



District Executive (Informal)

Thursday 7th April 2022

9.30 am

**Virtual Meeting
using Zoom meeting software**

The following members are requested to attend the meeting:

Jason Baker
Mike Best
John Clark
Adam Dance
Sarah Dyke

Peter Gubbins
Henry Hobhouse
Val Keitch
Tony Lock
Peter Seib

Any members of the public wishing to address the meeting at Public Question Time need to email democracy@southsomerset.gov.uk by 9.00am on Wednesday 6th April 2022

The meeting will be viewable online at:

https://www.youtube.com/channel/UCSDst3IHGj9WoGnwJGF_soA

For further information on the items to be discussed, please contact democracy@southsomerset.gov.uk

This Agenda was issued on Wednesday 30 March 2022.

Jane Portman,
Chief Executive

**This information is also available on our website
www.southsomerset.gov.uk and via the Modern.gov app**

Information for the Public

In light of the coronavirus pandemic (COVID-19), District Executive Committee will meet virtually via video-conferencing to consider reports. As of 7 May 2021 some interim arrangements are in place for committee meetings.

At the meeting of Full Council on 15 April 2021 it was agreed to make the following changes to the Council's Constitution:

- a) To continue to enable members to hold remote, virtual meetings using available technology;
- b) To amend Part 3 (Responsibility for Functions) of the Council's Constitution to allow those remote meetings to function as consultative bodies and delegate decisions, including Executive and Quasi-Judicial decisions, that would have been taken by those meetings if the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 had continued in force to the Chief Executive (or the relevant Director in the Chief Executive's absence) in consultation with those meetings and those members to whom the decision would otherwise have been delegated under Part 3 of the Constitution;
- c) The delegated authority given under (b) will expire on 31 July 2021 unless continued by a future decision of this Council;

For full details and to view the report please see -

<https://modgov.southsomerset.gov.uk/ieListDocuments.aspx?CId=137&MId=2981&Ver=4>

Further to the above, at the meeting of Full Council on 8 July 2021, it was agreed to extend the arrangements for a further 6 months to 8 January 2022, and at the Council meeting of 16 December 2021, a further extension to 8 July 2022 was agreed.

For full details and to view the reports please see -

<https://modgov.southsomerset.gov.uk/ieListMeetings.aspx?CId=137&Year=0>

District Executive

Meetings of the District Executive are usually held monthly, at 9.30am, on the first Thursday of the month (unless advised otherwise).

The District Executive co-ordinates the policy objectives of the Council and gives the Area Committees strategic direction. It carries out all of the local authority's functions which are not the responsibility of any other part of the Council. It delegates some of its responsibilities to Area Committees, officers and individual portfolio holders within limits set by the Council's Constitution. When major decisions are to be discussed or made, these are published in the Executive Forward Plan in so far as they can be anticipated.

The Executive Forward Plan and copies of executive reports and decisions are published on the Council's web site: <http://modgov.southsomerset.gov.uk/ieDocHome.aspx?bcr=1>

Agendas and minutes can also be viewed via the modern.gov app (free) available for iPads and Android devices. Search for 'modern.gov' in the app store for your device, install, and select 'South Somerset' from the list of publishers, then select the committees of interest. A wi-fi signal will be required for a very short time to download an agenda but once downloaded, documents will be viewable offline.

Public participation at meetings (held via Zoom)

Public question time

We recognise that these are challenging times but we still value the public's contribution to our virtual meetings. If you would like to participate and contribute in the meeting, please join on-line through Zoom at: <https://zoom.us/join> You will need an internet connection to do this.

Please email democracy@southsomerset.gov.uk for the details to join the meeting.

If you would like to view the meeting without participating, please see: https://www.youtube.com/channel/UCSDst3IHGj9WoGnwJGF_soA

The period allowed for participation in Public Question Time shall not exceed 15 minutes except with the consent of the Chairman and members of the Committee. Each individual speaker shall be restricted to a total of three minutes.

If you would like to address the meeting at Public Question Time, please email democracy@southsomerset.gov.uk by 9.00am on Wednesday 6th April 2022. When you have registered, the Chairman will invite you to speak at the appropriate time during the virtual meeting.

Virtual meeting etiquette:

- Consider joining the meeting early to ensure your technology is working correctly.
- Please note that we will mute all public attendees to minimise background noise. If you have registered to speak during the virtual meeting, the Chairman will un-mute your microphone at the appropriate time.
- Each individual speaker shall be restricted to a total of three minutes.
- When speaking, keep your points clear and concise.
- Please speak clearly – the Councillors are interested in your comments.

District Executive (Informal)

Thursday 7 April 2022

Agenda

1. Minutes of Previous Meeting

To approve as a correct record the minutes of the District Executive meeting held on 3rd March 2022.

2. Apologies for Absence

3. Declarations of Interest

In accordance with the Council's current Code of Conduct (as amended 26 February 2015), which includes all the provisions relating to Disclosable Pecuniary Interests (DPI), personal and prejudicial interests, Members are asked to declare any DPI and also any personal interests (and whether or not such personal interests are also "prejudicial") in relation to any matter on the Agenda for this meeting.

Members are reminded that they need to declare the fact that they are also a member of a County, Town or Parish Council as a Personal Interest. Where you are also a member of Somerset County Council and/or a Town or Parish Council within South Somerset you must declare a prejudicial interest in any business on the agenda where there is a financial benefit or gain or advantage to Somerset County Council and/or a Town or Parish Council which would be at the cost or to the financial disadvantage of South Somerset District Council.

4. Public Question Time

5. Chairman's Announcements

Items for Discussion

6. Planning Re-imagined - Changes to the Scheme of Delegation to increase the efficiency of the Planning Service (Pages 6 - 11)

7. Planning - Planning Application Validation Requirements; Revised Validation Checklist (Pages 12 - 113)

8. Planning - Discretionary fees for Pre-application advice and associated services (Pages 114 - 121)

9. Annual review of the Regulation of Investigatory Powers Act 2000 (RIPA) (Pages 122 - 154)

10. District Executive Forward Plan (Pages 155 - 159)

11. Date of Next Meeting (Page 160)

12. Exclusion of Press and Public (Page 161)

13. Briefing on Local Government Reorganisation (Confidential) (Page 162)



Planning Re-imagined – Changes to the Scheme of Delegation to increase the efficiency of the Planning Service

Executive Portfolio Holder: Tony Lock Protecting Core Services
Strategic Director: Kirsty Larkins Director-Service Delivery
Service Manager: John Hammond Lead Specialist Built Environment
Contact Details: John.Hammond@southsomerset.gov.uk

Purpose of the Report

1. The purpose of the report is to set out proposed changes to the Scheme of Delegation in relation to planning applications.

