

**VALIDATION CHECKLIST – OUTLINE PLANNING APPLICATION WITH SOME MATTERS RESERVED**

The following information (on both the national and local list of requirements) in the validation checklist must be submitted with your application for it to be accepted as valid and for consideration of your application to begin. We encourage you to submit all applications online via the Planning Portal. However, if you choose to post, please provide 2 copies of hard documents or 1 copy of hard documents and a CD with plans no larger than A3 and to scale. If any of the required information is not submitted with your application, you should submit written justification as to why you consider it is not appropriate in the particular circumstances of your proposed development.

**National List of Requirements**

<b>Document Required</b>	<b>Guidance Notes</b>	<b>Where to look for further assistance</b>	<b>Policy Driver</b>	<b>Provided (Y/N)</b>
Completed application form, ownership certificate and agricultural land declaration	<p>It is recommended that applications are submitted through the Planning Portal.</p> <p>Application form must be completed in full, signed and dated. The description of the development should be concise and must accurately reflect all aspects of the proposal requiring planning permission.</p> <p>The ownership certificate must be provided where there are owners of the site other than the applicant.</p>	<p><a href="https://www.planningportal.co.uk/applications">https://www.planningportal.co.uk/applications</a></p> <p><a href="https://www.gov.uk/guidance/making-an-application#Ownership-Certificate-and-Agricultural-Land-Declaration">https://www.gov.uk/guidance/making-an-application#Ownership-Certificate-and-Agricultural-Land-Declaration</a></p>	Town and Country Planning (Development Management Procedure Order) 2015 (as amended)	
Location Plan	<p>This drawing should:</p> <ul style="list-style-type: none"> <li>• Contain a scale bar</li> <li>• Normally be at a scale of 1:1250 or 1:2500 (metric).</li> <li>• Be up to date</li> <li>• Include the direction of north</li> <li>• Include sufficient named roads to identify the exact location of the site (wherever possible at least</li> </ul>	<p><a href="https://www.planningportal.co.uk/applications">https://www.planningportal.co.uk/applications</a></p> <p><a href="https://www.gov.uk/guidance/making-an-application#Plans-and-drawings">https://www.gov.uk/guidance/making-an-application#Plans-and-drawings</a></p>	Town and Country Planning (Development Management Procedure Order) 2015 (as amended)	

	<p>two)</p> <ul style="list-style-type: none"> <li>• Include all the surrounding buildings, roads and footpaths on land adjoining the site</li> <li>• Include a red line around all land required for the development (e.g. land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings)</li> <li>• Include a blue line around all other land owned by the applicant close to or adjoining the application site</li> </ul>			
Design and Access Statement	<p>Required for major development and for sites situated within a conservation area where the proposal consists of:</p> <ul style="list-style-type: none"> <li>• One or more dwellings; or</li> <li>• A building or buildings with a floor area of 100 square metres or more.</li> </ul> <p>A Design and Access Statement must:</p> <ul style="list-style-type: none"> <li>• explain the design principles and concepts that have been applied to the development;</li> <li>• demonstrate how the design of the development takes the context of the site into account;</li> <li>• explain the approach to access, and how Local Plan policies relating to access have been</li> </ul>	<p><a href="https://www.gov.uk/guidance/making-an-application#Design-and-Access-Statement">https://www.gov.uk/guidance/making-an-application#Design-and-Access-Statement</a></p> <p><a href="https://www.designcouncil.org.uk/resources/guide/design-and-access-statements-how-write-read-and-use-them">https://www.designcouncil.org.uk/resources/guide/design-and-access-statements-how-write-read-and-use-them</a></p>	<p>Town and Country Planning (Development Management Procedure Order) 2015 (as amended)</p> <p>Policy E2 – Sandridge Neighbourhood Plan</p> <p>Policy S3 &amp; S5 – St Stephen Parish Neighbourhood</p>	

