



**MID SUSSEX
DISTRICT COUNCIL**

**Validation criteria for
planning applications
(Including Technical Details Consent)
*Local requirements***
Last review: September 2022

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Plans and Drawings

When is this required?

Plans and drawings will be required for all applications to show the development being applied for.

What should this include?

All submitted plans should be to a standard, identified metric scale so they can be measured. Each application is assessed individually; however, as a guide, the drawings required may include:

- Location plan
 - A plan of the existing site.
 - Recommended scale 1:1250.
 - The site boundary must be clearly marked in red and include all land necessary to carry out the development, including access from the public highway. Other land owned should be outlined in blue.
 - This will be required for all development.

- Block plan
 - A plan of the existing site which must include the area of works marked in red and/or labelled.
 - Recommended scale 1:500.
 - The site boundary must be clearly marked in red and include all land necessary to carry out the development, including access from the public highway. Other land owned should be outlined in blue.
 - Bin storage clearly detailed (when relevant)
 - This will be required for all development.

- Existing floorplans
 - A layout of the existing arrangement of the building(s). This should show all doors and openings.
 - This will be required for all cases where an existing building is being altered or removed.
 - Floorplans will be required for any buildings or structures that are to be demolished as part of the application.
 - Floorplans including clear labelling of the existing use of each room/area will be required.
 - Recommended scales: 1:50, 1:100

- Existing elevations
 - Drawings showing each side of the existing building that will be altered as part of the application as it stands prior to the applied for works.
 - This will be required for all cases where an existing building is being altered or removed.
 - Where the building adjoins a neighbouring structure, the existing elevation must include enough of the neighbouring property to clearly show the arrangement.
 - Recommended scales: 1:50, 1:100

- Proposed floorplans
 - A layout of the proposed arrangement of the building(s). This should show all doors and openings.
 - This will be required in all cases where a building is to be altered or erected.
 - Floorplans including clear labelling of the proposed use of each room/area will be required.
 - Recommended scales: 1:50, 1:100

- Proposed elevations
 - Drawings showing each side of the building displaying how it will look following completion of the applied for works.
 - This will be required in all cases where a building is to be altered or erected.
 - Where the building adjoins a neighbouring structure, the proposed elevation must include enough of the neighbouring property to clearly show the arrangement.
 - Recommended scales: 1:50, 1:100

- Roof plan
 - A roof plan is a birds-eye view of the roof of the building, which should contain clear labelling showing the direction of the roof slopes and positioning of any roof lights or dormers.
 - This will be required if changes to the roof are unable to be adequately described with elevations and floorplans.
 - Recommended scales: 1:50, 1:100

- Sections
 - A section is a “cut through” of a site often used to show ground or floor levels.
 - This will be required if changes to site or floor levels are proposed as part of the application.

- Street Scenes
 - Similar to the elevations as described above, however this drawing shows the view of the entire street.
 - These will be required for major residential estate developments.

Guidance

Additional guidance on the requirements for each type of planning application can be obtained on our [website](#).

Affordable Housing Statement

When is this required?

An Affordable Housing Statement will be required when the proposed residential development is above the relevant threshold as set out in Policy DP31 of the [Mid Sussex District Plan 2014-2031](#).

What should this include?

This statement should include:

- Number and mix of proposed residential units including property type, number of bedrooms and proposed number of occupants
- Habitable floor space of each of the proposed units.
- Proposed number of each tenure based on 75% Social or Affordable Rent and 25% Intermediate homes
- Details of the Registered Partner who will take over the affordable units if this has been determined.
- If an existing building is being redeveloped, the size in m² of the existing building and the size in m² of the proposed new development including any remodelling of the existing building.

Guidance

It is strongly recommended that the applicant contacts a member of the District Council's Housing Enabling team **prior** to submitting an application in order to discuss their proposal and to ensure they meet all affordable housing requirements.

Housing Enabling Team Manager, helen.blackith@midsussex.gov.uk 01444 477232
Housing Enabling and Development Officer: nicholas.royle@midsussex.gov.uk 01444 477309

Additional information

Please see policy DP31 of the [Mid Sussex District Plan 2014-2031](#).

[Affordable Housing SPD \(July 2018\)](#)

Where the Affordable Housing policy cannot be met then a Viability Appraisal will be required as detailed in the above document.

Section 5 Delivering a sufficient supply of homes, of the National Planning Policy Framework

Planning practice guidance on [housing needs for different groups](#)

Air Quality Assessment

When is this required?

