal.</p> <p>Application forms can also be downloaded and submitted via hard copy.</p> <p>Certificate A, B, C or D must be completed stating the ownership of the property.</p> <p>Where the applicant is not the owner of the application site, a notice must be completed and served on any other landowners.</p> <p>If the land to which the application relates forms an agricultural holding or part of an agricultural holding, as defined by the Agricultural Holdings Act 1986, and comprises land subject to an Agricultural Tenancy all agricultural tenants must be notified prior to the submission of an application and certificate B, C or D completed as indicated above.</p> <p>It is an offence, knowingly or recklessly, to complete a false or misleading certificate.</p> |

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| <p><u>Fee</u></p> <p>All applications</p> | <p>The appropriate fee must be paid.</p> <p>Please visit Planning fees - Cornwall Council for fee information and how to pay.</p> <p>If paying online, please forward a copy of your receipt to planning@cornwall.gov.uk to avoid any delays.</p> |
| <p><u>Design and Access Statement</u></p> <p>All major developments, applications within World Heritage Site (WHS) or Conservation Area (CA) and Listed Building Consents</p> | <p>DAS required for all major developments; or if within a designated area (WHS or CA) for developments of one or more dwellings or the provision of a building(s) where the floor space created by the development is 100 square metres or more.</p> <p><i>Except change of use of building or land where no building works for physical alterations are proposed; engineering or mining operations; waste developments.</i></p> <p>DAS required for all Listed Building Consents.</p> <p>Housing developments of 10 dwellings or more should show the means of access to the accessible homes, sufficient to meet the needs of occupiers with differing needs.</p> |
| <p><u>Heritage Statement or Heritage Impact Assessment (as appropriate)</u></p> <p>All applications affecting a heritage asset e.g. WHS, CA or Listed Building</p> | <p>Where the application affects a WHS, CA or Listed Building a statement or impact assessment should consider and describe the Heritage Asset, meet the requirements of Paragraph 194 of the NPPF 2021 and demonstrate that the Heritage Asset has been assessed and understood using best practice methods.</p> <p>The statement can be provided as a separate statement or as part of the Design and Access Statement. However, if included within the Design and Access Statement it should be clearly labelled.</p> |

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| <p><u>Location Plan</u></p> <p>All applications (except applications for approval of details reserved by condition)</p> | <p>A location plan must be provided as follows:</p> <ul style="list-style-type: none"> • Provided at a metric scale (usually 1:2500 or 1:1250) and ideally scaled to fit onto A4 or A3). • Provided on an up-to-date map. • Show the site area edged in red (to include all land necessary to carry out the development, access to the nearest public highway, visibility splays, landscaping, car parking, any new drainage systems such as soakaways and open areas around buildings). • A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site. • Indicate a north point. <p>Please note: access to the public highway is not required for Householder applications, Listed Building Consent applications or Certificates of Lawfulness. For householder applications the red site area must include the 'residential curtilage'.</p> |
| <p><u>Site Layout Plan or Block Plan</u></p> <p>All applications</p> <p>Except: Existing site plan is not required where the site is vacant and has no buildings or structures</p> | <p>A site layout or block plan must be provided as follows:</p> <ul style="list-style-type: none"> • Plans provided for both existing and proposed. • Provided at a metric scale (1:200 or 1:500) and ideally scaled to fit onto A4 or A3. • Provided on an up-to-date map. • Indicate a north point. • Show the proposed development in relation to site boundaries, other existing buildings on the site, adjoining properties and the immediate area, this includes roads, public rights of way (if will influence or will be affected by the proposed development (please see definition in appendix 1)), and position of trees, changes in levels, boundary treatment, vehicular/pedestrian access and parking. House names and road names should be labelled. |

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| | <ul style="list-style-type: none"> • If the site area is edged in red this must match the location plan provided. • If connecting to existing drainage system this should be indicated. |
| <p><u>Existing and Proposed Elevations</u></p> <p>All applications proposing new buildings or alterations to the exterior of an existing building (including replacement windows and doors)</p> | <ul style="list-style-type: none"> • Provided at a metric scale usually 1:50 or 1:100 (photographs with annotated dimensions are not accepted). • Must show all elevations including any blank elevations (unless visibility is completely obscured e.g. attached to another building). • Must match relevant existing/proposed floor plans. • Be clearly labelled e.g. north, west etc. or north point indicated. • Where a proposed elevation adjoins/is in close proximity to another building the relationship between the two building should be shown and detail the positions of any openings in each property. • Indicate the proposed building materials and the style, materials and finish of windows and doors. |
| <p><u>Existing and Proposed Floor Plans</u></p> <p>Proposal involving new or amended floor space including alterations to an existing building</p> | <ul style="list-style-type: none"> • Provided at a metric scale usually 1:50 or 1:100. • All existing floor plans should be provided. • Proposed floor plans should be provided where any alterations/extensions are proposed. • Must match relevant existing/proposed elevations. |
| <p><u>Roof Plans</u></p> <p>Proposals involving more complex roof design</p> | <ul style="list-style-type: none"> • Should be provided at a metric scale usually 1:50 or 1:100 or as part of the site/block plan |

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| <p><u>Finished Floor Levels (FFL)</u></p> <p>All new buildings or floor space</p> <p>EXCEPT: extensions to existing buildings.</p> | <ul style="list-style-type: none"> • This information can be shown on the site layout plan or block plan. • FFL must be shown relative to a fixed and identifiable datum point which is identified on the plan. The datum point must not be taken from any structures which are to be demolished or can be moved. |
| <p><u>Existing and Proposed Site Levels</u></p> <p>Any proposal involving new buildings or floor space and any groundworks e.g. access tracks, hard surfaced areas etc.</p> <p>EXCEPT: extensions to existing buildings where no other groundworks are proposed.</p> | <ul style="list-style-type: none"> • This information can be shown on the existing and proposed site layout plan or block plan. • Offsite levels of land and buildings immediately adjoining the site are also useful. |
| <p><u>Existing and Proposed Sections</u></p> <p>All major development and any proposal where cut and fill operations are proposed, proposals on sloping or uneven land or sites where immediately adjoining land are on a different level</p> | <ul style="list-style-type: none"> • Identify FFLs and ridge levels of buildings • Identify existing and proposed site levels • Show slices through the land • Show existing and proposed development in relation to land/properties adjoining the site including street scene sections front and back. • Accompanied by a plan showing the points between which the cross section has been taken |

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| <p><u>Community Infrastructure Levy (CIL) – Planning Application Additional Information Requirement Form (Form 1)</u></p> <p>Full applications (including householder applications) creating new floor space or change of use to dwelling house</p> <p>Reserved matters following outline planning permission; and</p> <p>Section 73 applications for removal/variation of condition</p> <p>Lawful Development Certificates (proposed only)</p> <p>Non-Material Amendments</p> | <p>The submission of a Community Infrastructure Levy (CIL) Planning Application Additional Information Requirement Form (Form 1) is required.</p> <p>Any development which creates new floor space may be liable for a CIL charge – this applies to both residential and non-residential development. Submission of the Additional Information Requirement (AIR) form will enable determination of whether a development is liable to pay CIL or not.</p> <p>An AIR form is required for Section 73 applications where the condition seeking to vary/remove has the potential to change the gross internal floorspace (floorspace as defined in the CIL regulations).</p> <p>An AIR form is required for Non-Material amendments where the permission seeking to amend was approved after 01/01/2019 and where the proposed changes would result in any changes to the floor space.</p> <p>If the proposed development is CIL liable, then please also submit a CIL Form 2 (Assumption of Liability) as soon as possible in order to processing as quickly as possible. If your intention is to sell the development or you think there will be a change in ownership of the development, liability can be changed at any point during the process prior to commencement.</p> |