	<p>taken into account;</p> <ul style="list-style-type: none"> <li>state what, if any, consultation has been undertaken on issues relating to access to the development and how this has informed the approach to access; and</li> <li>explain how any specific issues which might affect access to the development have been addressed.</li> </ul>		Plan	
Relevant fee	<p>Cheques should be made payable to: SADC or credit card payment should be made by calling 01727 866100.</p> <p>Alternatively applications made through the Planning Portal include a secure online payment facility.</p>	<p>Please see <a href="https://www.planningportal.co.uk/services/help/frequently-asked-questions/how-much-does-a-planning-application-cost">https://www.planningportal.co.uk/services/help/frequently-asked-questions/how-much-does-a-planning-application-cost</a> to assist in the calculation of the planning fee</p>	Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended)	
Environmental Impact Assessment.	<p>Required in connection with all development identified within Schedule 1 or 2 of the Regulations and which in accordance with Schedule 3 would constitute EIA development</p> <p>Prior to making an application, applicants are encouraged to apply for a screening opinion to determine whether the proposed development</p>	<p><a href="https://www.gov.uk/guidance/environmental-impact-assessment">https://www.gov.uk/guidance/environmental-impact-assessment</a></p>	The Town and Country Planning (Environmental Impact Assessment) Regulations 2017	

	<p>requires an Environmental Statement</p> <p>An application for a Scoping Opinion can be made to determine the content and scope of the Environmental Statement</p> <p>Where required an Environmental Statement in the form set out in Schedule 4 of the regulations should be provided</p>			
<b>Local List of Requirements</b>				
<b>Requirements</b>	<b>Guidance Notes</b>	<b>Where to look for further assistance</b>	<b>Policy Driver</b>	<b>Provided (Y/N)</b>
Block Plan	<p>Required when layout is being sought.</p> <p>This drawing should:</p> <ul style="list-style-type: none"> <li>• Contain a scale bar</li> <li>• Normally be at a scale of 1:200 or 1:500 (metric)</li> <li>• Include the direction of north</li> <li>• Show the proposed development in relation to the site boundaries and other existing buildings on the site</li> <li>• Show all buildings, roads and footpaths on land adjoining the site including access arrangements</li> <li>• Show all public rights of way crossing or adjoining the site</li> </ul>	<p>Additional plans and drawings will in most cases be necessary to describe the proposed development, as required by the legislation (see <a href="#">article 7(1)(c)(ii) of the Town and Country Planning (Development Management Procedure (England) (Order) 2015</a>).</p>	<p>See <a href="#">article 7(1)(c)(ii) of the Town and Country Planning (Development Management Procedure (England) (Order) 2015</a></p>	

	<ul style="list-style-type: none"> <li>• Show the position of all trees on the site and adjacent land</li> <li>• Show the extent and type of any hard surfacing</li> <li>• Show the type and height of boundary treatment (e.g. walls, fences etc.)</li> </ul>			
Existing and proposed elevations (at a scale of 1:50 or 1:100);	<p>Required when appearance is being sought</p> <p>These drawings should:</p> <ul style="list-style-type: none"> <li>• Contain a scale bar</li> <li>• Normally be at a scale of 1:50 or 1:100 (metric)</li> <li>• Should clearly show the proposed works in relation to what is already there</li> <li>• Show all sides of the proposal</li> <li>• Show where a proposed elevation adjoins or is in close proximity to another building</li> <li>• Drawings should clearly show the relationship between the buildings and detail positions of the openings on each property</li> </ul>	Additional plans and drawings will in most cases be necessary to describe the proposed development, as required by the legislation (see <a href="#">article 7(1)(c)(ii) of the Town and Country Planning (Development Management Procedure (England) (Order) 2015</a> ).	See <a href="#">article 7(1)(c)(ii) of the Town and Country Planning (Development Management Procedure (England) (Order) 2015</a>	
Existing and proposed floor plans (at a scale of 1:50 or 1:100);	<p>Required when layout is being sought</p> <p>These drawings should:</p> <ul style="list-style-type: none"> <li>• Contain a scale bar</li> <li>• Normally be at a scale of 1:50 or</li> </ul>	Additional plans and drawings will in most cases be necessary to describe the proposed development, as required by the	See <a href="#">article 7(1)(c)(ii) of the Town and Country Planning (Development Management</a>	