Excluding Householder, Advertisement, Tree and Listed Building applications an Air Quality Assessment may be required for:

- All applications within, or in relevant proximity, to an Air Quality Management Area.
- Major development, as defined by Town and Country Planning (Development Management Procedure) Order (England) 2015
- B8 storage and distribution use class with a floorspace of 500m² or more

What should this include?

This assessment should include:

- Such information as is necessary to allow full consideration of the impact of the proposal on the air quality of the area.

Additional information

Air Quality Officer envhealth@midsussex.gov.uk

Please also see policy DP29 of the [Mid Sussex District Plan 2014-2031](#) and policy SA38 of the [Site Allocation DPD](#)

Section 15 Conserving and enhancing the natural environment of the National Planning Policy Framework.

Planning practice guidance, [Air Quality](#).

Sussex Air: Air Quality Partnership [Air Quality and Emissions Mitigation Guidance for Sussex \(2020\)](#)

Mid Sussex District Council [Air Quality](#)

Ecological Impact Assessment Report

When is this required?

An Ecological Impact Assessment Report is required for a proposed development on which there is a reasonable likelihood that the features listed below that are within or adjacent to the application site, may be affected:

- Protected species
- Species of conservation concern including those listed as Species of Principal Importance in England under Section 41 of the Natural Environment and Rural Communities (NERC) Act 2006

Designated nature conservation sites (including those of geological conservation importance)

- Habitats of conservation value, including those listed as Habitats of Principal Importance in England under Section 41 of the Natural Environment and Rural Communities (NERC) Act 2006

Reports must be prepared by suitably experienced and qualified ecologists / wildlife specialists (e.g., professional members of the Chartered Institute of Ecology and Environmental Management - CIEEM) and surveys and reports must accord with BS42020: 2013 Biodiversity — Code of practice for planning and Development and best practice guidance published by CIEEM.

What should this include?

- Information should be provided on existing biodiversity interests and possible impacts on them to allow full consideration of those impacts.
- When the demolition, alteration or conversion of older buildings or rural buildings is proposed, the report should include a Bat and Owl survey and mitigation plan.

Guidance

Please also see policies DP37 and DP38 of the [Mid Sussex District Plan 2014-2031](#).

Section 15 Conserving and enhancing the natural environment, of the National Planning Policy Framework.

Planning Practice Guidance, [Natural Environment](#).

Natural England and Forestry Commission [standing advice](#) for developments near ancient woodlands and veteran trees.

Natural England: [Bats: Advice for making planning decisions](#)

[Sussex Biodiversity Record Centre](#) can provide information on species present in a data search.

Natural England and DEFRA: [Protected species and development: Advice for Local Planning Authorities](#)

In many cases, it will be necessary to commission a Preliminary Ecological Appraisal to determine

if the above habitats or species are present or likely to be present. The purpose of this preliminary appraisal is to highlight the need for specific wildlife / habitat surveys, which can then be used, along with the findings of the preliminary appraisal, to:

- ensure that there will be no loss or deterioration caused to irreplaceable habitats, contrary to paragraph 180 of the NPPF; and
- assess and inform development options so that any other significant impacts can be avoided where possible, adequately mitigated or, as a last resort compensated for, in accordance with policies DP38 of the Mid Sussex District Plan 2014-2031 and 180 of the NPPF.

For larger or more complex developments, applicants may also find it helpful to prepare a biodiversity opportunities and constraints plan to aid site planning and demonstrate how the design process has sought to avoid impacts and maximise opportunities for enhancing biodiversity.

Please note, a Preliminary Ecological Appraisal report is only intended to provide basic baseline information and will only be sufficient on its own, where the findings indicate that there is no requirement for further surveys and that any significant impacts on biodiversity can reasonably be ruled out. In these cases, the Preliminary Ecological Appraisal report should be submitted as evidence.

The scope and contents of the Ecological Impact Assessment report should be proportionate to the scale and significance of development impacts and the range of habitats and species that may be impacted (as identified from the preliminary ecological appraisal and any follow-up surveys). A barn conversion with no change to surrounding habitats, for example, may only need to cover impacts on bats and nesting birds. However, the report must consider the impact of the development proposals in relation to relevant legislation and planning policies and describe how these will be complied with, including recommendations for any avoidance, mitigation or compensation measures.

Environmental Statement

When is this required?

Please see the [Environmental Impact Assessment](#) section of the Planning Practice Guidance to determine if an Environmental Impact Assessment (EIA) is required.

What should this include?

Where an EIA is required, the Town and Country Planning (Environmental Impact Assessment) Regulations 2017 sets out the information that should be included in an Environmental Statement. Please see the "[Environmental Impact Assessment – Preparing an Environmental Statement](#)" Section in the Planning Practice Guidance for further details.