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| <p><u>Habitat Regulations Assessment (HRA) submission of an Appropriate Assessment (AA) and mitigation</u></p> <p>All residential development and student and tourist accommodation within 12km zone of influence (ZoI) of the following European sites; Penhale Sands, Fal and Helford Estuaries and Tamar Estuaries.</p> <p>This includes changes of use to residential and student and tourist accommodation</p> <p>For a full list see guidance-on-types-of-development-requiring-mitigation.pdf (cornwall.gov.uk)</p> | <p>The potential harm from recreational disturbance arising from these proposals has been assessed and requires the submission of an Appropriate Assessment (AA) and to mitigate potential harm.</p> <p>Where the only potential harm is from recreational disturbance, CC and Natural England agree that mitigation can be met by a specified financial contribution to a Strategic Mitigation Plan implemented by the Council. Otherwise, a full AA and mitigation strategy will be required for each proposal.</p> <p>It is recommended that the standard AA approved by CC is completed and the recommended contribution (or contributions) paid to the Council with the application to avoid delay and minimise additional cost. The contribution will be refunded in the event of a refusal of planning permission.</p> |

Table 2 – Local List Requirements

This information is required by the Local List:

| Information Required and When Required | Information Required/Guidance | Links to useful guidance |
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| <p><u>Air Quality Assessment</u></p> <p>All developments for: Major: Dwellings (Q001); Major: Heavy Ind/Storage/Warehousing (Q003) ;Any development in excess 10,000m² new floor space (usually largescale major: offices (Q002), industry (Q003), and retail/distribution (Q004) ; Where >300 new car parking spaces are proposed (e.g. retail, visitor attraction, multi-story car park), excluding residential development car parking space provision; A standby emergency generator associated with a centralised energy centre (if likely to be tested/used >18 hours a year), or new Short Term Operating Reserve facilities (STOR) ; Any combustion plant with single or combined thermal input >1MW</p> | <p>Please see useful links and guidance for information requirements/guidance.</p> | <p>Cornwall Council's Environmental Protection - Air Quality Web Page</p> <p>Cornwall Council's Clean Air for Cornwall Strategy</p> <p>Chief Planning Officer's Advice Note: Planning for Air Quality</p> <p>Environmental Protection UK and Institute of Air Quality Management Guidance on Planning for Air Quality</p> <p>Institute of Air Quality Management - Guidance on the Assessment of Dust from Demolition and Construction - Version 1.1</p> |

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| <p>Within Air Quality Management Area (AQMA) including a 1 km buffer or with an Air Quality Area of Concern (AQAC) including a 1 km buffer:</p> <p>Smallscale Major Dwellings of 50 or more dwellings (Q007); 50 or more new car parking spaces; Lorry park with more than 25 spaces; Bus station; Have one or more substantial combustion processes, where any combustion plant has single or combined thermal input >300kWh</p> <p>Minor: Dwellings (Q013) within an Air Quality Priority Area of Concern including 1 km buffer</p> | <p>Please refer to Chief Planning Officer's Advice Note: Planning for Air Quality – such development is not supported.</p> | |

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| <p><u>Affordable Housing Statement</u></p> <p>Developments where there is a net increase of more than 10 dwellings or where dwellings would have a combined gross floor space more than 1,000 square metres (not including replacement dwellings)</p> <p>6 or more dwellings in an Area of Outstanding Natural Beauty (AONB) or Designated Rural Area (DRA) (as defined by s157 of the Housing Act 1985 and an accompanying Housing Order from 1981)</p> <p>Rural Exception Sites, Self-/Custom Build- sites, Entry Level Exception sites and 'Starter Home Exception Sites' built on under-used or unviable commercial or industrial sites not currently identified for housing.</p> <p>Lifting of Holiday Conditions or changes of use from holiday use to residential on schemes of 6 or more dwellings or a site area >0.5 hectares.</p> | <p>A short statement explaining what provision is being made for affordable housing.</p> <p>Draft heads of terms must be submitted following the prescribed template. The draft heads of terms should set out clearly the obligations that the developer/landowner is willing to be bound by, in order to meet the needs generated by the development. The draft heads of terms should also include the agreed timing/triggers for satisfying the obligations.</p> <p>An Economic Viability Appraisal must accompany all Rural and Entry-Level Exception Site applications and in all other cases including Policy 8 applications where the policy position of Affordable Housing is not met in full. EVAs to be submitted in line with guidance in the Council's Affordable Housing SPD.</p> <p>The latest NPPF and accompanying guidance introduced changes to viability assessments. Viability assessments should now be made publicly available other than in exceptional circumstances for reasons of commercial sensitivity. Even in these cases, an executive summary should still be made publicly available with the commercially sensitive information aggregated as part of total costs. Any sensitive personal information will however not be made public.</p> | <p>Planning Practice Guidance - Planning Obligations</p> <p>Planning Practice Guidance - Viability</p> <p>Cornwall Council Affordable Housing Policy (including The Affordable Housing SPD)</p> <p>Cornwall Council 106 Planning Obligations</p> <p>Cornwall Council Affordable Housing Section 106 Agreements</p> <p>Section 106 Agreement Template</p> |

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| | <p>The Government consider that information used in viability assessment is not usually specific to that developer and thereby need not contain commercially sensitive data. Examples of commercially sensitive data are information relating to negotiations and information relating to compensation due to individuals.</p> | <p>Government Changes to the Practice Guide. Development Management - Planning Obligations (including Designated Rural Areas and Designated Regions)</p> |
| <p><u>Agricultural Land Classification Assessment</u></p> <p>All major developments on Best and Most Versatile (BMV) land grades 1 to 3a</p> | <p>Land classification assesses the quality of farmland in order to consider the future use of the land.</p> | <p>Government Guidance - Guide to Assessing Development Proposals on Agricultural Land</p> <p>Natural England publication: Technical Information Note TIN 049 - Agricultural Land Classification: Protecting the Best and Most Versatile Agricultural Land</p> |