	<p>1:100 (metric)</p> <ul style="list-style-type: none"> <li>• Include written dimensions to show overall size of any new buildings or extensions.</li> <li>• Show where existing buildings or walls are to be demolished (if applicable)</li> <li>• Show details of the layout of existing building(s) as well as those for the proposed development</li> </ul>	<p>legislation (see <a href="#">article 7(1)(c)(ii) of the Town and Country Planning (Development Management Procedure (England) (Order) 2015</a>.</p>	<p><a href="#">Procedure (England) (Order) 2015</a></p>	
<p>Existing and proposed site sections and finished floor and site levels (at a scale of 1:50 or 1:100);</p>	<p>Required when scale is being sought.</p> <p>These drawings should:</p> <ul style="list-style-type: none"> <li>• Contain a scale bar</li> <li>• Normally be at a scale of 1:50 or 1:100 (metric)</li> <li>• Show how proposed buildings relate to existing site levels and neighbouring development (with levels related to a fixed datum point off site)</li> <li>• Show details of existing and proposed foundations and eaves where a change is proposed and how encroachment onto adjoining land is to be avoided</li> </ul>	<p>Additional plans and drawings will in most cases be necessary to describe the proposed development, as required by the legislation (see <a href="#">article 7(1)(c)(ii) of the Town and Country Planning (Development Management Procedure (England) (Order) 2015</a>.</p>	<p>See <a href="#">article 7(1)(c)(ii) of the Town and Country Planning (Development Management Procedure (England) (Order) 2015</a></p>	
<p>Roof plans (at a scale of 1:50 or 1:100).</p>	<p>Required when appearance is being sought.</p> <p>These drawings should:</p>	<p>Additional plans and drawings will in most cases be necessary to describe the proposed</p>	<p>See <a href="#">article 7(1)(c)(ii) of the Town and Country Planning</a></p>	

	<ul style="list-style-type: none"> <li>• Contain a scale bar</li> <li>• Normally be at a scale of 1:50 or 1:100 (metric).</li> <li>• Show the shape of the roof, its location and any features such as chimney positions or windows</li> </ul>	development, as required by the legislation (see <a href="#">article 7(1)(c)(ii) of the Town and Country Planning (Development Management Procedure (England) (Order) 2015</a> .	<a href="#">(Development Management Procedure (England) (Order) 2015</a>	
Street scene drawings.	<p>Required when appearance and/or scale is being sought</p> <p>Normally required when there is a change in height between a proposed development and the neighbouring buildings.</p> <p>These drawings should:</p> <ul style="list-style-type: none"> <li>• Contain a scale bar</li> <li>• Be of a scale of 1:100 or 1:200</li> <li>• As a minimum, accurately show the height and outline of neighbouring dwellings/buildings and the position and size of windows/doors</li> <li>• Accurately show any differences in levels, including dimensions</li> <li>• Include written dimensions for gaps between buildings</li> </ul>	Additional plans and drawings will in most cases be necessary to describe the proposed development, as required by the legislation (see <a href="#">article 7(1)(c)(ii) of the Town and Country Planning (Development Management Procedure (England) (Order) 2015</a> .	See <a href="#">article 7(1)(c)(ii) of the Town and Country Planning (Development Management Procedure (England) (Order) 2015</a>	
Affordable Housing Statement	<p>Required for applications providing 15 or more new residential units.</p> <p>The statement should set out:</p> <ul style="list-style-type: none"> <li>• The number, size (number of</li> </ul>		National Planning Policy Framework  Policy 7A of the St Albans District	

	<p>bedrooms) and type of proposed affordable units including their proposed location</p> <ul style="list-style-type: none"> <li>• Details of size of each type (square metre)</li> <li>• Details of future management and tenure</li> <li>• Contact details for the chosen Registered Provider; or,</li> <li>• Confirmation of the agreement for the financial contribution when requested</li> </ul>		<p>Local Plan Review 1994</p> <p>SPG – Affordable Housing (March 2004)</p> <p>Policy H6 – Harpenden Neighbourhood Plan</p> <p>Policy D3 – Sandridge Neighbourhood Plan</p>	
Agricultural Appraisal	<p>You will only need to provide this information with applications that propose new dwellings for agricultural workers.</p> <p>This information should include both functional and financial evidence to demonstrate that there is an agricultural need for a permanent dwelling and that there are no suitable dwellings available in the locality.</p>		National Planning Policy Framework	
Agricultural Land Survey	<p>This may be required if the proposal relates to the loss of agricultural land.</p>	<p><a href="https://www.gov.uk/government/publications/agricultural-land-assess-proposals-for-">https://www.gov.uk/government/publications/agricultural-land-assess-proposals-for-</a></p>	<p>Policy 102 of the St Albans District Local Plan Review 1994 and</p>	