Forward Plan

2. This report appeared on the Executive Forward Plan for April 2022.

Public Interest

3. The Council is responsible for determining arrange of development applications under the provisions of The Town & Country Planning Act 1990 (As amended) together with the Listed Buildings and Conservation Areas Act 1990 (As amended) application including a range of development consents set within the Council's Scheme of Delegation.
4. The Scheme of Delegation defines the mechanism for apportioning responsibility for decision making between the Regulation Committee, the Area Committees and therefore the decisions that are delegated to lead officers to determine on behalf of the Council
5. The Scheme of Delegation enables decisions that impact upon the wider public interest to be made in a public forum, whilst recognising that the majority of planning decisions are more straightforward and can be determined by officers.
6. The proposed changes will reduce the number of applications that are referred directly to the Regulation Committee without there being scope to review their actual importance and impact of the form of previously approved developments and projects. The changes will also clarify how the Council determines "Permission in Principle" application types for which a fixed determination period is applied. The recommendations will therefore make more effective use of committee decision making and reduce the resources required to determine more straightforward applications through the delegated route.

Recommendations

7. That the District Executive recommend that Full Council make the following changes to the Constitution:-



South Somerset District Council

- (i) Replace the current first paragraph of Article 8.03 with the following words:

“The Regulation Committee shall determine applications for planning permission referred from the area committees in accordance with the approved guidelines set out in part 3 of this document. The initial submission of any “Major Major” category application will be dealt with by the Regulation committee”. Thereafter, proposals for subsequent variations to the original permission, will be referred to the ward member(s) and Area Chairman to review whether or not the issues raised by the variation application, and the consultation responses to them, merit determination at committee. Where the proposed changes are concluded to be of a minor nature the determination of those applications will be delegated to the Lead Specialist – Built Environment.” (new text underlined)

- (ii) Amend paragraph 160 of the Schedule of Functions Delegated to Officers to read as follows:

“The determination of all notifications, including applications for Permission in Principle and for Technical Details consent.” (new text underlined)

Background

8. The Council is a Local Planning Authority with responsibility for determining a range of planning applications. The majority of planning decisions are made using delegated powers. The more significant, contentious or controversial applications are referred to the either or both of the Area Committees and the Regulation Committee for determination.
9. When an application is referred for a Committee decision it puts in place a process which is very resource intensive involving interaction with Democratic Services, publication of agendas, pre-committee briefings and attendance at the committee meetings as well as drafting of minutes and subsequent approval.
10. The Planning Reimagined Members Working Group was established to identify opportunities for improvements in the planning service and to support the introduction of those improvements. One area of review related to a consideration of the benefits that derive from decision making in relation to differing decision types being taken in the public realm.
11. In 2021 this led to the Scheme of Delegation being revised to remove householder and listed building applications from being referred to the Area Committees for determination and streamlined the process for dealing with “Major Major” applications which were referred directly to the Regulation Committee to reduce the instances where such applications were effectively determined twice, firstly at Area Committee and secondly at the Regulation Committee.
12. By reason of their scale (200 dwellings or sites in excess of 2 Hectares) Major Major applications are often the subject of subsequent changes, generally submitted by way of “minor amendments” applications under S.73 of the Act. It is often the case that such subsequent minor amendments are, in themselves, not controversial or are limited interest to consultees or to the public, however as currently drafted, the Scheme of Delegation requires them to be determined by the Regulation Committee. A frequent



South Somerset District Council

example of such applications is the extension of time for the operation of an already approved solar farm.

13. The Permission in Principle application type was introduced by the Housing and Planning Act in 2016 and is not formally covered by the current Scheme of Delegation. It provides an alternative way of obtaining permission for housing led development. The approach mirrors the outline and reserved matters route to decision making in that the permission is also in two stages, Permission in Principle, followed by Technical Details Consent. This approach is not available for major development accompanied by an Environmental Impact Assessment or development impacted by The Habitats Regulations.
14. The approach however differs from a planning application in that there is a statutory (as opposed to target) timetable for decision making which is 5 weeks from validation. Given that the application type has a 21 day consultation period and that reports for committee are required to be completed 2 weeks prior to the committee date, in practice any Permission in Principle application referred to committee would be automatically approved prior to the committee meeting itself by reason consultation period and the committee referral period taking up the full five weeks, always assuming the committee timetable coincided exactly with the expiry of the consultation period. In practice therefore any applicant using the Permission in Principle route would refuse to agree an extension of time for determination of a committee bound application in the knowledge that the scheme will be approved by default before the committee meeting.

The Constitution and Proposed Amendments

15. Article 8 of the Constitution sets out the terms of reference of Regulation Committee. Part 3 of the Constitution covers responsibility for functions and the Schedule in section 6 covers the functions delegated to Officers. Paragraphs 156 – 181 of that Schedule set out the planning decisions delegated to officers.
16. In relation to Major Major applications, in 2021 the Council agreed to re-word the first paragraph of Article 8.03 of the Constitution to read:

“The Regulation Committee shall determine applications for planning permission referred from the area committees in accordance with the approved guidelines set out in part 3 of this document. “Major Major” category applications will be dealt with by the Regulation committee”. (New text underlined)
17. It is proposed that this Article is amplified to now read:

“The Regulation Committee shall determine applications for planning permission referred from the area committees in accordance with the approved guidelines set out in part 3 of this document. The initial submission of any “Major Major” category application will be dealt with by the Regulation committee”. Thereafter, proposals for subsequent variations to the original permission, will be referred to the ward member(s) and Area Chairman to review whether or not the issues raised by the variation application, and the consultation responses to them, merit determination at committee. Where the proposed changes are concluded to be of a minor nature the determination of those applications will be delegated to the Lead Specialist – Built Environment.” (new text underlined)

18. Section 6 of the Scheme of Delegation, paragraph 160 delegates decision making for all notifications. (Covering notifications for Prior Approvals under the General Permitted Development Order.) This deals with time limited applications for prior approval for changes of use of land and buildings. It is proposed that this paragraph is amended to read *“The determination of all notifications, including applications for Permission in Principle and for Technical Details consent.”* (new text underlined)