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| <p><u>AONB Assessment of need</u></p> <p>Major developments within an AONB (see definition in the NPPF 2021)</p> | <p>An explanation of the exceptional circumstances and the public interest, including an assessment of:</p> <ul style="list-style-type: none"> • the need for the development, including any national considerations, and the impact of permitting it, or refusing it, upon the local economy. • the sequential approach to site selection including the cost of, and scope for, developing elsewhere including outside the designated area, or meeting the need for it in some other way; and • any detrimental effect on the environment, the landscape and recreational opportunities, and the extent to which that could be moderated. | <p>National Planning Policy Framework - Conserving and Enhancing the Natural Environment</p> <p>Cornwall AONB - Planning</p> <p>Tamar Valley AONB - Planning</p> <p>Cornwall Council Interactive Map - AONBs</p> |
| <p><u>Archaeological Assessment</u></p> <p>Applications on land which is known to have archaeological interest, or an archaeological assessment has been requested as part of any pre-application advice</p> <p>Applications which may have an impact on the character or setting of a designated asset e.g. Listed Building, Conservation Area Scheduled Monument, WHS, Registered Parks and Gardens and</p> | <p>Assessments should be undertaken by a competent person to the professional standards set out by the Chartered Institute for Archaeologists.</p> <p>Assessments should consider the following:</p> <ul style="list-style-type: none"> • The significance of the site and its setting, whether development proposals will harm the historic environment and to what degree. • Go beyond a consultation with Cornwall and Isles of Scilly Historic Environment Record by exploring the potential for previously unrecorded archaeological remains. • Consider the wider visual impacts on historic | <p>Cornwall Renewable Energy Planning Advice - March 2016</p> <p>Chartered Institute for Archaeologists Regulations, Standards and Guidelines</p> <p>Good Practice Advice in Planning Note 3: The setting of Heritage Assets</p> |

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| Registered Battlefields. | <p>buildings, upstanding archaeological monuments and historic landscapes.</p> <ul style="list-style-type: none"> Follow the latest guidance by Historic England on assessing direct and indirect impacts on heritage assets. <p>Where a Zone of Theoretical Visibility has been produced (as part of a Historic Landscape and Visual Impact Assessment (HLVIA)), this should inform the heritage setting assessment.</p> | |
| <p><u>Aviation and Telecommunications Statement</u></p> <p>Wind turbine >11m tall or a rotor diameter >2m</p> | <p>Statement confirming that the Ministry of defence (MoD), Civil Aviation Authority (CAA) and National Air Traffic Services (NATS) have been consulted and have raised no objections.</p> <p>For wind turbines >26m confirmation that the proposed development would not have a detrimental impact on existing telecommunications (phone, radio and TV) links should be provided.</p> | |
| <p><u>Biodiversity and/or Geodiversity Survey</u></p> <p>Major development including areas of semi-natural habitat (including brownfield sites)</p> <p>Where protected species or</p> | <p>A screening opinion should be sought if development is likely to have a significant impact on a designated area. An appropriate assessment may also be necessary if a protected species is present.</p> <p>An Extended Phase 1 Habitat Survey is usually required. Depending on the results, further protected species surveys may be necessary, such as:</p> | <p>Protected species and sites: how to review planning proposals</p> <p>Natural England</p> <p>Cornwall Council - Biodiversity guide</p> |

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| <p>features are known to be present</p> <p>If proposal is within or adjoining a designated nature conservation site (SAC, SINC, LNR, SPA) or Cornwall Wildlife Site</p> <p>If the proposal is for 10 or more houses within a buffer zone to a SAC</p> <p>If proposal is a development within a SSSI or relevant SSSI Impact Risk Zone</p> <p>Where a proposed development is likely to have a significant effect on the European Marine Site (EMS), either alone or in combination with other plans and projects</p> <p>On or over intertidal/estuarine habitats</p> <p>Affecting existing buildings in mature gardens (particularly complex roof structures/gable ends/ slate roofs/weather boarding)</p> | <ul style="list-style-type: none"> • Bat Survey • Breeding Birds • Reptiles • Other Species (e.g. otter, dormouse, badger) <p>Information should include the existing wildlife interest of the site and adjacent land plus the possible impacts on them.</p> <p>The assessment should demonstrate how the proposal will protect or where possible enhance biodiversity and provide mitigation and enhancement both during and post construction.</p> <p>Where appropriate, accompanying plans should indicate any significant wildlife habitats or features and the location of any species protected under the Wildlife and Countryside Act 1981, the Conservation (Natural Habitats etc.) Regulations 1994 and 2010, or the Protection of Badgers Act 1992.</p> <p>Ecological Assessments should be carried out at specific times of the year particularly in terms of protected species.</p> <p>A Bat Survey will be required for any wind turbine application within 50m of a hedgerow or stream.</p> <p>An Ecological Assessment (including bird and bat surveys)</p> | <p>Bat Surveys for Professional Ecologists Good Practice Guidelines</p> <p>CEC Ecological Survey Calendar</p> <p>Plymouth Sound and Estuaries Coastal Planning Study</p> |

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| <p>Affecting existing bridge structures</p> <p>Affecting tunnels/kilns/ military fortifications/ underground ducts or structures</p> <p>Affecting Ancient Woodland or old/veteran trees</p> <p>Floodlighting green space or lighting churches/listed buildings within or adjacent to designated sites</p> <p>Conversion of rural buildings</p> <p>Proposed demolition of buildings</p> <p>Applications for wind turbines within 50m of a hedgerow or stream.</p> <p>Applications for wind turbines >26m tall</p> | <p>of the site will be required for any wind turbine application of >26m tall.</p> <p>All surveys and assessments must not be more than 12 months old.</p> | |

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| <p><u>Biodiversity Net Gain</u></p> <p>All full major developments (excluding changes of use)</p> <p>Outline or Reserved Matters applications for major developments seeking approval of 'layout'</p> <p>Outline for major developments – 'layout' reserved</p> | <p>From the 1st May 2020 all proposals for major development must be accompanied by a Biodiversity Gain Plan. This plan should include:</p> <ul style="list-style-type: none"> a) Headline Results of the latest version of the DEFRA Metric with its supporting calculations showing the pre-development and the post-development biodiversity value of the onsite habitat; and b) information about the steps taken or to be taken to minimise the adverse effect of the development on the biodiversity of the onsite habitat and any other habitat and steps taken to provide 10% biodiversity net gain on site; or c) where not all of the 10% Biodiversity Net Gain requirement can be provided on site, any proposal for biodiversity gain or registered offsite biodiversity gain allocated to the development and the biodiversity value of that gain in relation to the development. <p>Where layout is a reserved matter, the Biodiversity Gain Plan submitted should show the headline results of the latest version of the DEFRA metric with its supporting calculations showing the pre-development biodiversity value of the onsite habitat and the location of those habitats.</p> | <p>Cornwall Council Biodiversity Net Gain web page</p> |

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| <p><u>Coastal Land Stability Assessment/ Mining Land Stability Assessment</u></p> <p>This should be provided in areas where land stability issues are known, indicated or suspected.</p> <p>[A] Potential land stability issues can be associated with cliffs, slopes, quarries, some natural deposits or artificial 'made' ground.</p> <p>[B] In Cornwall, a specific issue is historical mining activity. This should be considered separately, but not necessarily in isolation to, other forms of potential ground instability.</p> | <p>[A] A preliminary desk-top study of the potential for ground stability issues to affect the site and proposed development. The Report should be compiled by a Competent Person and be in line with national planning policy. It should assess the likely consequences of proposed developments on sites where subsidence, landslides and ground compression is known or suspected.</p> <p>The report might consider:</p> <ul style="list-style-type: none"> • an understanding of the factors influencing stability; • an assessment of whether or not the site is stable and has an adequate level of protection; • an assessment of whether or not the site is likely to be threatened or affected by reasonably foreseeable slope instability originating outside the boundaries; • an assessment of whether or not the proposed development is likely to result in slope instability and any remedial actions / mitigation as necessary. <p>[B] In mining areas¹, a 'Stage 1' preliminary desk-top study (or 'mining search') is required to assess the potential for mining related ground instability to affect the site and/or proposed development. The report should compiled by a Competent Person and include an assessment of old plans, sections and reports of former mines throughout the County.</p> | <p>Planning Practice Guidance - Land Stability</p> |