		<a href="#">development/guide-to-assessing-development-proposals-on-agricultural-land</a>	the National Planning Policy Framework.	
Air Quality Impact Assessment	An assessment of potential impacts of the development on local air quality should be provided which should outline the proposed mitigation measures where necessary. For sensitive uses within the AQMA, proposed mitigation measures only would normally be required.	This information is required for an application which proposes a use or development which has the potential to impact air quality and is located within an Air Quality Management Area or if the proposal is for a sensitive use (e.g. a new residential use) located within the AQMA.	National Planning Policy Framework	
Archaeology Assessment	An archaeological desk based assessment is required for all applications where groundworks are proposed within a: <ul style="list-style-type: none"> <li>• Scheduled monument</li> <li>• Archaeological sites for local preservation</li> <li>• Archaeological sites subject to recording conditions</li> </ul> A desk based assessment should:	Find out about archaeological assessments and evaluations at <a href="http://www.archaeologists.net/codes/ifa">http://www.archaeologists.net/codes/ifa</a>	National Planning Policy Framework  Policy 111 of the St Albans District Local Plan Review 1994 Policy E5 – Sandridge Neighbourhood Plan	

	<ul style="list-style-type: none"> <li>• Detail previous nearby finds recorded in the heritage environment record</li> <li>• Discuss the archaeological potential of the site</li> </ul> <p>A written scheme of investigation may be required.</p> <p>Where such proposals include new basements, extensions to basements or other extensive groundworks, the results of an archaeological evaluation should be included.</p>		Policy S4 – St Stephen Parish Neighbourhood Plan	
Biodiversity Survey and Report	<p>You will need to provide this with applications where the type and location of development are such that the impact on biodiversity may be significant.</p> <p>A Preliminary Ecological Appraisal survey and report should provide an initial assessment of the impact of the proposed development on wildlife. Proposals for mitigation or compensation measures including the protection of habitats, and provision of new habitats, should also be included where appropriate. For all sites, account should be taken of the timing of both surveys and site work, particularly in relation to nesting birds, priority species and habitats.</p>	<p><a href="https://www.gov.uk/guidance/protected-species-how-to-review-planning-applications#when-applicants-need-a-species-survey">https://www.gov.uk/guidance/protected-species-how-to-review-planning-applications#when-applicants-need-a-species-survey</a></p> <p><a href="https://www.hertfordshire.gov.uk/services/recycling-waste-and-environment/biodiversity-wildlife/hertfordshire-ecological-advice-service.aspx">https://www.hertfordshire.gov.uk/services/recycling-waste-and-environment/biodiversity-wildlife/hertfordshire-ecological-advice-service.aspx</a></p>	<p>National Planning Policy Framework</p> <p>Policy 106 of the St Albans District Local Plan Review 1994</p> <p>Harpenden Neighbourhood Plan – Policy ESD13</p> <p>Sandridge Neighbourhood Plan – Policy E1</p> <p>Policy S7 – St</p>	

	<p>Where protected and priority species are known or have the potential to be present an Extended Phase 1 Habitat Survey should be carried out. Depending on the results of the initial survey, further protected species surveys may be required.</p> <p>The information submitted should also be capable of assessment under the requirements of the Habitat Regulations. The demolition of buildings in areas where bat activity has been identified will require a Preliminary Roost Assessment.</p>		Stephen Parish Neighbourhood Plan	
Climate Change Statement	<p>This should cover:</p> <ul style="list-style-type: none"> <li>• What measures have been/will be taken to reduce the energy demand associated with your proposed development beyond the minimum required in Building Regulations?</li> <li>• What measures have been/will be taken to limit the carbon consumed through the implementation and construction processes, e.g. by reusing existing on-site materials, sourcing materials locally or adopting more sustainable construction methods?</li> <li>• What measures have been/will be taken to utilise renewable or low carbon energy sources?</li> <li>• What measures have been/will be</li> </ul>	<a href="https://www.hertfordshire.gov.uk/microsites/building-futures/building-futures.aspx">https://www.hertfordshire.gov.uk/microsites/building-futures/building-futures.aspx</a>	<p>National Planning Policy Framework</p> <p>Harpenden Neighbourhood Plan – Policies ESD1, ESD13, ESD15, ESD16, ESD17, ESD18, ESD19</p> <p>Sandridge Neighbourhood Plan – Policy D6</p> <p>Policy S6 – St Stephen Parish</p>	