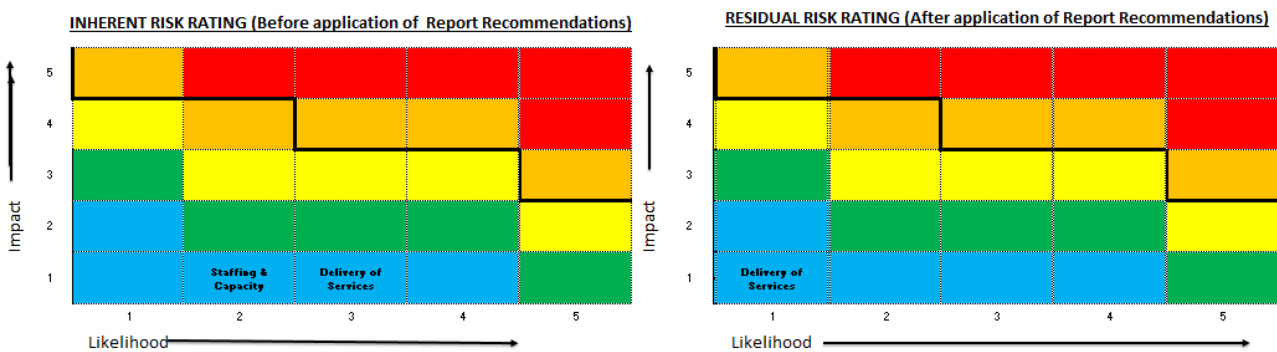
Financial Implications

19. There is a financial benefit to making quicker decisions of not contentious planning applications as well as more minor development types. There is a further reduction in resource requirements where applications can be determined under delegated powers where there is no public interest in that decision being made in a public forum.

Legal implications (if any) and details of Statutory Powers

20. Power to delegate functions to officers is contained in section 101 of the Local Government Act 1972.

Risk Matrix



Risk Re	Risk Category	Inherent Risk Rating	Residual Risk Rating
1	Project / programme delivery	0	0
2	Financial	0	0
3	Delivery of Services	4	1
4	Staffing & Capacity	3	1
5	Reputation	0	0
6	Health & Safety	0	0
7	Governance & Legal	0	0

Risk Description	Mediation / Controls
0	0
0	0
Unnecessary delays in determining applications	Removing uncontentious applications from committee, reduced resource & improved speed
Time spent presenting reports & arranging committee for simple applications	Improved delegation reducing number of committee items
0	0
0	0
0	0

Council Plan Implications

21. These revisions will enable more efficient use of resources to be achieved, allowing a greater focus upon delivering the Council’s Priority Projects relating to regeneration and the delivery of key housing sites and associated infrastructure.



22. Nothing arising from this report.

Equality and Diversity Implications

<i>An Equality Impact Relevance Check Form has been completed in respect of the Proposal?</i>	Yes
<i>The Impact Relevance Check indicated that a full EIA was required?</i>	No
<i>If an EIA was not required please attach the Impact Relevance Check Form as an Appendix to this report and provide a brief summary of its findings in the comments box below.</i>	
<i>If an EIA was required please attach the completed EIA form as an Appendix to this report and provide a brief summary of the result of your Equality Impact Assessment in the comment box below.</i>	
Additional Comments	
<i>The revisions to the Scheme of Delegation relate to the mechanism for the assessment of a range of development application types. The issues and appraisal would not alter between the committee and delegated decision making options. Public and consultee engagement would remain the same for both decision making options.</i>	

Privacy Impact Assessment

23. There are no privacy issues raised by this report.

Background Papers

- Appendix A – Equality Impact Assessment Check Form

Equality Impact Relevance Check Form



The Public Sector Equality Duty requires us to eliminate discrimination, advance equality of opportunity and foster good relations with protected groups. This tool will identify the equalities relevance of a proposal, and establish whether a full Equality Impact Assessment will be required.

What is the proposal?	
Name of the proposal	Revisions to Scheme of Delegation
Type of proposal (new or changed Strategy, policy, project, service or budget):	Changes to process for development decisions
Brief description of the proposal:	To delegate planning decisions in the public interest
Name of lead officer:	John Hammond

You should consider whether the proposal has the potential to negatively impact on citizens or staff in the following ways:

- Access to or participation in a service,
- Levels of representation in our workforce, or
- Reducing quality of life (i.e. health, education, standard of living)

A negative impact is any change that could be considered detrimental. If a negative impact is imposed on any citizens or staff with protected characteristics, the Council has a legal duty to undertake a full Equality Impact Assessment.

Could your proposal negatively impact citizens with protected characteristics? (This includes service users and the wider community)	NO
Could your proposal negatively impact staff with protected characteristics? (i.e. reduction in posts, changes to working hours or locations, changes in pay)	NO

Is a full Equality Impact Assessment required?	NO
If Yes, Please provide a brief description of where there may be negative impacts, and for whom. Then complete a full Equality Impact assessment Form	
If No, Please set out your justification for why not.	
The proposed changes to the Scheme of Delegation relate to application types where there are no new issues of public interest arising from the application type, or to bring the decision making in line with that applied to other time limited application types. Public and consultee engagement would remain the same for both decision making options. It the view, therefore, that this proposed change to the Scheme of Delegation is unlikely to have a negative impact on people sharing Protected Characteristics and a full EIA is not required.	
Service Director / Manager sign-off and date	John Hammond 10/02/2022
Equalities Officer sign-off and date	Dave CRisfield 30 th March 2022

Planning – Planning Application Validation Requirements; Revised Validation Checklist

Executive Portfolio Holder: Tony Lock, Protecting Core Services
Strategic Director: Kirsty Larkins, Director-Service Delivery
Service Manager: John Hammond, Lead Specialist Built Environment
Contact Details: John.Hammond@southsomerset.gov.uk

Purpose of the Report

1. The purpose of the report is to set out proposed changes to the established Planning Application Validation Guide and Checklist introduced by the Council in July 2020 and to seek approval for a public consultation upon the changes proposed.

Forward Plan

2. This report appeared on the Executive Forward Plan for April 2022.

Public Interest

3. As part of the Council's commitment to service improvement it established a "Planning Reimagined Members Working Group" to review existing operating practices and identify opportunities for improvements to the planning service and to support the introduction of those improvements. The introduction of a Validation Checklist represents an opportunity to improve the development management planning service by offering clarity over the number and type of submissions that are required to accompany a planning application of a particular type.
4. In the interests of delivering a consistent service at the point of receipt, the adoption of a Validation Checklist provides clarity over the minimum requirements that an application must achieve in order that the decision maker and consultees have access to sufficient information to enable them to understand the scope and consequences of the application proposals.
5. Having adopted a Validation Checklist in July 2020, the timetable for regular review requires the Council to re-visit the adopted document and where necessary, to update it.