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| | <p>Unless the preliminary desk-top study and/or 'Stage 1' assessment clearly demonstrate that the risk from ground instability is absent, negligible or can be mitigated to within acceptable levels, further risk assessment and site investigations will be needed before the application can be determined.</p> <p>Further assessment for [B] may contain a number of stages, including:</p> <ul style="list-style-type: none"> • Stage 2: an inspection of exposed ground conditions; or a detailed investigation; or period of monitoring; or a combination of these • Stage 3 - a detailed remedial design • Stage 4 - verification of the remedial measures • Stage 5 - a plan for ongoing maintenance and / or monitoring of the remedial measures. <p>¹ i) <i>guidance on 'Mining Areas' in Cornwall may be available via the Council's planning validation checking service</i></p> <p>ii) <i>Failing this, all of Cornwall should be considered as a Mining Area for the purposes of this guidance.</i></p> | |

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| <p><u>Contaminated Land Assessment</u></p> <p>All applications that: Fall within Potentially Contaminated Land AND/OR Where the current land use is industrial/commercial *1 AND/OR Where known/suspected contamination is indicated on the application form</p> <p>EXCEPT: Householder developments, Advertisements, Listed building alterations/demolition, CLEUD/CLOPED, Notifications, TPOs and all other minor developments falling within development code Q018G (see page 53) (unless vulnerable/sensitive end use *2) including wind turbines – less than 1ha</p> <p>*1 - EXCEPT low risk commercial uses including those with a residential element (e.g. caravan/camp sites, hotels, care homes), small offices and similar. Low risk = unlikely to have created</p> | <p>A Phase 1 report with a desk study listing current and historic uses of the site and adjoining land, together with a site reconnaissance shall be provided, to determine the likelihood of contamination.</p> <p>The report shall include a preliminary conceptual site model (showing all potential pathways between contaminants and receptors – known as pollutant linkages) together with a preliminary risk assessment of these pollutant linkages. Report should meet the requirements BS:10175 2011 and shall be undertaken by a competent person as outlined in the NPPF</p> <p>Unless this initial assessment clearly demonstrates that the risk from contamination can be satisfactorily reduced to an acceptable level, further site investigations and risk assessment will be needed before the application can be determined.</p> | <p>Planning Practice Guidance - Land Affected By Contamination</p> <p>Land Affected by Contamination - Developers Guide and Information Requirements for Planning Applications</p> <p>Search: Environmental Protection - Planning Guidance on www.cornwall.gov.uk</p> <p>Environmental Protection - Contaminated Land (Including Contaminated Land Register)</p> <p>Search: Environmental Health - Technical Advice For Planning Applicants (EH-TAP) on www.cornwall.gov.uk</p> |

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| <p>a source of land contamination.</p> <p>*2 - Vulnerable/sensitive end use schools, nurseries, hospitals, play areas, holiday use, and allotments, including change of use.</p> | | <p>Environment Agency - Model Procedures for the Management of Contaminated Land</p> |
| <p><u>Design Statement</u></p> <p>One or more dwelling houses</p> | <p>A statement should be provided proportionate to the scale and complexity of the proposed development.</p> <p>Reference should be made to the Cornwall Design Guide and consideration should be given to the sustainability of the development.</p> <p>The links to guidance to the right provide information regarding Design and Access Statements as required above in the National List of requirements.</p> | <p>Planning Portal Guidance</p> <p>Planning Practice Guidance (Paragraphs 029 to 033)</p> <p>Cornwall Design Guide</p> |
| <p><u>Dwelling to Serve Rural Business Justification Statement/Completed Questionnaire 1</u></p> <p>Proposals for agricultural/horticultural/forestry/other occupational dwelling or temporary accommodation to serve a farm</p> | <p>A justification statement is required on the completion of Questionnaire 1 together with 3 years of certified accounts. Where no accounts are available and a temporary dwelling is sought, 3 years financial projections are required.</p> | <p>Questionnaire 1</p> |

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| <p><u>Flood Risk Assessment</u></p> <p>Developments:</p> <ul style="list-style-type: none"> • in flood zone 2 or 3 including minor development and change of use • more than 1 hectare (ha) in flood zone 1 • less than 1 ha in flood zone 1, including a change of use in development type to a more vulnerable class (for example from commercial to residential), where they could be affected by sources of flooding other than rivers and the sea (for example surface water drains, reservoirs) • in an area within flood zone 1 which has critical drainage problems as notified by the Environment Agency | <p>The Assessment should be prepared in accordance with NPPF 2021 paragraphs 159 to 169.</p> <p>Identify and assess the risks of all forms of flooding to and from the development.</p> <p>Demonstrate how these flood risks will be managed, taking climate change into account.</p> <p>Identify opportunities to reduce the probability and consequences of flooding.</p> <p>Include the design of surface water management systems including Sustainable Drainage Systems (SUDs); and</p> <p>Address the requirement for safe access to and from the development in areas at risk of flooding throughout the lifetime of the proposed development.</p> <p>If in Zone 2 or 3 a Sequential Test assessment may need to be provided to demonstrate that there are no reasonably available sites in areas with a lower probability of flooding that would be appropriate to the type of development or land use proposed.</p> <p>The FRA should include the design of surface water management systems including Sustainable Drainage Systems (SUDS) that take into account the drainage hierarchy that seeks to avoid sewered surface water</p> | <p>Search: Flood Map for Planning on www.cornwall.gov.uk</p> <p>Details in connection with SUDS and guidance</p> <p>Cornwall Council - Sustainable Drainage Systems</p> <p>National Planning Policy Framework (publishing.service.gov.uk)</p> |

| Information Required and When Required | Information Required/Guidance | Links to useful guidance |
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| | <p>systems and the wider sustainability benefits of water quality and habitat improvement as well as flood risk.</p> <p>The FRA should be prepared with regard to the Strategic Flood Risk Assessment, the Shoreline Management Plan, Surface Water Management Plans and the Environment Agency's Drainage Guidance for Cornwall-2009 as appropriate.</p> | |
| <p><u>Foul Sewage Assessment</u></p> <p>Development relying on non-mains drainage</p> <p>Applications for 100 dwellings or more; or 10,000 sq. m new floor space.</p> | <p>A foul drainage assessment should include a full assessment of the site, its location and suitability for storing, transporting and treating sewage. Where connection to the mains sewer is not practical, then the foul/non-mains drainage assessment form will be required to demonstrate why the development cannot connect to the public mains sewer system and show that the alternative means of disposal are satisfactory.</p> | <p>Foul Drainage Assessment Form</p> |