Guidance

It may be helpful for a developer to request a 'screening opinion' (i.e., to determine whether EIA is required) from the District Council before submitting a planning application. In cases where a full EIA is not required, the Council may still require environmental information to be provided.

Flood Risk Assessment

When is this required?

A Flood Risk Assessment (FRA) will be required for:

- Applications in flood zone 1 as designated by the Environment Agency with a site area of 1 hectare (10,000m²) or greater.
- All applications within flood zone 2 or 3 as designated by the Environment Agency.
- All applications with any part of the site in an area at risk of surface water or groundwater flooding

What should this include?

- Identification and assessment of all forms of flooding to and from the development, and a demonstration of how these risks will be managed so the development remains safe throughout its lifetime. This assessment should show that the effects of climate change have been considered.
- Identification of opportunities to reduce the probability and consequences of flooding.
- Details of proposed management of surface water including the use of Sustainable Drainage Systems (SUD's).
- Addressing the requirement for safe access to and from the development in areas at risk of flooding.

Guidance

You can find out the classification of your applications site in respect of river flood risk, surface water flood risk and flood zone by checking the Government's [Flood Warning Service](#) and the Department for Environment, Food and Rural Affairs [Flood Map](#). The Department for Communities and Local Government and the Environment Agency provide detailed advice on [flood risk](#) and [flood risk assessments](#).

National Planning Policy Framework Section 14 Meeting the challenge of climate change, flooding, and coastal change, provides guidance in relation to the undertaking of Flood Risk Assessments and the responsibilities for controlling development where it may be directly affected by flooding or affect flooding elsewhere. is also an accompanying [guidance document](#)

Please also see policy DP41 of the [Mid Sussex District Plan 2014-2031](#).

The Flood Risk Assessment should form part of an Environmental Statement when one is required by the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 2017.

Further information can be downloaded from the <https://www.midsussex.gov.uk/environment/flooding-and-drainage/> drainage page of the Mid Sussex District Council website

Safeguarding Circular 01/2003 – Annexe 2, under “Birdstrike” Hazard

CAP 772: Wildlife Hazard Management at Aerodromes - and the section on ‘Wildlife Attractant Habitats’ Off Aerodrome starting on page 25

CAP 738: Safeguarding of Aerodromes - under paras 3.21 to 3.23 on page 27

Foul Sewage and Surface Water (Drainage) Assessment

When is this required?

A Foul Sewage and Surface Water Assessment is required in the following cases:

- Commercial proposals which rely on non-mains drainage.
- Residential developments where a new or replacement dwelling is created and/or where alterations are greater than 250m² and/or where the site area is 0.5 hectares (5000m²) or more.
- Other development where the floor area to be created is more than or equal to 1000m².
- Other development where the site area is more than or equal to 1 hectare (10,000m²).

What should this include?

- If an application proposes to connect a development to the existing drainage system, then details of the existing system should be shown on the application drawing(s). It should be noted that in most circumstances surface water is not permitted to be connected to the public foul sewers.
- If the proposed development results in any changes/replacement to the existing system or the creation of a new system, scale plans of the new foul and/or drainage arrangements will also need to be provided. This will include a location plan, cross sections/elevations, specifications and where necessary, a plan indicating both finished levels and flood flow routes.
- If connection to any of the above requires crossing land that is not in the applicant's ownership, other than on a public highway, then notice may need to be served on the owners of that land.
- Note that the supplied drainage details should show that they would achieve Building Regulations Approval in addition to meeting the requirements of West Sussex County Council's Lead Local Flood Authority Policy for the Management of Surface Water.

Guidance

Further information can be downloaded from the [Drainage](#) page of the Mid Sussex District Council website

Please also see policy DP41 of the [Mid Sussex District Plan 2014-2031](#).

For smaller developments please see West Sussex Lead Local Flood Authority Policy for the Management of Surface Water page 32. ([West Sussex LLFA Policy for the Management of Surface Water](#)).

Ordinary Watercourse Consent (separate process to planning permission) will also be required for any changes that affect the flow of a watercourse. Such changes include for example a drainage outfall into a watercourse, culverting a watercourse or realigning a watercourse. Further advice is available [here](#).

Heritage Statement and Archaeological Assessment

When is this required?

A Heritage Statement will be required for:

- All applications for listed building consent.
- Applications affecting the setting of a Listed Building
- Planning applications that include demolition of buildings within a Conservation Area.
- All applications for development other than change of use in areas that are within or adjacent to sites of archaeological interest and Registered Parks and Gardens.