Recommendations

6. That the District Executive recommend that the Chief Executive agree the revised Planning Application Validation Requirements document for consultation, following which it will be referred to Full Council for the adoption of a revised Planning Checklist.

Background



South Somerset District Council

7. The July 2020 Validation Checklist provided the Council with an opportunity to identify those documents, in addition to the ones required by the national validation checklist that it considered to be sufficient important to be required as part of an application's validation requirements.
8. Where one is adopted, The Town and Country Planning (Development Management Procedure) (England) Order 2015 Part 3, Article 11 (3) (d) requires that it is reviewed and re-published bi-annually.
9. Following public consultation and adoption, the Council has monitored the value added to planning applications by reason of the Checklist securing additional information to enable consultees and third parties to make a more informed response upon planning application consultations.
10. Feedback on the requirements introduced in 2020 has allowed the Council to evaluate which documents improve the quality of the application, and also which documents, do not improve the application's assessment.
11. Additionally, over the past two years the types of document that would improve consultee and third party understanding and appraisal have changed and this review provides an opportunity to amend and update the Checklist to reflect such changes.
12. The Guide provided detailed information upon the minimum requirements for any drawings submitted. The guide also introduced three checklist forms; the Neighbour Consultation List, the Validation Checklist Form and the Biodiversity Checklist.
13. The Guide also defined the circumstances where any application within the minor or major category would require supporting documents such as:
 - Agricultural Appraisals
 - Contamination Reports
 - Drainage Plans & Strategies,
 - Ecology Reports
 - Landscape & Visual Impact Assessments
 - Landscape Plans as part of an early submission
 - Structural Surveys
 - Transport Assessments and Statements
 - Noise Assessments
 - Photographs
 - Tree & Hedgerow Reports,
14. Over the nearly two year period since adoption it has become clear that certain documents have been requested either because they form part of the plans list, or they have been required documents to accompany all applications, but their submission has not added value to the application. These include:
 - Site sections on flat sites
 - Roof plans for buildings with simple roof forms



South Somerset District Council

- Neighbour Consultation List given that it does not require any consultation and is generally ticked as no or not applicable
- The Validation Checklist, which is a helpful document but not a necessary submission of itself
- The Biodiversity Checklist where the application is already accompanied by relevant ecology reports

15. Equally, since July 2020 a number of new planning issues of relevance to the determination process have come to the fore and a review of the Checklist allows for new requirements to be introduced to ensure applications are responding to the requirements particularly of consultees.

16. These additional requirements include:

- Nutrient Neutrality Assessment and Mitigation Strategies to respond to Natural England's position on phosphates within the Somerset Levels and Moors Catchment Ramsar Site and River Axe Special Area of Conservation
- Foul Drainage Assessment, again particularly relevant to minor and major residential, tourist and livestock applications within the Somerset Levels and Moors and River Axe catchments
- A Sustainability Statement for major developments to consider construction methodologies and use of resources for major development proposals
- Ecology Reports to accompany listed building applications, where relevant, to ensure the decision takes account of the requirements of the Wildlife & Countryside Act as well as listed building impacts
- Electric Vehicle Charging Strategy to accompany all full and outline major applications to ensure the need for EV charging is considered as part of any early layout designs
- Flood Risk Sequential tests, applicable to relevant development within Flood Zones 2 and 3
- Lighting Assessment where floodlighting or external lighting is likely or the proposal and may impact upon landscape and bat habitat
- Recycling and Waste Management Plans to accompany full and outline major applications to ensure adequate provision is made for recycling and waste in early layout design
- Specific Sustainable Drainage Strategies for all major development with a Sustainable Drainage Statement for minor applications
- Draft Travel Plans for major developments based upon Somerset County Council highway thresholds.

The Revised Validation Requirement Guide and Checklist

17. In reviewing and updating the Validation Checklist the Council has also reviewed more recent Validation Guides prepared for Somerset Planning Authorities to ensure a degree of alignment.

18. Appendix 1 comprises the revised Validation Guide for consultation.



South Somerset District Council

19. The intention is to reduce the number of documents that are required to accompany householder, other and minor applications, reflecting a proportionate approach to the value that such documents are providing, whilst ensuring that the larger, but relatively more limited numbers of major developments establish an improved context for assessing their impacts, particularly in relation to issues such as phosphate mitigation, flooding, delivering sustainable development, electric vehicle charging and travel planning and waste management

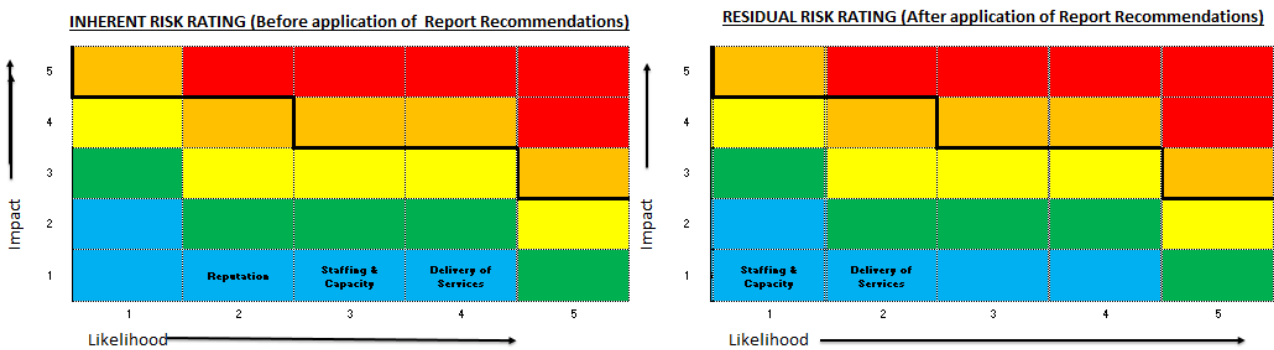
Financial Implications

20. The changed validation requirements refine an existing stage in the process of receipt, advertising, and consultation upon applications but should not add to the validation team’s workload. The reduction in the number of documents required to support the larger number of other, householder and minor applications may result in fewer applications being invalidated and further information requested.

Legal implications (if any) and details of Statutory Powers

21. The Town and Country Planning (Development Management Procedure) (England) Order 2015 Part 3, Article 11 (3) (d) requires that such Checklists are reviewed every two years.