| Information Required and When Required | Information Required/Guidance | Links to useful guidance |
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| <p><u>Landscape and Visual Impact Assessment</u></p> <p>Where a proposed development: -</p> <p>Is listed within Schedule 1 or 2 of The Town and Country planning (Environmental Impact Assessment) Regulations 2017;</p> <p>Would be likely to have a significant impact on the surrounding landscape and/or townscape character of the site, including its context.</p> <p>Major developments (namely Q001 to Q012 development types) within an AONB, 2km of an AONB or WHS</p> <p>Applications for wind turbines</p> | <p>An assessment which reflects the scale of the development and extent of the implications on landscape character and visual amenity. Account should be taken of the impact on the Landscape Character Areas. The assessment should examine the natural and cultural influences on the landscape and the way people perceive them.</p> <p>Supporting information should assess how the scheme has been designed to address or mitigate any identified impacts.</p> <p>For major applications, include a Landscape Masterplan containing the following information:- site layout; contours; landscape character; land drainage; retained features including trees; new areas of planting including species lists, sizes, planting locations; all hard landscape features including specifications, construction details, services; disposal of spoil; boundary features; open spaces and their intended use and management; general aftercare and restoration and/or long term landscape management.</p> <p>For wind turbines over 61m the application should be accompanied by a computer-generated plan showing the zone of theoretical visibility and professional photomontages from agreed viewpoints.</p> | <p>Search: Cornwall Council - Landscape Character Assessment 2007 on www.cornwall.gov.uk</p> <p>Search: Cornwall Council - Cornwall Landscape Character Assessment Best Practice Guidance 2011 on www.cornwall.gov.uk</p> <p>Cornwall Council Interactive Mapping - Landscape Character Areas</p> |

| Information Required and When Required | Information Required/Guidance | Links to useful guidance |
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| <p><u>Nutrient Neutrality – Small Scale Sites</u></p> <p>Applications that discharge to septic tanks or package treatment plants within the hydrological catchment area of the River Camel SAC (small discharges to ground i.e. less than 2m³/day). The interactive map (layer 'Camel river catchment area' is available via the link set out under 'where to look for further guidance' and the applicant is seeking to rely upon the <i>Interim guidelines on small scale thresholds and nutrient neutrality principles for the hydrological catchment of the River Camel Special Area of Conservation September 2021</i> to demonstrate that no likely significant effect alone or in combination for phosphorus can be reached. The guidelines are available via the link set out under 'where to look for further guidance'.</p> | <p>An assessment setting out how the development accords with conditions a to h of the interim guidelines. Assessments should be undertaken by a competent person with the relevant experience to undertake the assessment.</p> | <p>Considering an application in the River Camel catchment area - Cornwall Council</p> <p>Temporary pause on development in the River Camel Special Area of Conservation - Cornwall Council</p> <p>Cornwall Council Interactive Map</p> |

| Information Required and When Required | Information Required/Guidance | Links to useful guidance |
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| <p><u>Nutrient Neutrality - River Camel Phosphate Budget Calculator and Nutrient Neutrality Statement</u></p> <p>Required for development within the River Camel Catchment area and comprising:</p> <ul style="list-style-type: none"> • New residential units • Commercial / industrial developments which includes overnight accommodation • Employment sites where employees will be hosted from outside of the catchment, and/or overnight accommodation • Agricultural Development that supports intensification of livestock numbers (and therefore increased phosphorous in the catchment) • Anaerobic Digesters • Tourism attractions, including over-night tourist accommodation. <p>(Change of use, full application for minor development and major development, outline applications, reserved matters applications, listed building consent applications)</p> | <p>Where a development meets the criteria the submission of River Camel Phosphate Budget Calculator v1.1 result are required.</p> <p>You will also need to submit a nutrient neutrality statement with the calculator results. This statement should include:</p> <ul style="list-style-type: none"> • Location of the development in relation to the Camel catchment • Details of the proposed application • Details of the current land use (please show where there is a difference in land use over the last 10 years) • Justification of the proposed land use and number of dwellings • Details of the phosphate budget calculation including a table of key findings • Details of any mitigation if appropriate <p>The completion of the calculator and the nutrient neutrality statement should be carried out by a competent person with the relevant experience.</p> <p>If the results show no increase in phosphates no mitigation is required, please submit phosphate calculator results with your application. Please also see above section on Nutrient Neutrality – Small Scale Sites.</p> | <p>River Camel Phosphate Budget Calculator v1.1</p> <p>Phosphate flowchart (cornwall.gov.uk)</p> <p>National Planning Policy Framework - GOV.UK (www.gov.uk) - Para 180</p> <p>Adopted plans - Cornwall Council- Policies 22 and 23 of the Cornwall Local Plan Strategic Policies 2010-2030</p> <p>The Conservation of Habitats and Species Regulations 2017 (legislation.gov.uk)</p> <p>Nutrient neutrality in Cornwall - Cornwall Council</p> |

| Information Required and When Required | Information Required/Guidance | Links to useful guidance |
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| <p>and removal or variation of conditions.)</p> <p>Where:</p> <ul style="list-style-type: none"> - the River Camel Phosphate Budget Calculator results in a zero or minus nutrient loading figure i.e. nutrient neutrality then the need of mitigation is negated. - the River Camel Phosphate Budget Calculator results in nutrient mitigation is required and this can be secured on site or offsite through alternative owned landholdings within the river catchment of the development site. | <p>If the results show an increase in phosphates mitigation needs to be considered. If mitigation cannot be achieved on site or off site through alternative owned landholdings within the river catchment of the development site do not submit the application. The LPA cannot determine the application with no mitigation in place. Please await the Council' strategic mitigation strategy before submitting the application. This will be updated on the webpage Temporary pause on development in the River Camel Special Area of Conservation - Cornwall Council.</p> <p>If mitigation can be achieved onsite please see Phosphate flowchart (cornwall.gov.uk) for information required.</p> <p>Please also see above section on Nutrient Neutrality – Small Scale Sites.</p> | |
| <p><u>Noise impact assessment</u></p> <p>For a full list of when a Noise Impact Assessment is required (including exemptions) please see Appendix A of the Cornwall Council Development Sound Standard</p> | <p>A noise impact assessment by a suitably competent and qualified acoustician, to include baseline monitoring, predictions (supported by sound source data), full details and specification of mitigation and an assessment of the impact in accordance with the relevant standards.</p> <p>For residential development the assessment should incorporate details of good acoustic design to achieve national noise standards in rooms and amenity areas.</p> | <p>Cornwall Council Environmental Protection - Information for Planning Applicants</p> <p>BS 8233:2014 Guidance on sound insulation and noise reduction for buildings</p> |

| Information Required and When Required | Information Required/Guidance | Links to useful guidance |
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| | <p>For a more detailed explanation of a requirements of a noise impact assessment please see Section 10 of the Cornwall Council Development Sound Standard_on www.cornwall.gov.uk</p> <p>In the case of wind turbines please see Environmental Health Minimum Information requirements for Wind Turbine Applications February 2015 (version 23) on www.cornwall.gov.uk</p> | <p>ProPG – Planning & Noise – New Residential Development (download from here)</p> <p>Search: Cornwall Council's guidance on wind turbines_on www.cornwall.gov.uk</p> <p>Search: ETSU-R-97 - The Assessment & Rating of Noise from Wind Farms_on www.cornwall.gov.uk</p> <p>Minerals - Noise (see paragraphs 019 to 022)</p> <p>Sport England - Artificial Grass Pitch (AGP) Acoustics - Planning Implications</p> <p>Planning Practice Guidance - Noise</p> |