Historic Environment Record searches will be required for:

- All applications involving any below ground activity to a boundary/adjacent to a Listed Building, Scheduled Ancient Monument or a historic church or churchyard.
- New residential development within Red Archaeological Notification Area for one or more units.
- New residential development within Amber Notification Area for 5 or more units.
- New residential development for 10 or more units.
- Non-residential schemes within an Archaeological Notification Area where the site is over 5ha.

What should this include?

- A description of any heritage assets that are affected, including any contribution made by their setting. The level of detail should be proportionate to the assets' importance and no more than is sufficient to understand the potential impact of the proposal on their significance.
- The relevant historic environment record should be consulted, and the heritage assets assessed using appropriate expertise where necessary. These are held by West Sussex County Council and further information can be obtained from the [West Sussex County Council website](#).
- Applications seeking listed building consent, the Heritage Statement should also include:
 - An analysis of the significance of archaeology, history and character of the building/structure. Significance can be defined as the special interest of a heritage asset, which may be archaeological, architectural, artistic or historic.
 - The principles of and justification for the proposed works and their impact on the special character of the listed building or structure, its setting, and the setting of adjacent listed buildings.
- For all applications affecting heritage assets with an archaeological interest, or for proposals which are located within a pre-defined area of Archaeological Notification Area or represent significant infrastructure works, an applicant will need to commission an Archaeological Desk-Based Assessment and submit the results. Where such Assessment is inconclusive or indicates that a proposed development might detrimentally impact upon the archaeological significance of a site, the applicant may be required to carry out field evaluation and a report on the findings may be required to accompany the planning application.

Guidance

Section 16 Conserving and enhancing the historic environment of the National Planning Policy Framework.

Planning Practice Guidance, [Conserving and Enhancing the Historic Environment](#).

Statements of Heritage Significance: Analysing Significance in Heritage Assets [Historic England](#)

Please also see policies DP34 and DP35 of the [Mid Sussex District Plan 2014-2031](#)

Land Contamination Assessment

When is this required?

A Land Contamination Assessment will be required for applications for development on land that may be affected by contamination including, but not limited to, fuel filling stations, gas works, landfills, industrial sites, barn conversions.

What should this include?

- Where contamination is known or suspected or the proposed use would be particularly vulnerable, the applicant should provide such information with the application as is necessary to determine whether the proposed development can proceed. As a minimum this should include a desk study and site walkover report in support of their planning application.
- Applications may also need to be accompanied by a land contamination assessment which should include an extended assessment of contamination in line with the National Planning Policy Framework. Sufficient information should be required to determine the existence or otherwise of contamination, its nature, and the risks it may pose and whether these can be satisfactorily reduced to an acceptable level.

Guidance

Section 15 Conserving and enhancing the natural environment of the National Planning Policy Framework.

Environment Agency [Land Contamination: Risk Management guidance note](#)

Planning Practice Guidance, [Land affected by contamination](#).

Landscape Visual Impact Assessment (LVIA)

When is this required?

A LVIA is required for all 'Major' planning applications, including reserved matters, on predominately greenfield sites.

What should this include?

The LVIA should detail the potential impact of the proposal on the landscape along with proposed measures to mitigate that impact.

Guidance

Section 15 Conserving and enhancing the natural environment of the National Planning Policy Framework

Please also see policies DP12 and DP16 of the [Mid Sussex District Plan 2014-2031](#)

Lighting Assessment

When is this required?

A lighting assessment will be required for applications for the provision or alteration of floodlighting, or any other planning applications other than householder that include external lighting.

What should this include?

- Proposals involving the provision of publicly accessible developments, in the vicinity of residential property, a listed building or a conservation area, or open countryside, where external lighting would be provided or made necessary by the development, should be required to be accompanied by details of external lighting and the proposed hours when the lighting would be switched on.
- The details provided should also include a layout plan showing vertical and horizontal illuminance and a schedule of the equipment in the design.

Guidance

Planning Practice Guidance, [Light Pollution](#).

Please also see policy DP29 of [Mid Sussex District Plan 2014-2031](#)

CAP 738: Safeguarding of Aerodromes paras 3.17 to 3.20 on page 2

Noise Impact Assessment

When is this required?

Applications for developments that raise issues of disturbance by noise to the occupants of nearby existing buildings, and for developments that are considered to be noise sensitive, and which are proposed to be sited close to existing sources of noise. This may include, but is not limited to:

- Residential Developments
- Offices
- Hospitals
- Schools

What should this include?