Risk Matrix



Risk Re	Risk Category	Inherent Risk Rating	Residual Risk Rating
1	Project / programme delivery	0	0
2	Financial	0	0
3	Delivery of Services	5	3
4	Staffing & Capacity	4	1
5	Reputation	3	3
6	Health & Safety	0	0
7	Governance & Legal	0	0

Risk Description	Mediation / Controls
0	0
0	0
Delays in validation, high submission failure rate	More focused requirements
Time spent securing additional submissions	Reduced inefficient time
Perception that required documents do not add value	Reduced referral back to agents
0	0
0	0

Council Plan Implications

22. These revisions should result in the more efficient processing of smaller application types through the validation process. The requirement for additional information in respect of major applications will assist in their evaluation to support the service to support the Council’s Priority Projects relating to regeneration and the delivery of key housing sites and associated infrastructure.

Carbon Emissions and Climate Change Implications

23. The requirement for applicants for major development to consider sustainable development principle as well as electric vehicle charging from the application's inception offers an opportunity to encourage a positive response to climate change implications.

Equality and Diversity Implications

<i>An Equality Impact Relevance Check Form has been completed in respect of the Proposal?</i>	Yes
<i>The Impact Relevance Check indicated that a full EIA was required?</i>	No
<i>If an EIA was not required please attach the Impact Relevance Check Form as an Appendix to this report and provide a brief summary of its findings in the comments box below.</i>	
<i>If an EIA was required please attach the completed EIA form as an Appendix to this report and provide a brief summary of the result of your Equality Impact Assessment in the comment box below.</i>	
Additional Comments	
<i>The Council currently undertakes a validation process that requires applicants to submit additional documents over and above those on the national validation list. The inclusion of a local list allows Councils to require documents that respond to priorities set out in the South Somerset Local Plan 2026 – 2028. The revision to the validation checklist will streamline application requirements for smaller applications and will provide additional information to enable the understanding of larger development proposals. Prior to adoption the changes proposed will be the subject of a public consultation allowing for stakeholder input.</i>	

Privacy Impact Assessment

24. There are no privacy issues raised by this report.

Background Papers

- Appendix A – Revised Validation Requirements Check list
- Appendix B – Equality Impact Assessment Check Form

Planning Application Validation Requirements

South Somerset District Council

1st Review February 2022

Page 17

Contents

To be completed

Introduction

This Validation document has been produced to inform applicants/agents of the type of documents and level of information required to validate a planning application or other similar consents. There are National Requirements and South Somerset District Council (SSDC) has local requirements. SSDC's validation document reflects both the National Guidance on the validation of applications and the local requirements to meet adopted local plan policies. To avoid confusion, this document merges local and National requirements to enable use of this document as your one-stop shop, with the aim that your application can be registered as valid for determination by the Council first time round. This reduces time and costs for applicants and the planning authority and means we can start progressing your application without delay.

This Checklist is intended to provide applicants/agents with clear advice as to the planning information that is considered necessary to allow Case Officers and Statutory and Non-Statutory consultees to properly consider proposals being put forward and to ensure a streamlined submission process.

Where a document or plan is listed for a particular type of application or consent, such an application may not be validated without this information. Everything that is required from applicants will be justified by policy or legislation so you know why we are asking for certain information. Links to other bodies and documents that will help you get your submission right can be found through the document and under the Glossary at the end of this document.

This document provides specific requirements for all types of applications and these are listed in the Contents page. Applicants/agents should ensure that their application submission includes all of the information required for the specific type of application that is being submitted. This document has been designed for use both electronically and in hard copy; when used electronically you can click on links to navigate to specific items/web pages.

Detailed information about the planning process can be found via <https://www.southsomerset.gov.uk/services/planning/>

Before submitting your application SSDC requests that you consider seeking pre-application advice. It can be very helpful for you to seek our advice about your planning proposals before submitting your actual application. This can help to overcome potential difficulties and make sure your application addresses all the important planning considerations. It is an opportunity to better understand the way in which an application will be judged against the policies in the development plan and other material considerations.



Where this symbol is visible the applicant may ascertain whether that particular plan/document/report is necessary to support the application by contacting the administration team or discussing the matter with the case officer during pre-application discussions. In the absence of such, the LPA will decide at the validation stage whether to invalidate the application if the stated requirement has not been met. You are also directed to the 'Validation Checklist Form' section on page 7.

Adoption / Review

SSDC's first validation checklist was adopted in June 2020 and came into force on 1 July 2020. SSDC has committed to an early review of the validation checklist which should in any event be reviewed and republished bi-annually as required under The Town and Country Planning (Development Management Procedure) (England) Order 2015 Part 3, Article 11 (3) (d).

Submitting an Application

South Somerset District Council strongly encourages digital submission of all planning application material as this reduces administrative process time meaning we can progress your application more quickly.

All planning application should be submitted electronically via the Planning Portal. The Planning Portal was established in 2002 to allow planning applications in England and Wales to be processed and passed to the local authority electronically. It is not administered by SSDC.

SSDC is committed to a paperless environment and seeks to reduce waste as such paper submissions are strongly discouraged reason the need for scanning and preparation. Paper applications not only increase delays for our validation team but as a consequence increase delays for all other applicants. It is highly likely extensions of time will routinely be requested for these applications due to the extra administrative time they take to process. NB: Cheques – applications accompanied by cheques will not be progressed until the cheque has been banked and has cleared. This can take up to 5 days.

Once a planning application has been submitted to SSDC and the fee paid the application will be validated and registered.

What is Validation?

Validation is the process of checking that all relevant documentation and fee (where applicable) has been provided. If an applicant/agent submits an application without the necessary documentation, or with clear inaccuracies, we will declare the application invalid (with no further action taken) until the required information is provided. Some of the requirements are National Requirements and some are Local Requirements. For simplicity, no differentiation is made in this document between the two types of requirement.

Personal, Sensitive Data and Signatures

Where there is a need to submit information considered 'personal data' or 'sensitive personal data' under the General Data Protection Regulations (GDPR) this information should be submitted in a separate document without cross-referencing in documents that can be made public, and clearly marked as confidential.

The definition of 'personal data' and 'sensitive personal data' can be found in the Information Commissioner's Office (ICO) Guide to the General Data Protection Regulation (GDPR) and will include, for example, personal circumstances and health information.

The Extent of Information Requested

The extent of information requested for validation has been the subject of consultation and will be sought on the basis of what is considered to be reasonable and proportionate having regard to the scale and nature of the proposed development and material considerations - as set out in The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Part 3 Article 11 (3) (c).

Extra information requested after validation

The list of requirements is not exhaustive and we can still request further, or more detailed, information after validation to resolve any particular issues that arise. Any additional information not required by the Validation Checklist but which we need to determine the application will be requested during the course of the application and should be provided as soon as possible. SSDC will soon adopt a Negotiation Strategy which sets out how live applications will be progressed in terms of amendments.