	<p>taken to reduce potential impacts of flooding associated with your proposed development?</p> <ul style="list-style-type: none"> <li>• What measures will be taken to promote biodiversity in your proposed development?</li> </ul>		Neighbourhood Plan	
Daylight/Sunlight Assessment	<p>Required when scale is being sought.</p> <p>All applications for tall buildings and proposals that break the established building grain and street pattern or there will be an effect on light sensitive buildings. Where primary side facing windows exist adjacent to the proposed development, a Daylight and Sunlight Assessment will be required in order to establish the level of harm which would occur from the proposed development.</p> <p>This information should include diagrams of how the shadows of the building will impact on neighbours for all four quarters of the year. Both diagrammatic and technical information may be required (in certain circumstances therefore it may need to be demonstrated that the guidance set out in the BRE's <i>Site Layout For Daylight and Sunlight: A Guide to Good Practice (2<sup>nd</sup> edition)</i> have been achieved).</p>	<p><a href="https://www.bregroup.com/services/testing/indoor-environment-testing/natural-light/">https://www.bregroup.com/services/testing/indoor-environment-testing/natural-light/</a></p>	<p>National Planning Policy Framework</p> <p>Policy 70 and 72 of the St Albans District Local Plan Review 1994.</p>	
Design Codes	Required for Broad Locations	See <a href="http://www.stalbans.gov.uk">www.stalbans.gov.uk</a> for	St Albans City and District Local	

	Requirements as specified within Strategic Sites Masterplanning Toolkit May 2019 for outline planning applications.	the Strategic Sites Masterplanning Toolkit.	Plan 2020-2036	
Fire Safety Statement	The completion of the prescribed form for buildings that contain two or more dwellings, or educational accommodation and meet the height condition of either 18m-plus, or seven-plus storeys - whichever is reached first. Relevant planning applications are those that provide for one or more relevant buildings, development of an existing relevant building, or development within the curtilage of a relevant building.	<a href="https://www.stalbans.gov.uk/fire-safety-and-high-rise-buildings">https://www.stalbans.gov.uk/fire-safety-and-high-rise-buildings</a>	The Town and Country Planning (Development Management Procedure and Section 62A Applications) (England) (Amendment) Order 2021/746	
Flood Risk Assessment	Required for sites of more than 1 ha. In Flood Zone 1.  Required for all new development in Flood Zones 2 and 3.  The FRA should: <ul style="list-style-type: none"> <li>• Assess the existing situation</li> <li>• Assess whether the proposal is likely to be affected by current or future flooding from any source</li> <li>• Satisfy the LPA that the development is safe and where possible reduces flood risk overall</li> <li>• State whether it will increase flood risk elsewhere and identify opportunities to reduce the</li> </ul>	<a href="https://www.gov.uk/guidance/flood-risk-assessment-for-planning-applications">https://www.gov.uk/guidance/flood-risk-assessment-for-planning-applications</a>	National Planning Policy Framework  Policy 84 of the St Albans District Local Plan Review 1994.  Harpenden Neighbourhood Plan – Policy ESD18	

	<p>probability and consequences of flooding</p> <ul style="list-style-type: none"> <li>• Include proposed mitigating measures to be undertaken to deal with the effects and risks of flooding, taking climate change into account</li> </ul> <p>The FRA should include the design of surface water management systems including Sustainable Drainage (SUDS) and address the requirement for safe access to and from the development in areas at risk of flooding.</p> <p>The FRA should provide evidence that demonstrates, where required, the Sequential and Exception Test of NPPF have been met</p>			
Foul sewage and utilities assessment	Required where the proposed development involves connection to foul and storm water sewers. The applicant will be required to demonstrate that, following consultation with the service provider, the availability of drainage/sewerage infrastructure capacity has been examined and the proposal would not result in undue stress on this infrastructure.	Relevant technical guidance is provided in Building Regulations Approved Document Part H (Drainage and waste disposal).	National Planning Policy Framework	
Heritage Statement	This is required for Applications which are likely to affect:	<a href="https://historicengland.org.uk/content/docs/guidance/statements-of-">https://historicengland.org.uk/content/docs/guidance/statements-of-</a>	National Planning Policy Framework	