| Information Required and When Required | Information Required/Guidance | Links to useful guidance |
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| <p><u>Odour Impact Assessment</u></p> <p>Odour generating activities in the vicinity of existing odour-sensitive developments – residential, schools and hospitals.</p> <p>Mixed use applications comprising both odour generating and odour sensitive uses.</p> <p>Odour sensitive uses in the vicinity of existing odour-generating uses e.g., industrial/commercial, farms, sewage treatment works etc.</p> <p>Proposals for food and drink, pub or drinking establishment, hot food takeaway and general industrial uses.</p> <p>Waste operations</p> | <p>Details of mitigation methods for all odour-producing development.</p> <p>Odour Impact Assessment- from full quantitative assessment to basic qualitative odour impact assessment, dependent on source, pathway and receiver.</p> <p>Supporting Odour Management Plan – from comprehensive to basic, dependent on risk</p> <p>For residential development the assessment should incorporate details of good design to address odour impacts from neighbouring development.</p> | <p>Search: Cornwall Council Environmental Protection - Planning Guidance on www.cornwall.gov.uk</p> <p>Defra Code of Practice on Odour Nuisance from Sewage Treatment Works</p> <p>Institute of Air Quality Management - Guidance on Assessment of Odour for Planning</p> |

| Information Required and When Required | Information Required/Guidance | Links to useful guidance |
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| <p><u>Open Space, Sport, Recreation and Green Infrastructure Assessment</u></p> <p>Major residential developments or places of work. All types where a proposed development may have possible impacts on existing open space, parks, green infrastructure or access to open space.</p> | <p>Quantity & typology of open space to be created on-site (or off-site), in reference to local quantity standards. Layout plans identifying accessibility, community safety design principles, natural, play & recreational value. Details of access within site and how proposals contribute to the local strategic green infrastructure network.</p> <p>Maintenance of open space required.</p> <p>Off-site open space/amenity contribution (Planning Obligations).</p> | <p>Cornwall Council - Open Space Strategy & Standards</p> <p>Cornwall Council - Allocation of Section 106 Contributions to Open Spaces</p> <p>Cornwall Council - A S106 Contribution Allocation Protocol</p> |
| <p><u>Planning obligations – Draft Head(s) of Terms and Proof of Title</u></p> <p>Where Development Plan Documents contain policies that give details of likely planning obligation requirements</p> | <p>It is vital that proof of title is provided at the time of the application. If the applicant is not yet the owner of all the land within the red line those who do have ownership or control must also be parties to the obligation.</p> | <p>Planning Practice Guidance - Planning Obligations</p> <p>Cornwall Council 106 Planning Obligations</p> <p>Section 106 Agreement Template</p> <p>Cornwall Site Allocations Development Plan Document - March 2017</p> <p>Cornwall Council Adopted Plans including</p> |

| Information Required and When Required | Information Required/Guidance | Links to useful guidance |
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| | | The Cornwall Local Plan and Neighbourhood Plans |
| <p><u>Plans</u></p> | <p>Where plans are submitted, they should meet the following requirements:</p> <ul style="list-style-type: none"> • To be drawn to an identified standard metric scale • Linear scale bar shown • Submitted in an A3 or A4 format or set to be printable in A3 or A4 format depending on the scale of the development • An acceptable quality that is clear and legible • Plans submitted electronically must be uploaded in the orientation and at the scale indicated on the plan • Named and titled in a logical manner, reflecting their content • Each plan numbered • Indicate 'indicative' where appropriate surveys have not been completed e.g. street scenes or details not being agreed as part of the application. • Where outline permission is sought any indicative plans should be submitted on a separate plan to any plans to be approved. The location plan should be submitted as a separate plan. • Elevations labelled North, South etc or north point indicated. • 'Do not scale' should be removed and replaced with 'Do not scale for construction purposes' if necessary. | |

| Information Required and When Required | Information Required/Guidance | Links to useful guidance |
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| | <ul style="list-style-type: none"> • The Planning Service is unable to accept plans which are taken from the Cornwall Council Mapping web pages i.e. anything with the Cornwall Council watermark or the Cornwall Council licence number across the bottom. • Where an Ordnance Survey based plan is being submitted for planning purposes the copyright and licence number must be shown. • Submitted as a PDF we are unable to accept jpeg plans. | |
| <p><u>Public Right of Way (PROW) Assessment/Mitigation Measures</u></p> <p>Developments influenced by or affecting a public right of way.</p> <p>Wind turbine applications</p> | <p>Where a development is influenced by or affects a PROW an assessment/ mitigation measures should be provided in conjunction with a site/block plan showing the PROW (see page 7).</p> <p>A location plan must be provided indicating the location of any PROW within 200m of any turbine.</p> <p>If the proposed development involves turbine(s) over 26m information regarding delivery, erection and maintenance and the impact on footpath users and any diversion or mitigation measures proposed.</p> | |

| Information Required and When Required | Information Required/Guidance | Links to useful guidance |
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| <p><u>Shadow Flicker Assessment</u></p> <p>Wind turbine applications with the nearest sensitive receptor within 10 rotor diameter distance of proposed wind turbine(s)</p> | <p>Applicants should provide analysis which quantifies the impact of shadow flicker.</p> | <p>Planning Practice Guidance - Renewable and Low Carbon Energy (Paragraph: 020 Reference ID: 5-020-20140306)</p> <p>DECC Update of UK Shadow Flicker Evidence Base</p> |
| <p><u>Statement of Community Consultation</u></p> <p>All non-residential development over 5 hectares;</p> <p>New residential development comprising 200 units or more</p> <p>Applications for 2 or more wind turbines or where the hub height of any turbine exceeds 15 metres</p> | <p>Some applications which are particularly sensitive or controversial may need to be supported by a statement setting out how the applicant has complied with the requirements for pre-application consultation set out in the adopted Statement of Community Involvement and demonstrating that the views of the local community have been sought and taken into account in the formulation of development proposals.</p> <p>With regards to wind turbines the following information is required as a minimum and please note in some cases wider consultation may be required:</p> <p>Publication: As a minimum, notify in writing:</p> <ul style="list-style-type: none"> • All residential properties within 500m radius of the proposed location of the tower of the turbine(s); • All Local Councils whose jurisdiction falls within the application site (red line area) of any subsequent | <p>Cornwall Council Statement of Community Involvement</p> <p>Neighbourhood Planning in Cornwall</p> |