Validation disputes

If an applicant/agent disagrees with the reasons for invalidating a planning application the rationale for this disagreement should be first made in writing. A Case/Specialist Officer will review the matter and if following any negotiations there is still no agreement as to a way forward, the applicant may send a final notice to the authority setting out their reasons for refusing to supply the information under The Town and Country Planning (Development Management Procedure) (England) Order 2015 Part 3 Article 12. The applicant must have submitted all the other information needed to validate the application together with the fee. The authority will then either confirm the information is no longer required and issue a validation notice or disagree and issue a non-validation notice against which the applicant may then appeal under Section 78 of the Town and Country Planning Act 1990 (as amended) to the Planning Inspectorate.

Retrospective Applications

Planning applications submitted for development that has already been carried out are called 'retrospective'. There is nothing in planning law to stop somebody carrying out development in advance of seeking planning permission but they do so at risk that any application is refused and enforcement action launched to rectify the situation. In terms of the application submission it is advisable that the fact the application is retrospective is made clear and that photos are submitted that show the current situation with the build (whether half complete or finished). In these situations, existing plans should show the situation prior to the works having been undertaken, with proposed plans showing the proposed finished development.

Pre-Application Advice - South Somerset District Council encourages pre-application submissions.

Applicants/agents are advised to seek pre-application advice before submitting an application, to ascertain the likelihood of a successful outcome. This will help to highlight potential issues at an early stage and ensure that the necessary documentation is submitted. This is considered essential for major applications. For further information please view [Pre-Application Advice](#)

Statement of Community Involvement (SCI) and Neighbour Consultation Requirements

South Somerset's [SCI](#) sets out what we expect from developers proposing development and underpins SSDC's commitment to engage developers with local communities and what level of consultation local communities and individuals can expect thereafter. All local planning authorities are required under section 18(1) of the Planning and Compulsory Purchase Act 2004 to prepare and maintain a SCI.

A significant number of applications attract objections that could have been resolved prior to submission through discussions with neighbours or interested parties like Parish Councils. SSDC requires that applications for major developments, by reason of their scale, provide a summary of their community engagement either as a stand-alone statement or as part of their Planning or Design and Access Statements. This could be in the form of a statement within the Design & Access Statement / Planning Statement or a stand-alone submission. SSDC recognizes that some agricultural developments will be of a scale where a single building may exceed the m² threshold for a major development. Major developments for agriculture are therefore exempted from this requirement.

Biodiversity Checklist

SSDC has a duty to consider biodiversity and geological conservation when assessing planning applications. Where there is a reasonable likelihood that a planning proposal might affect important protected species or habitats, the council will require information on the species and habitat likely to be affected, and an assessment of the impacts of the proposals. This should include evidence to support Habitats Regulations Assessment where appropriate. This information will need to be provided before a planning decision is made.

Where an application is not otherwise accompanied by a Protected Species or Habitats Assessment or Report, the applicant should complete the SSDC Biodiversity Checklist for all applications that comprise:

- Full planning applications that are not domestic,
- Domestic works that involve demolition, the removal or disturbance of the roof or roof structure. This includes relevant applications for Listed Building Consent to respond to the overarching duties established by the Wildlife & Countryside Act (1981)
- Outline applications
- Reserved matters applications where the outline application was supported by surveys that are in excess of 2 years' old

The Biodiversity Checklist indicates that in the first instance for householder applications the applicant can provide photographs of the parts of the building affected by the application subject to these photographs being of sufficient quality to clearly demonstrate the capacity of the building to provide suitable habitat. Where photographs are of insufficient quality further evidence or surveys would be required. In determining the need for further information or surveys SSDC will have regard to any fall back positions that could be achieved through the application of permitted development rights or an owners rights to otherwise alter their property. This will also inform the application of both conditions seeking mitigation or informatives advising the applicant of their responsibilities in relation to protected species.

A Biodiversity Checklist would not be requested for applications for Certificates of Existing and Proposed Lawful Development and Uses, Advertisement Consents or Changes of Use where there are no physical works proposed.

Phosphate Mitigation

To ensure new development that results in additional dwellings, overnight accommodation and increased / intensified agricultural holdings and other forms of development likely to increase the levels of phosphates within foul water discharge provides suitable mitigation to protect the interests of the Somerset Levels and Moors Ramsar site relevant applications will be required to be accompanied by a Nutrient Neutrality Assessment and Mitigation Strategy. (NNAMS) The NNAMS will be required for changes of use and outline or full applications for:

- 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.

The aim is to reduce delays in decision making and ensure that, at validation stage, the application is accompanied by a comprehensive package of information that assesses the impact of the development as well as providing a detailed scheme of mitigation, where necessary.

Sustainability Statement

South Somerset District Council has recognised a climate change and environmental emergency and undertaken to reduce its carbon footprint and that of the district to net-zero. As such applications for major development will be required to be accompanied by a Sustainability Statement to cover the design approach, the choice and use of resources as well as energy use and, where relevant, generation.

Validation Checklist Form

This form acts as a double check for the applicant/agent to ensure all the necessary documents have been submitted. The Checklist Form allows comments to be made and submitted with an application to set out why a particular document may have not been submitted. It is recognised that there will be circumstances where the requirement does not fit or are out of proportion and the Checklist allows these situations to be explained. These comments will be assessed by our team. These matters should ideally be discussed with an officer at the pre-application stage. Applications will not be deemed invalid simply because the checklist is not provided however its submission is a helpful aide memoire to all parties.

The full set of Checklist Forms can be viewed [here](#).

Viability and Financial Information

In line with National Planning Policy Guidance, we will expect that any viability assessment or financial information submitted and on which an applicant wishes to rely will be published on our website in full. We will not accept documents titled 'confidential' and we will only publish redacted versions in exceptional circumstances where specific commercial harm will need to be demonstrated in order to justify those redactions.