The Noise Impact Assessment should consist of a report conducted by a suitably qualified acoustician.

Guidance

Planning Practice Guidance, [Noise](#).

Section 15 Conserving and enhancing the natural environment of the National Planning Policy Framework

Please see also policy DP29 of [Mid Sussex District Plan 2014-2031](#)

Please also see Planning Noise Advice Document: Sussex (2015) (Latest update currently out for consultation)

Open Space Assessment

When is this required?

An Open Space Assessment is required for applications for development on school playing fields or public areas, e.g. parks.

What should this include?

An Open Space Assessment should include:

- Plans showing any areas of existing or proposed open space within or adjoining the application site.
- Demonstration that the land in question has been suitably assessed and deemed to be surplus to requirements, or that the loss of open space has been replaced by equivalent or better provision in terms of quantity, quality and location
- If the proposal is for alternative sports or recreational provisions, it must be shown that the need for the proposed development outweighs the loss of the existing provisions.

Guidance

Section 8 Promoting healthy and safe communities of the National Planning Policy Framework.

Planning Practice Guidance, [Open space, sports and recreation facilities, public rights of way and local green space](#).

Please see also policy DP24 of the [Mid Sussex District Plan 2014-2031](#)

Planning Obligation Instruction Form

When is this required?

A Planning Obligation Instruction Form is required in instances where financial contributions to local infrastructure and/or appropriate on-site mitigation or infrastructure provision will need to be secured as part of the application. The applications that this applies to are:

- Applications relating to a net increase of 5 or more units or where affordable housing is required
- Applications for the creation of additional residential units or annexes within the 7km buffer zone surrounding the Ashdown Forest.
- Applications for Holiday Lets within 7km of the Ashdown Forest
- Removal or Variation of Condition (Section 73) applications when required on the original application
- Commercial developments are considered on an individual basis. Applicants are advised to contact West Sussex County Council Highway Authority and the District Council's Leisure section before submitting an application. [Information for Developers](#) including other contributions may be viewed on their website.

What should this include?

Submission of a Planning Obligation Instruction Form with sections 1 to 8 completed. A copy of the form can be obtained at [this webpage](#).

Guidance

Planning obligations are private agreements negotiated between local planning authorities and person(s) with an interest in the land forming the application site entered pursuant to section 106 of

the Town and Country Planning Act 1990 as amended. Planning Obligations assist in mitigating the impact of unacceptable development to make it acceptable in planning terms. Planning Obligations must meet the statutory tests contained in Regulation 122 of the Community Infrastructure Levy Regulations 2010.

The Council encourages early discussion to confirm and establish any infrastructure requirements that may apply.

Section 4 Decision-making of the National Planning Policy Framework

Planning Practice Guidance, [Planning Obligations](#).

[Development Infrastructure and Contributions SPD \(July 2018\)](#)

Please see the "[Ashdown Forest](#)" Page on our website to view our "Strategic Access Management and Monitoring (SAMM) and "Suitable Alternative Natural Greenspace (SANG) strategies and tariffs.

Please see the [West Sussex County Council](#) website for guidance on infrastructure contributions.

Planning Statement

When is this required?

A planning statement is required for all applications except those for trees, householders, and minor alterations to commercial premises.

What should this include?

The submission of a supporting planning statement provides the opportunity for the applicant to present the case for the proposal to be granted planning permission. Therefore, the statement should include:

- Identification of the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national, regional and local planning policies.
- It may also include details of consultations with the local planning authority and wider community/statutory consultees undertaken prior to submission.
- Airport Safeguarding, where relevant.

Road Safety Audit and Designers Response

When a Road Safety Audit is Required:

For all 'major' planning applications that include any of the following:

- Alteration to an existing highway,
- Intensification of use of an existing access. Intensification is generally defined as 50 or more vehicle movements per day. However, it is recommended that clarification is sought from WSCC where a proposal involves the intensification of an existing access as other issues such as collision data, visibility and geometry would need to be considered.
- Formation of a new access,
- Off-site highway improvements,
- New residential estate roads where a through route is created, where a bus route is created or where the road serves access to a school or other major community or retail facility.