| Information Required and When Required | Information Required/Guidance | Links to useful guidance |
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| | <p>planning application, or within 500m radius of the proposed location of the tower of the turbine(s);</p> <ul style="list-style-type: none"> • The Divisional Member whose jurisdiction falls within the application site (red line area) of any subsequent planning application, or within 500m radius of the proposed location of the tower of the turbine(s); <p>For schemes defined as major development or those consisting of more than one turbine with a tip height of 50m:</p> <ul style="list-style-type: none"> • Publish details on a website; • Place a press advert in the local paper; and • Hold a minimum of one public consultation event within the local community. <p>In some cases, for example, where there is a particular relationship between the proposed development and a specific community, the Council may also request that the applicant takes additional steps to notify the community at the pre-application stage.</p> <p>Contact Information and Timeframe: As a minimum, all notifications should include the following information:</p> <ul style="list-style-type: none"> • Details of the proposed development, or direct to where those details can be reasonably accessed; • Information how comments can be submitted; • Timeframe for submitting comments (minimum of 21 days and applicants are encouraged to discuss | |

| Information Required and When Required | Information Required/Guidance | Links to useful guidance |
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| | <p>timeframe with Local Councils prior to commencement in order to ensure the Council has a reasonable opportunity to engage in the process); and</p> <ul style="list-style-type: none"> • Notification that comments which are received and subsequently submitted to the LPA as evidence of the consultation may be published by the LPA on the website upon registration of a valid application. <p>Having Regard to Responses Received: Provide a Community Consultation Statement which demonstrates the following:</p> <ul style="list-style-type: none"> • Compliance with the above requirements; • Detail of the responses received; and • An explanation of how the responses have been taken into account. <p>Where the proposal is within an area with an adopted Neighbourhood Development Plan this should also be referenced and taken into account.</p> | |
| <p><u>Structural Survey</u></p> <p>May be required for proposals involving substantial demolition or where there is some doubt as to the existing structural stability of a building to be converted, for example, barn conversion.</p> | <p>Surveys must be carried out by a suitably qualified person.</p> <p>In the case of conversions, the survey should demonstrate that the structure of the building is adequate to meet the need of the new use. If the survey identifies rebuilding work is necessary, the extent of the building work should be clearly indicated on the elevations and plan as part of the survey report.</p> | |

| Information Required and When Required | Information Required/Guidance | Links to useful guidance |
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| <p>Will be required if the demolition involves a listed building or the conversion of a listed building</p> | <p>The survey should be done in accordance with BRE Digest 366 Part 2 – “Structural Appraisal of Existing Buildings Including for a Material Change of Use: Preparing for Structural Appraisal”; or</p> <p>The Institute of Structural Engineers Report, “Appraisal of Existing Structures” October 2010</p> | |
| <p><u>Telecommunications Development Supplementary Information</u></p> <p>Planning applications for mast and antenna development</p> | <p>Evidence to justify the need for the proposed development;</p> <p>The outcome of consultations with organisations with an interest in the proposed development, in particular with the relevant body where a mast is to be installed near a school or college or within a statutory safeguarding zone surrounding an aerodrome or technical site; and</p> <p>For an addition to an existing mast or base station, a statement that self- certifies that the cumulative exposure, when operational, will not exceed International Commission on non-ionising radiation protection guidelines; or</p> <p>For a new mast or base station, evidence that the applicant has explored the possibility of erecting antennas on an existing building, mast or other structure and a statement that self-certifies that, when operational, International Commission guidelines will be met.</p> | <p>Code of Best Practice on Mobile Network Development in England</p> |

| Information Required and When Required | Information Required/Guidance | Links to useful guidance |
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| <p><u>Town Centre Impact Assessment</u></p> <p>All retail and leisure development, over 2500 sq. m gross floor space not located within an existing centre (city/town centre, district or local) and not in accordance with an up-to-date development plan</p> | <p>Existing, committed and planned public and private investment; and</p> <p>The vitality and viability of the town centre including consumer choice and trade in the town centre and wider retail catchment area.</p> | <p>Communities and Local Government - Planning for Town Centres - Practice Guidance on Need, Impact and the sequential Approach</p> <p>Planning Practice Guidance - Ensuring the Vitality of Town Centres</p> <p>Cornwall Site Allocations Development Plan Document</p> |
| <p><u>Transport Statements, Transport Assessments and Travel Plans</u></p> <p>All developments that generate significant amounts of transport movement should be supported by a Transport Statement or Transport Assessment</p> <p>Wind Turbine Applications</p> <p>Development be likely to increase the level of pedestrian and/or</p> | <p>These should reflect the scale of the development and the extent of the transport implications of the proposal.</p> <p>For smaller schemes it should outline the transport aspects of the application; while for major proposals, the TA should illustrate accessibility to the site by all modes of transport, and the likely modal split of journeys to and from the site.</p> <p>It should give details of proposed measures to improve access by public transport, walking, cycling, to reduce the need for parking associated with the proposal, and to mitigate transport impacts.</p> | <p>Planning Practice Guidance - Travel Plans, Transport Assessments and Statements</p> |

| Information Required and When Required | Information Required/Guidance | Links to useful guidance |
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| vehicular usage at a level crossing | <p>For wind turbine applications applicants need to confirm details of site access, access route across landholding to wind turbine site and vehicle types/numbers required to deliver, install and maintain the wind turbine(s). Wind turbines >26m should include a Traffic Management Plan showing delivery route on public highway (including swept path tracking where necessary) and hours/days of delivery.</p> <p>For development be likely to increase the level of pedestrian and/or vehicular usage at a level crossing a full Transport Statement assessing the impact is required. Any required qualitative improvements to the level crossing as a direct result of the development proposed should be included within the Heads of Terms. Should you wish to discuss the impact of your proposal on the railway network you are advised to contact Network Rail WesternLevelCrossings@networkrail.co.uk</p> | |
| <p><u>Tree Survey</u></p> <p>Any proposals involving development within two metres of the canopy spread of a tree; or</p> <p>Where there are protected trees within the application site; or</p> | <p>A Tree and Topographical Survey. This will include a plan that identifies the position of the trees and schedule that describes them (see part 4 of BS 5837).</p> <p>A Tree constraints plan. This is a design tool that indicates the influence that trees have upon the layout of the design (see part 5 of BS 5837) such as their shade pattern or root protection area.</p> | <p>Cornwall Council - Trees</p> |

| Information Required and When Required | Information Required/Guidance | Links to useful guidance |
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| <p>On land adjacent to protected trees that could influence or be affected by the development (including street trees)</p> <p>Developments within a Conservation Area where there are trees within the development area</p> | <p>An Arboricultural Implication Assessment. This is essentially a design statement for trees. It demonstrates how important arboricultural considerations are being addressed (see section 6 of BS 5837) within the design.</p> <p>Arboricultural Method Statement. This demonstrates how trees will be protected in relation to the finalised design. It may be as simple as a position and specification for tree protection fencing or contain complicated method statements and engineering drawings (see section 7 of BS 5837).</p> <p>Photographs of the trees.</p> | |
| <p><u>Ventilation and Extraction Statement</u></p> <p>Where or when this item may be required:</p> <p>restaurants and cafes</p> <p>drinking establishments</p> <p>hot food takeaways</p> <p>general business</p> <p>general industrial</p> | <p>The statement must prove that nuisance or pollution from cooking odours will not be caused by the proposed use.</p> <p>Details of proposed fume extraction systems. This must include details of the size, design, siting, finish, acoustic treatment and odour abatement techniques of the flue extraction system.</p> <p>Elevation drawings showing the size, location and external appearance of plant and equipment will be required. This information (excluding odour abatement techniques unless specifically required) will also be required for significant retail, business, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.</p> | |

| Information Required and When Required | Information Required/Guidance | Links to useful guidance |
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| Commercial developments that will cause odorous emissions for example brewing, rendering, paint spraying | <p>Details of active odour control systems where proposed.</p> <p>Odour control methods to limit the odour from waste, location of waste storage.</p> | |

Appendix 1 – Definitions

Householder

(a) an application for planning permission for development to an existing dwellinghouse, or development within the curtilage of such a dwellinghouse for any purpose incidental to the enjoyment of the dwellinghouse; or
 (b) an application for any consent, agreement or approval required by or under a planning permission, development order or local development order in relation to such development, but does not include an application for change of use or an application to change the number of dwellings in a building;

Major development in the AONB

Whether a proposal is 'major development' is a matter for the decision maker, taking into account its nature, scale and setting, and whether it could have a significant adverse impact on the purposes for which the area has been designated or defined.