	<ul style="list-style-type: none"> <li>• Designated heritage assets (e.g. Listed Buildings and Conservation Areas)</li> <li>• Non designated heritage assets such as Locally Listed Buildings, Areas of local archaeological importance and Locally Listed Gardens</li> </ul> <p>The Statement should:</p> <ul style="list-style-type: none"> <li>• As a minimum reference the appropriate Historic Environment Records.</li> <li>• Shall state the significance of the heritage asset, including any contribution made by its setting. In some applications this may be limited to the areas affected by the proposals.</li> <li>• Shall contain an impact assessment which describes any potential impact of the proposals on the significance of heritage assets affected, including any contribution made by their setting. In some applications this may be limited to the areas affected by the proposals</li> <li>• Include a structural survey (if required)</li> </ul>	<p><a href="#">heritage-significance-consultation-draft/</a></p> <p>This information can be found by using the Planning Constraints map layers in our Local Information Service on the Council's website: <a href="http://gis.stalbans.gov.uk/wmlcustomerservice/">http://gis.stalbans.gov.uk/wmlcustomerservice/</a></p>	<p>Policy E5 – Sandridge Neighbourhood Plan</p> <p>Policy S4 – St Stephen Parish Neighbourhood Plan</p>	
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Land Contamination Assessment	Where contamination is known or suspected, i.e. potentially contaminative former use such as industrial/commercial/agricultural. A Land Contamination Assessment should be carried out by or under the direction of a suitably qualified competent person.		National Planning Policy Framework	
Landscape and Visual Appraisal or Landscape and Visual Impact Assessment (including proposed landscaping details where necessary)	Required for all applications that would impact on the character and visual amenity of the countryside or rural fringe. Where the impact is judged to need a more rigorous assessment, for instance where the proposal is for major residential development of 10 or more units or where the floor space to be created is greater than 1000m <sup>2</sup> , the application may require instead a formal Landscape and Visual Impact Assessment. Landscape and Visual Impact Assessments are more detailed and technical studies and should be carried out by a suitably qualified landscape professional, in line with current guidelines.	Appointment of a landscape professional <a href="https://www.landscapeinstitute.org/technical-resource/appointing-landscape-professional/">https://www.landscapeinstitute.org/technical-resource/appointing-landscape-professional/</a>  <a href="https://www.hertfordshire.gov.uk/services/recycling-waste-and-environment/landscape/landscape.aspx">https://www.hertfordshire.gov.uk/services/recycling-waste-and-environment/landscape/landscape.aspx</a>	National Planning Policy Framework  Policy 104 – Landscape Conservation – St Albans District Local Plan Review 1994.	
Landscape Strategy	Required for all major developments and when landscaping is being sought.  The landscape strategy shall cover all public and private spaces including open space, sports pitches and play facilities, green infrastructure, biodiversity habitats,		National Planning Policy Framework  Policy 74 – Landscaping and Tree Preservation – St Albans	

	water bodies and landscape buffers, and refer to hard surfaces, boundary treatment and all soft landscaping proposed. The strategy should build on principles set out in a Design and Access Statement (where relevant).		District Local Plan Review 1994.	
Tree Survey and Arboricultural Implications Assessment including Tree Protection Method Statement	<p>Required when layout is being sought.</p> <p>This is required where:</p> <ul style="list-style-type: none"> <li>• There are significant trees within the site or street trees that may be affected by the development or construction works, including storage of materials; or</li> <li>• There is a Tree Preservation Order protecting trees on the application site; or</li> <li>• The proposed development is sited near to a protected tree(s) on neighbouring land; or</li> <li>• For application sites within Conservation Areas where trees are present.</li> </ul>	BS5837:2012 Trees in relation to design, demolition and construction - Recommendations	<p>National Planning Policy Framework</p> <p>Policy 74 – Landscaping and Tree Preservation – St Albans District Local Plan Review 1994.</p> <p>Harpenden Neighbourhood Plan – Policy ESD14</p>	
Lighting Assessment	Required for all applications where it is proposed to incorporate external flood lighting. A contour plan should be provided which shows the layout of the proposed lighting scheme with beam orientation and lighting spill.		National Planning Policy Framework	
Retail Impact Assessment	Required for retail and leisure developments over 2500 square metres and smaller retail and leisure	<a href="https://www.gov.uk/guidance/ensuring-the-vitality-of-town-centres">https://www.gov.uk/guidance/ensuring-the-vitality-of-town-centres</a>	National Planning Policy Framework	