('major' applications are defined as;

- Residential development of 10 units or more; or
 - The development is to be carried out on a site having an area of 0.5 ha or more when the numbers are unknown
 - Commercial development of 1,000m² or more
 - The development is carried out on a site have an area of 1 ha or more.)
- For all other planning applications that include proposals that do not meet recognised standards, the need for a safety audit will be assessed by West Sussex County Council officers. Of particular interest will be visibility, geometry and junction location. Safety Audits will not normally be required, for minor applications, if guidance set out in Manual for Streets or Design Manual for Roads & Bridges is achieved.
 - Safety Audits must be undertaken in compliance with GG/119, Road Safety Audit. A Designer's Response must accompany any Road Safety Audit

Guidance

The [Road Safety Audit Policy](#) on the West Sussex County Council Road Agreements web page explains the procedure for developer proposals requiring a Road Safety Audit.

Statement of Community Involvement

When is this required?

A Statement of Community involvement is required for applications that include:

- Residential development of 50 units or more or a site area of 0.5 hectares (5000m²) or more when the numbers of units are unknown
- Commercial development of 1,000m² or more or a site area of 1 hectare (10,000m²) or more.
- Onshore windfarms

What should this include?

The Statement of Community Involvement should demonstrate that the views of the local community have been sought and taken into account in the formulation of development proposals. A proportionate approach is required depending on the scale and likely impact of the development proposal. This may include:

- Reports following discussions with the District, Town, or Parish Councils,
- Reports of feedback obtained from public exhibition,
- Details of leafletting or other advertisements in the local area and a report of any feedback received.

Guidance

The Councils' [Statement of Community Involvement](#) may be viewed on our website.

Structural Surveys

When is this required?

A Structural Survey will be required for applications where the structural integrity of a building is likely to be a key consideration. This may include but is not limited to:

- Re-use or alteration of rural buildings including barn conversions.
- Re-use or alteration of older buildings.

What should this include?

A structural survey should include:

- appraisal of the structural stability of the building,
- schedule of the work that is required to make the building fit for the proposed purpose,
- method statement for carrying out the work,
- plans detailing the repairs and alterations required.

Guidance

The survey should be carried out by an independent specialist consultant.

DP15 of the [Mid Sussex District Plan 2014-2031](#)

Supplementary Information for Telecommunications Development

When is this required?

This information is required for applications for mast and antenna development by mobile phone network operators as set out in section 10 of the [National Planning Policy Framework](#)

What should this include?

- Details of 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,
- For an application 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;
- For an application 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.

Guidance

Please also see DP23 of the [Mid Sussex District Plan 2014-2031](#)

Sustainability and Energy Assessment

When is this required?

A Sustainability Statement is required for all applications with the exceptions of:

- Householder planning applications,
- Non-residential change of use applications
- Listed building consent applications.

What should this include?

A Sustainability Statement should contain all details necessary to demonstrate how the proposed development will be efficient in its use of energy, water and drainage to comply with Policy DP39 of the Mid Sussex District Plan and any relevant Neighbourhood Plan policy.

Guidance

Please see policy DP39 of the [Mid Sussex District Plan 2014-2031](#).

Section 14 Meeting the challenge of climate change, flooding and coastal change of the [National Planning Policy Framework](#).

Planning Policy Guidance, [Renewable and low carbon energy](#).

Town Centre Impact Assessment

When is this required?

A Town Centre Impact Assessment, to include a sequential test, is required for proposals that include creation of floorspace exceeding 500m² gross of main town centre uses (as defined in the NPPF), outside of town centres which are not in accordance with an up-to-date Local Plan.

What should this include?

A Town Centre Impact Assessment should include:

- The impact of the proposal on existing, committed and planned public and private investment in a centre or centres in the catchment area of the proposal
- The impact of the proposal on town centre vitality and viability, including local consumer choice and trade in the town centre and wider area.

Guidance

Section 7 Ensuring the vitality of town centres [National Planning Policy Framework](#)

Planning Practice Guidance, [Town Centres and Retail](#)

Policy DP2 of the [Mid Sussex District Plan 2014-2031](#)

Transport Assessment and Transport Statement

When is this required?

A Transport Assessment is generally required for:

- Residential development of more than 80 units.
- Commercial Development falling within use class E(g) (Business) resulting in over 2500m² floor space.

A Transport Statement is generally required for:

- Residential development of up to 50 - 80 units.
- Commercial Development falling within use class E(g) (Business) resulting in 1500m² – 2500m² floor space.

The thresholds for the level of assessment are for guidance purposes and we would always encourage early discussion with West Sussex County Council as Highway Authority to discuss the scope of assessment required for Transport Assessments & Statements. Further details of pre-application advice and how to obtain this from the Highway Authority is available here:

<https://www.westsussex.gov.uk/roads-and-travel/information-for-developers/pre-application-advice-for-roads-and-transport/>

What should this include?