Small Scale Major

Between 10 and 199 (inclusive) dwellings or where the number of dwellings is not given a site area of 0.5 hectares and less than 4 hectares.

For all other uses new floor space of 1,000 square metres up to 9,999 square metres or where the site area is 1 hectare and less than 2 hectares.

Largescale Major

200 or more dwellings or where the number of dwellings is not given a site area of 4 hectares or more.

All other uses new floor space of 10,000 square metres or more or where the site area is 2 hectares or more.

Influence and/or Affected By

In relation to public rights of way Cornwall Council considers the following as influencing/affecting a PROW and must be shown on the site/block plan:

- PROW which run through the red line area
- Proposals which involve the redirection of a footpath (as indicated on the form or in the proposal)
- Proposals affecting a footpath as shown on the application form

- Proposal where the PROW immediately adjoins the site and proposed development has the potential to increase vehicle movements (short term e.g., during the construction stage or long term e.g., as means of access to a building) or increase pedestrians using/crossing the footpath.

Public Highway

Cornwall Council considers 'Public Highway' to mean the following:

Unclassified Roads, Class A,B,C Roads, Trunk roads and byways (considered a public highway under the Highways Act over which the public has the right to pass and repass by vehicle).

Road classifications can be checked on Cornwall Council's intranet mapping:

<https://www.cornwall.gov.uk/mapping>

Development Type Codes

Q001

Dwellings (largescale major development) – Class C3 (dwelling houses), excludes hotels (A1), residential institutions such as hospitals and nursing homes and houses in multiple occupation.

Q002

Offices/research and development/light industry (largescale major developments) – Classes A2 (financial and professional services) and B1 (businesses) including banks, building societies, estate agents, general offices and those for research and non-polluting industrial processes.

Q003

General industry/storage/warehousing (largescale major developments) – Classes B2 (general industrial) and B8 (storage or distribution).

Q004

Retail and services (largescale major development) – Classes A1(shops), A3 (restaurants and cafes), A4 (drinking establishments) and A5 (hot food takeaway).

Q005

Traveller caravan pitches (largescale major developments)

Q006

All other largescale major developments – other application other than those captured in Q001 to Q005 including: Wind turbines >2ha, C1 (hotels), C2 (residential institutions), C4 (houses in multiple occupations), D1 (non-residential institutions), D2 (assembly and leisure), Sui generis uses: Certain uses do not fall within any use class and are considered 'sui generis'. Such uses include theatres, houses in multiple occupation, hostels providing no significant element of care, scrap yards, petrol filling stations and shops selling and/or displaying motor vehicles, retail warehouse clubs, nightclubs, launderettes, taxi businesses, amusement centres and casinos and other developments

Q007

Dwellings (small-scale major developments) –Class C3, excludes hotels (A1), residential institutions such as hospitals and nursing homes and houses in multiple occupation.

Q008

Offices/research and development/light industry (small-scale major developments) –Classes A2 (financial and professional services) and B1 (businesses) including banks, building societies, estate agents, general offices and those for research and non-pollution industrial processes.

Q009

General industry/storage/warehousing (small-scale major developments) - Classes B2 (general industrial) and B8 (storage or distribution).

Q010

Retail and services (small-scale major developments) – Classes A1 (shops), A3 (restaurants and cafes), A4 (drinking establishments) and A5 (hot food takeaway).

Q011

Traveller caravan pitches (small-scale major developments)

Q012

All other small-scale major developments – other applications other than those captured in Q007 to Q011 including: wind turbines from 1 to 2ha, C1 (hotels), C2 (residential institutions), C4 (houses in multiple occupation), D2 (assembly and leisure), Sui generis uses: Certain uses do not fall within any use class and are considered 'sui generis'. Such uses include: theatres, houses in multiple occupation, hostels providing no significant element of care, scrap yards, petrol filling stations and shops selling and/or displaying

motor vehicles, retail warehouses clubs, nightclubs, launderettes, taxi businesses, amusement centres and casinos and other developments.

Q013

Dwellings (minor developments) - Class C3 (dwelling houses) in Town and Country Planning (Use Classes) Order 1987 (as amended). Excludes hotels (A1), residential institutions such as hospitals and nursing homes and houses in multiple occupation.

Q14

Offices/research and development/light industrial (minor developments) - Classes A2 (financial and professional services) and B1 (businesses), including banks, building societies, estate agents, general offices and those for research and non-pollution industrial processes.

Q015

General industry/storage/warehousing (minor developments) - Classes B2 (general industrial) and B8 (storage or distribution).

Q016

Retail and services (minor developments) - Classes A1 (shops) and A3 (restaurants and cafes), A4 (drinking establishments) and A5 (hot food takeaway).

Q017

Traveller caravan pitches (minor developments)

Q018

All other minor developments - other developments other than those captured in Q13 to Q17 including: including wind turbines - less than 1ha; C1 (hotels), C2 (residential institutions); C4 (houses in multiple occupation), D2 (assembly and leisure), Sui generis: Certain uses do not fall within any use class and are considered 'sui generis'. Such uses include: theatres, houses in multiple occupation, hostels providing no significant element of care, scrap yards, petrol filling stations and shops selling and/or displaying motor vehicles, retail warehouse clubs, nightclubs, launderettes, taxi businesses, amusement centres and casinos and other developments.

Q019

Mineral processing (other developments) - any size development.

Q020

Change of use (other developments) – should not be used for major developments and should only be used if there is either no building or engineering works involved or the building or engineering work would be permitted development were it not for the fact that a change of use involved.

Q021

Householder developments (other developments) – Householder developments (see definition of householder development on page 47).

Q022

Advertisements (other developments) – Consents to display an advertisement

Q023

Listed building consents to alter/extend (other developments)

Q024

Listed building consents to demolish (other developments)

Q025

Conservation area consents (other developments)

Q026

Certificates of lawful developments (other developments)

Q027

Notifications (other developments) – Include all decisions relating to notifications under Circular 14/90 (electricity generating stations and overhead lines) and other notifications.

If you would like this information
in another format please contact:

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County Hall
Treyew Road
Truro TR1 3AY

Telephone: **0300 1234 100**

Email: **enquiries@cornwall.gov.uk**

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