	<p>developments likely to have a significant impact on smaller centres.</p> <p>Also required for applications for other main town centre uses when they are an edge of centre or out of centre location; and not in accordance with the Development Plan</p> <p>Should include details of the sequential test process that supports the chosen site location.</p>			
Noise Impact Assessment / Acoustic Report	<p>Such an Assessment may be required in the following circumstances (this list is not exhaustive):</p> <ul style="list-style-type: none"> <li>• Where it is proposed to introduce residential development to a noisy environment</li> <li>• Where it is proposed to introduce noisy uses/processes which are likely to impact on existing residential development or open countryside</li> <li>• The provision of new plant or machinery including (but not limited to) air source heat pumps and air conditioning</li> </ul> <p>A Noise Impact Assessment prepared by a suitably qualified acoustician</p>	<a href="https://www.gov.uk/guidance/noise--2">https://www.gov.uk/guidance/noise--2</a>	National Planning Policy Framework	
Parameter Plans	Required for schemes proposing 350 dwellings or more.	<a href="https://www.gov.uk/guidance">https://www.gov.uk/guidance</a>	National Planning Policy Framework	

		<a href="#">nce/design</a>	See <a href="#">article 7(1)(c)(ii) of the Town and Country Planning (Development Management Procedure (England) (Order) 2015</a>	
Parking Strategy including cycle parking provision	<p>Any new development proposal which provides a level of parking which falls below maximum standards should include a justification for the quantum of parking that is proposed.</p> <p>Existing and proposed arrangements for:</p> <ul style="list-style-type: none"> <li>• Parking and cycle storage</li> <li>• Access and turning arrangements for vehicles and pedestrians.</li> </ul> <p>This may be shown on the block plan.</p>		<p>National Planning Policy Framework</p> <p>Policies 39, 40, 42-45, 47-49 of the St Albans District Local Plan Review 1994</p>	
Photographs/Photomontages and Contextual Drawings			See <a href="#">article 7(1)(c)(ii) of the Town and Country Planning (Development Management Procedure (England) (Order)</a>	

			<a href="#">2015</a>	
Recycling / Waste Strategy	<p>Required when layout is being sought.</p> <p>Required for any new mixed use development, any major development and any development involving blocks of apartments.</p> <p>Strategy will need to demonstrate:</p> <ul style="list-style-type: none"> <li>• How refuse and recycling will be stored and collected</li> <li>• That the proposal will meet the current waste and recycling requirements and is flexible enough to adapt to future needs</li> </ul>		National Planning Policy Framework	
Supporting Planning Statement	<p>Required for:</p> <p>Applications for 10 or more dwellings, or 0.5 hectares if is not known how many dwellings are proposed</p> <p>Applications for a building or buildings where the floor space to be created by the development is 1,000 square metres</p> <p>Application on a site having an area of 1 hectare or more</p> <p>Statements should:</p> <ul style="list-style-type: none"> <li>• Include a full explanation of the proposal including any relevant</li> </ul>		<p>National Planning Policy Framework</p> <p>St Albans District Local Plan Review 1994</p> <p>Harpenden Neighbourhood Plan 2019</p> <p>National Planning Practice Guidance Sandridge Neighbourhood</p>	

	<p>background or site history</p> <ul style="list-style-type: none"> <li>• Identify the context and need for the proposed development including justifications for proposed change of use where appropriate</li> <li>• Include an overview of how the proposal accords with the Local Plan and other relevant documents</li> <li>• Details of any consultation undertaken with statutory consultees and the local community</li> </ul>		Plan – Policies D4 and D5	
Structural Survey	<p>Applications involving the reuse of existing buildings or where it is proposed to demolish part of any heritage building due to its condition will require a structural survey.</p> <p>A structural survey should be carried out by a structural engineer or a suitably qualified person</p> <p>Where alteration/demolition is proposed, this should be clearly shown on the floor plans and elevations of the proposal and be cross referenced to the structural survey</p>		<p>National Planning Policy Framework</p> <p>Policy 87 of the St Albans District Local Plan Review 1994</p> <p>Harpenden Neighbourhood Plan – Policy H2</p>	
Sustainable Urban Drainage System Strategy	<p>Legislation now requires major to address the management of surface water drainage for statutory</p>	<p><a href="https://www.hertfordshire.gov.uk/services/recycling-waste-and-">https://www.hertfordshire.gov.uk/services/recycling-waste-and-</a></p>	National Planning Policy Framework	