Both Transport Assessments and Transport Statements should include:

- Illustration of the accessibility to the site by all modes of transport,
- Demonstration of the likely modal split of journeys to and from the site.
- Details of proposed measures to improve access by public transport, walking and cycling to reduce the need for parking associated with the proposal and mitigate transport impact.
- A Design Audit of highway works proposed. Which should state the design guidance used (e.g., Design Manual for Roads and Bridges, Manual for Streets, etc.), how the design complies with this guidance and identifying any departures from any standards. Further guidance can be found in the [Transport evidence bases in plan making](#), (March 2015) published by the Department for Communities and Local Government.
- A Stage 1 Road Safety Audit (only necessary if required under WSCC Safety Audit policy).

Guidance:

[West Sussex County Council Transport Assessment Methodology](#) (June 2007)

Section 9 Promoting sustainable transport of the National Planning Policy Framework.

Planning practice guidance, [Transport evidence bases in plan making and decision taking](#).

Policy DP21 of the [Mid Sussex District Plan 2014-2031](#)

Travel Plans and Travel Plan Statements

When is this required?

As a rule, a Travel Plan Statement is required for sites where a *Transport Statement* is required, and full Travel Plan is required for sites where a *Transport Assessment* is required.

The thresholds for Travel Plan Statements and full Travel Plans are contained within West Sussex County Council's Development Travel Plans Policy (see below):

What should this include?

Full Travel Plans should include:

- Background information about the site including any relevant travel information (e.g., staff travel surveys).
- A nominated Travel Plan Co-ordinator (including contact details).
- Details of the measures, information, and incentives that will be introduced to encourage use of non-car modes and car sharing. (N.B. for residential developments each dwelling should be offered a £150 voucher which can be used as a contribution towards a new bicycle, cycle training, a bus or rail season ticket, or membership of a Car Club etc.).
- Details of any measures and incentives that will be introduced to reduce the need to travel in the first place.
- Details of how the Travel Plan will be monitored (in accordance with the TRICS UK Standard Methodology).
- A target to achieve a 12-hour weekday vehicle trip rate that is either 10% lower (rural areas) or 15% lower (urban areas) than is predicted in the accompanying Transport Assessment for a 'no Travel Plan' scenario.
- A commitment to achieving this target with the agreed monitoring period (usually 5 years from initial occupation for workplaces and 5 years from an agreed occupation level for residential sites).
- Details of the remedial/enforcement action that will follow if the target is not achieved. (N.B. for residential developments this should consist of a second offer of £150 travel vouchers to each dwelling).

Travel Plan Statements should include:

- Background information about the site including any relevant travel information (e.g., staff travel surveys).
- A nominated Travel Plan Co-ordinator (including contact details).
- Details of the measures, information, and incentives that will be introduced to encourage use of non-car modes and car sharing. (N.B. for residential developments each dwelling should be offered a £150 voucher which can be used as a contribution towards a new bicycle, cycle training, a bus or rail season ticket, or membership of a Car Club etc.).
- Details of any measures and incentives that will be introduced to reduce the need to travel in the first place.
- Details of how the Travel Plan will be monitored (e.g., through questionnaire surveys)
- A commitment to the setting a modal shift target based on the outcomes of the initial travel survey.
- A commitment to achieving the target within 5 years of occupation.

The County Council has developed a range of tools, incentives, and publicity material for inclusion in Travel Plans and Travel Plan Statements. For full details of what to include in this plan please refer to West Sussex County Council Highways directly on planninghighways@westsussex.gov.uk.

Guidance:

A copy of West Sussex County Council's Development Travel Plans Policy is available upon request from planninghighways@westsussex.gov.uk. The County Council has also produced

guidance for developing Travel Plan Statements.

Planning Practice Guidance, [Travel Plans, Transport Assessments and Statements](#).

Section 9 Promoting sustainable transport of the National Planning Policy Framework.

Policy DP21 of the [Mid Sussex District Plan 2014-2031](#).

Tree and Landscaping Implications

When is this required?

A Tree Report will be required for:

- Applications where there are trees within 15m of the development
- Applications where trees are to be removed as part of the development.

What should this include?

Information will be required on which trees are to be retained and on the means of protecting these trees during construction works. This information should be prepared by a qualified arboriculturist in the form of an Arboricultural Impact Assessment or Method Statement.

Guidance

The tree survey should include such detail as required by British Standard 5837 (2012) Trees in relation to design, demolition, and construction – recommendations.

Please also see policy DP37 of the [Mid Sussex District Plan 2014-2031](#).

Section 15 Conserving and enhancing the natural environment National Planning Policy Framework.