Plans

(All plans are to be submitted in PDF format)

Location Plan (*what's a location plan? - see example below*)

A site location plan shows the proposal in its surrounding context and must:

- A. To be Ordnance Survey based and not a Land Registry document / plan
- B. Be as up-to-date as possible
- C. Be at an identified measurable scale of 1:1250, 1:2500 and include a scale bar
- D. Be clearly marked with the direction of North
- E. Show the full site, all site boundaries, adjoining properties (be numbered or named) and identify sufficient roads and/or buildings to enable identification of the land to which the application relates
- F. Show the application site boundaries and all land necessary to carry out the proposed development i.e. land required for access to the site from the road, **outlined in red**
- G. Show any other land within the applicant's ownership or control that is close to or adjacent to the site **outlined in blue**
- H. Have a unique drawing number which will be used in the subsequent decision notice, plans which do not have a number will be numbered by the council
- I. Ideally be drawn/created on paper size no larger than A3 (this helps our notification processes and is easier to read online)
- J. Indicate original paper size (A4, A3 etc.) on drawings for printing
- K. Be uploaded/printed in colour

More information relating to location plans can be seen [here](#) Location Plans can be purchased [online](#)

Block / Site Plan (existing and proposed) (*what's a block/site plan? - see example below*)

A block / site plan shows the development in more detail and must:

- A. Be as up-to-date as possible
- B. Be at an identified measurable scale of (Block) 1:500, (Site) 1:200, 1:100 and include a scale bar
- C. Be clearly marked with the direction of North
- D. Clearly show the proposed development
- E. Include all site boundaries, existing buildings, roads, tracks, footpaths, public rights of way, walls, banks and historic features, ponds, watercourses and proposed boundary treatments/walls/fencing (including measures for removal and/or retention):
- F. Clearly show any buildings to be demolished (this can be especially useful in establishing CIL liability)
- G. Include access arrangements (width, visibility splays (existing and proposed), surfacing, drainage, positioning of gates, etc.), existing and proposed parking provision (with individual spaces/garages delineated/annotated to the appropriate dimensions in accordance with the Somerset Parking Strategy), and the provision of on-site turning facilities where applicable
- H. Clearly show the position of all trees and all hedges and those that could influence or be affected by the development; with proposals for removal and/or retention clearly indicated (including boundary hedges)
- I. Have a unique drawing number which will be used in the subsequent decision notice, plans which do not have a number will be numbered by the council.
- J. Ideally be drawn/created on paper size no larger than A3 (this helps our notification processes and is easier to read online)
- K. Indicate original paper size (A4, A3 etc.) on drawings for printing

L. Be uploaded/printed in colour

More information relating to block/site plans can be seen [here](#) Block/site plans can be purchased [online](#)

PLEASE NOTE: A Block/Site Plan is likely to contain highways/ parking details. SSDC has produced guidance to applicants so the right information is included on plan.

Elevation Drawings (existing and proposed) (*what's a elevation drawing? - see example below*)

An elevation is a view of a building seen from one side, a flat representation of one façade and must:

- A. Be at an identified measurable scale of 1:50 or 1:100 and include a scale bar. Larger scale drawings may be required for Listed Buildings
- B. Show all elevations in full unless otherwise agreed and include their orientation. Where the applicant / agent considers full elevations are not required to enable determination they should explain their reasoning in any supporting Design & Access Statement / cover letter.
- C. Show proposed building materials, style and finish of the building and windows and doors
- D. Show any other buildings that are attached to the elevation and where possible the main features of that adjoining building (e.g. details of doors, windows on the same elevation of an adjoining terraced or semi-detached dwelling) and a street scene where appropriate.
- E. Have a unique drawing number which will be used in the subsequent decision notice, plans which do not have a number will be numbered by the council
- F. Ideally be drawn/created on paper size no larger than A3 (this helps our notification processes and is easier to read online)
- G. Indicate original paper size (A4, A3 etc.) on drawings for printing
- H. Be uploaded/printed in colour where needed
- I. Include the particulars specified or referred to in the application form e.g. material etc.
- J. Represent the actual elevations rather than referring to “handed” elevations in order to provide clarity for public understanding of the drawing

Page 26
(Note: For small scale extensions to one elevation of a building we may not require full elevations if the proposal can be readily understood by the public based upon a reduced drawing, for example front elevation and part gables only for a porch)

Floor Plans (existing and proposed) (*what's a floor plan? - see example below*)

A floor plan is a view from above showing the layout of rooms, key dimensions and levels, and may also use symbols to show materials and locations of fittings and appliances and must:

- A. Be at an identified measurable scale of 1:50 or 1:100 and include a scale bar
- B. Explain the proposal and usage in detail
- C. Show the entire floor area for any existing building as well as the proposed development as well as existing and proposed uses. Where the applicant / agent considers full floor plans are not required to enable determination they should explain their reasoning in any supporting Design & Access Statement / cover letter.
- D. Show new buildings in context with adjacent buildings
- E. Show any buildings or walls to be demolished
- F. Show all openings i.e. doors and windows
- G. Have a unique drawing number which will be used in the subsequent decision notice, plans which do not have a number will be numbered by the council
- H. Ideally be drawn/created on paper size no larger than A3 (this helps our notification processes and is easier to read online)
- I. Indicate original paper size (A4, A3 etc.) on drawings for printing
- J. Be uploaded/printed in colour where needed

(Note: For small scale extensions to one elevation of a building we may not require the entire floor plan if the proposal can be readily understood by the public based upon a reduced drawing, for example indicating the rooms served by the particular elevation to be extended)

Roof Plans (existing and proposed) *(what's a roof plan? - see example below)*

- A. A roof plan is used to show the shape of the roof. Show the position of all ridges, valleys, dormer windows, roof lights and other features, such as chimneys or raised parapets. Details such as the roofing material and their location are typically specified on the roof plan.
- B. Be at an identified measurable scale of 1:50 or 1:100 and include a scale bar
- C. Ideally be drawn/created on paper size no larger than A3 (this helps our notification processes and is easier to read online)
- D. Have a unique drawing number or drawing title which will be used in the subsequent decision notice
- E. Indicate original paper size (A4, A3 etc.) on drawings for printing
- F. Be uploaded/printed in colour where needed

(A roof plan will typically be required where there are multiple planes to the roof and its structure is not readily understood simply from a review of the elevation drawings. A roof plan is not required for buildings with a single ridge or single ridge to the main footprint and extension again with a single ridge.)

Section Plans / Levels (existing and proposed) *(what's a section/levels plan? - see example below)*

A section plan shows a view of a site or structure as though it had been sliced in half vertically, this can be useful as it gives a view through the spaces and surrounding structures that can reveal the relationships between the different levels and parts of the buildings that might not be apparent on other plans. Required where there is a change in levels across the site and the building would either be cut into the site or elevated above natural ground level (Note; the Section drawing for this purpose can also comprise the street scene drawing below), for detached buildings with split levels, showing finished floor levels above a fixed datum point (e.g. a manhole cover) and extensions within flood zones 2 and 3.