	assessment by the Lead Local Flood Authority (LLFA) prior to determination by the Local Authority.	<a href="http://environment/water/surface-water-drainage/surface-water-drainage.aspx#DynamicJumpMenuManager_1_Anchor_3">environment/water/surface-water-drainage/surface-water-drainage.aspx#DynamicJumpMenuManager_1_Anchor_3</a>		
Transport Assessment	<p>All developments which are likely to generate significant amount of vehicle movement i.e. major developments</p> <p>Should include sufficient information such that an assessment as to the highways and traffic impact arising from the proposed development can be made. Likely to include:</p> <ul style="list-style-type: none"> <li>• the existing conditions</li> <li>• development details</li> <li>• predicted person trip generation and mode splits</li> <li>• predicted residual vehicular trip generation based on proposed travel plan measures</li> <li>• distribution of residual vehicular trips</li> <li>• junction capacity assessments</li> <li>• details of the proposed mitigation measures</li> </ul> <p>A Green Travel Plan may also be required by the Local Highway</p>	<a href="https://www.hertfordshire.gov.uk/services/highways-roads-and-pavements/business-and-developer-information/development-management/highways-development-management.aspx#preapplication">https://www.hertfordshire.gov.uk/services/highways-roads-and-pavements/business-and-developer-information/development-management/highways-development-management.aspx#preapplication</a>	<p>National Planning Policy Framework</p> <p>Policy 34 St Albans District Local Plan Review 1994</p> <p>Sandridge Neighbourhood Plan – Policies T1, T2 and T3</p> <p>Policies S11, S13, S14 &amp; S15 – St Stephen Parish Neighbourhood Plan</p>	

	Authority.			
Statement of Community Involvement	May be required where development falls within the requirements of Section 122 of the Localism Act 2011 (amending Section 61 of the Town and Country Planning Act 1990).		National Planning Practice Guidance	
Draft S106 Heads of Terms	<p>Required for all Major developments.</p> <p>This information should set out what planning obligations may be required, to mitigate the impact of the development proposed on social and community infrastructure.</p>	<p><a href="https://www.hertfordshire.gov.uk/about-the-council/freedom-of-information-and-council-data/open-data-statistics-about-hertfordshire/who-we-are-and-what-we-do/property/planning-obligations-guidance.aspx#">https://www.hertfordshire.gov.uk/about-the-council/freedom-of-information-and-council-data/open-data-statistics-about-hertfordshire/who-we-are-and-what-we-do/property/planning-obligations-guidance.aspx#</a></p> <p><a href="https://www.hertfordshire.gov.uk/services/highways-roads-and-pavements/business-and-developer-information/development-management/highways-development-management.aspx#preapplication">https://www.hertfordshire.gov.uk/services/highways-roads-and-pavements/business-and-developer-information/development-management/highways-development-management.aspx#preapplication</a></p> <p>The District Council's Community Services</p>	National Planning Policy Framework	

		Team will also be consulted on any application and may request financial contributions towards Leisure facilities.		
Ventilation/Extraction Statement	Required for all applications for non-residential use where ventilation or extraction equipment is proposed or will be required.	Details of the position and design of ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics are required.	National Planning Policy Framework	
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: <ul style="list-style-type: none"> <li>• an executive summary which outlines the key conclusions being drawn from the appraisal for the lay reader; and</li> <li>• a fully testable and editable electronic/software model which explicitly shows the calculations and assumptions used in the planning application.</li> </ul> Applicants should meet	National Planning Policy Framework  Policy 7A of the St Albans District Local Plan Review 1994  SPG – Affordable Housing (March 2004)	

		the cost of reviewing financial viability appraisals, or provide a solicitor's undertaking to pay, for an application requiring a financial viability appraisal to be validated.		
Neighbourhood Plan Requirements:  Harpenden Sandridge St Stephen Parish	In addition to the above requirements, for major applications within the Neighbourhood Plan area, the following documents may also be required (this list is not exhaustive): <ul style="list-style-type: none"> <li>• Sustainability Statement</li> <li>• Dwelling Mix Statement</li> <li>• Public Open Space Provision Statement</li> <li>• Design Brief</li> <li>• Utilities and Infrastructure Statement</li> <li>• Carbon Dioxide Emissions Statement</li> <li>• Healthcare Provision Statement</li> <li>• Retail and Employment Statement</li> </ul>		Harpenden Neighbourhood Plan 2019  <a href="https://www.harpenden.gov.uk/neighbourhood-plan">https://www.harpenden.gov.uk/neighbourhood-plan</a>  Sandridge Neighbourhood Plan  St Stephen Parish Neighbourhood Plan	

Applicants are referred to Paragraphs 39-42 of the National Planning Policy Framework (2021) regarding pre-application engagement. The Council has a pre-application advice service and encourages applicants to use this service. Further details can be found on the Council's website: <https://www.stalbans.gov.uk/pre-application-advice>