Natural England and Forestry Commission: [Ancient woodland, ancient trees and veteran trees: Advice for making planning decisions](#)

CAP 772: Wildlife Hazard Management at Aerodromes - and the section on 'Wildlife Attractant Habitats' Off Aerodrome starting on page 25

CAP 738: Safeguarding of Aerodromes - under paras 3.21 to 3.23 on page 27

Ventilation and Extraction Statement

When is this required?

A Ventilation and Extraction Statement will be required for:

- Applications for the creation of floorspace falling within planning use classes E(b) (Restaurants and Cafes), Drinking Establishments and Hot Food Takeaways. This includes both new builds and change of use of existing buildings.
- Any other applications where ventilation or extraction equipment is proposed to be installed.

What should this include?

A Ventilation and Extraction Statement should include:

- Details of the position and design of ventilation and extraction equipment, including odour

- abatement techniques and acoustic noise characteristics.
- The acoustic assessment shall be carried out in accordance with British Standard 4142-2014+A1-2019: Methods for rating and assessing industrial and commercial sound
 - The odour assessment shall be carried out in accordance with current industry accepted guidance.

Guidance

Please also see policy DP29 of the [Mid Sussex District Plan 2014-2031](#).

National Planning Policy Framework.

DEFRA [Nuisance smells: How councils deal with complaints](#)

Viability Appraisal

When is this required?

A Viability Appraisal will be required for:

- Those applications which are non-policy compliant in respect of financial contributions to the provision of infrastructure and/or Affordable Housing.

What should this include?

Viability Appraisal must be submitted in a standardised and accessible format with full supporting evidence to substantiate the inputs and assumptions used (as detailed in the Development Viability SPD (July 2018)) Details of discussions with Registered Providers of affordable housing to inform the value of affordable housing assumed within an assessment should also be included

It should also be noted that:

In order to ensure openness and transparency in the planning process all viability information will be made publicly available on the public planning register alongside other planning application documentation

Redaction of any information will only be allowed in exceptional circumstances and only in the event that the disclosure of an element of a Viability Appraisal would clearly cause harm to the public interest to an extent that is not outweighed by the benefits of disclosure

Applicants wishing to make a case for exceptional circumstances should provide full justification as to the extent to which disclosure of a specific piece of information would cause an 'adverse effect' and harm to the public interest, that is not outweighed by the public benefits of disclosure.

It should be noted that any justification provided as to the extent of harm that would occur if the information was disclosed will also be placed on the public planning register whether or not accepted.

Guidance

[Development Infrastructure and Contributions SPD](#) (July 2018)

[Affordable Housing SPD](#) (July 2018)

[Development Viability SPD](#) (July 2018)

Policies DP20 and DP31 of the [Mid Sussex District Plan 2014-2031](#)

Minerals and Waste Safeguarding

Mineral Resource Assessment

When is this required?

Applications for new development that fall within the Mineral Consultation Area and within the criteria set out in the 'Minerals and Waste Safeguarding Guidance'.

What should this include?

An assessment of the underlying mineral, taking into account the information listed in the 'Minerals and Waste Safeguarding Guidance' and how the proposal addresses Policy M9 of the Joint Minerals Local Plan (2018).

Guidance

Policy M9 of the West Sussex County Council [Joint Minerals Local Plan, 2018](#)

Minerals and Waste Safeguarding [Guidance](#)

Mineral Infrastructure Statement

When is this required?

Required for all development that falls within 250 metres of minerals infrastructure within the Mineral Consultation Area as set out in the 'Minerals and Waste Safeguarding Guidance'.

What should this include?

An assessment of the impact the non-mineral development will have on the minerals infrastructure taking into account the information in the 'Minerals and Waste Safeguarding Guidance' and how the proposal addresses Policy M10 of the Joint Minerals Local Plan (2018).

Guidance

Policy M10 of the West Sussex County Council [Joint Minerals Local Plan \(July 2018\)](#)

West Sussex County Council Minerals and Waste Safeguarding [Guidance](#)

Waste Infrastructure Statement

When is this required?

Required for all development that falls within a Waste Consultation Area as set out in the 'Minerals and Waste Safeguarding Guidance'.

What should this include?

An assessment of the impact the development will have on the waste infrastructure, taking into account the information listed the 'Minerals and Waste Safeguarding Guidance' and how the

proposal addresses Policy W2 of the West Sussex Waste Local Plan (2014).

Guidance

Policy W2 of the West Sussex County Council [Waste Local Plan \(2014\)](#)

West Sussex County Council Minerals and Waste Safeguarding [Guidance](#)