- A. Be at an identified measurable scale of 1:50 or 1:100 and include a scale bar
- B. Show a cross section(s) through the proposed building(s) or structure
- C. Provide details of existing and proposed levels with reference to an off-site fixed datum point and include any retaining walls existing or proposed where there is a change in ground levels or building/floor levels across the site, or between a site and neighbouring land and show the proposals in relation to adjoining buildings
- D. Have a unique drawing number which will be used in the subsequent decision notice, plans which do not have a number will be numbered by the council
- E. Ideally be drawn/created on paper size no larger than A3 (this helps our notification processes and is easier to read online)
- F. Indicate original paper size (A4, A3 etc.) on drawings for printing
- G. Be uploaded/printed in colour where needed

Street Scene Plans

A street scene plan shows a view of the development in its wider context, allowing the heights and scale of the proposed development to be compared to that of the adjoining buildings and structures. This detail assists in assessing the impact of development upon the character and appearance of Conservation Areas as well as assessing the impact of development upon the setting of listed buildings. The drawing is required where infill development is proposed on a sloping site where there are buildings to either side within 10 metres of the proposed development site, for infill within conservation areas and where development adjoins listed buildings

- H. Be at an identified measurable scale of 1:50 or 1:100 and include a scale bar
- I. Show a cross section(s) through the proposed building(s) or structure
- J. Provide details of existing and proposed levels with reference to an off-site fixed datum point and include any retaining walls existing or proposed where there is a change in ground levels or building/floor levels across the site, or between a site and neighbouring land and show the proposals in relation to adjoining buildings
- K. Have a unique drawing number which will be used in the subsequent decision notice, plans which do not have a number will be numbered by the council

- L. Ideally be drawn/created on paper size no larger than A3 (this helps our notification processes and is easier to read online)
- M. Indicate original paper size (A4, A3 etc.) on drawings for printing
- N. Be uploaded/printed in colour where needed



Examples

Typical examples of all types of plan/drawing are viewable [here](#)

For information: copyrighted plans cannot be accepted unless with accompanying authorisation.

Supporting Documents

Document Description:	What / When is required:	What should the document include?	Policy / Legislation:
Agricultural Appraisal	Required for a new agricultural or rural workers dwelling.	Report to establish the viability/economic circumstances to justify a proposed agricultural worker's dwelling or the removal or variance of an occupancy-restricted condition on a planning permission for a dwelling in the countryside. In broad terms there are two primary tests; a functional test (which deals with why there may be an essential need) and a financial test (which deals with whether the business is making sufficient profit and is likely to remain financially sustainable).	NPPF paragraph 79 Local Plan Policy HG9
Air Quality Assessment	Required for new residential accommodation within the sewage treatment works buffer zone.	An Air Quality Assessment is an assessment of the impact of the proposed development on air quality or alternatively, the impact of existing air quality on a proposed development.	Local Plan Policies EQ 2 and EQ7
Archaeological Assessment	Required for developments in Areas of High Archaeological Potential or a known Archaeological site.	<p>For householder applications the South West Heritage Trust can provide pre-application advice regarding the need (or not) for any independent archaeological appraisal.</p> <p>Where SWHT advise no further work is required submission of this clarification will comprise the Archaeological Assessment submission. You should contact SWHT at: historicenvironment@swheritage.org.uk</p> <p>For other applications we will require a report evaluating archaeological heritage. Archaeology advice can be found on the South West Heritage Trust's website http://www.swheritage.org.uk/.</p> <p>You can find out if your site is in an Area of High Archaeological Potential on SSDC's on line Local Plan Map at https://www.southsomerset.gov.uk/your-council/your-council-plan-and-strategies/planning-policy/local-plan/</p>	NPPF paragraphs 155-165 Local Plan Policy EQ3
Biodiversity and Protected Species	Required if works are proposed which may affect protected species or habitats.	Planning authorities have a duty to consider biodiversity and geological conservation when assessing planning applications.	Local Plan Policy EQ 4

<p>Assessment / Biodiversity Checklist</p>	<p>Unless the application is supported by a Biodiversity / Ecological Assessment, a <u>Biodiversity Checklist</u> must be completed and included within your application for the following application types:</p> <ul style="list-style-type: none"> • Full planning applications that are not domestic, • Domestic works that involve the removal of disturbance of the roof or roof structure • Outline applications • Reserved matters applications where the outline application was supported by surveys that are in excess of 2 years' old <p>and if you answer 'yes' to any question you <u>must</u> include the required ecology report unless otherwise agreed.</p> <p>All reports should be prepared by a suitably qualified and experienced ecologist.</p>	<p>Where there is a reasonable likelihood that a planning proposal might affect important protected species or habitats, the council will require information on the species and habitat likely to be affected, and an assessment of the impacts of the proposals.</p> <p>A Protected Species Survey must:</p> <ul style="list-style-type: none"> • Record which species are present and identify their numbers (may be approximate); • Map their distribution and use of the area, site, structure or feature (e.g. for feeding, shelter, breeding). <p>The Protected Species Assessment must identify and describe potential development impacts likely to harm the protected species and/or their habitats identified by the survey (these should include both direct and indirect effects both during construction and afterwards). Where harm is likely, evidence must be submitted to show:</p> <ul style="list-style-type: none"> • How alternatives designs or locations have been considered; • How adverse effects will be avoided wherever possible; • How unavoidable impacts will be mitigated or reduced; • How impacts that cannot be avoided or mitigated will be compensated. <p>This should include evidence to support Habitats Regulations Assessment where appropriate. This information will need to be provided before a planning decision is made. Further information and Guidance can be found on the below websites:</p> <ul style="list-style-type: none"> • Special Areas of Conservation (SAC) for Bats - Technical Guidance (Bat Consultation Zones) https://www.mendip.gov.uk/sacguidance • Planning Practice Guidance on Biodiversity, Ecosystems and Green Infrastructure http://planningguidance.communities.gov.uk/blog/guidance/natural-environment/biodiversity-ecosystems-and-green-infrastructure/ • Somerset County Council - Biodiversity https://www.somerset.gov.uk/waste-planning-and-land/biodiversity/ 	
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Contaminated and Assessment	<p>Required for application sites where there has been a previous or suspected contaminative use at the site AND:</p> <ul style="list-style-type: none"> • Operational development is proposed where there would be disturbance to the ground or groundwater regime AND/OR • A vulnerable use is proposed where human health and/or the environment may be impacted 	<p>Required for all developments on land where previous uses of the site or immediate surrounding land are likely to have caused ground contamination, and for any application where the 'yes' box is ticked under any of the three contaminated land questions on the application form.</p> <p>Examples may include:</p> <ul style="list-style-type: none"> • Developments on sites with a known past potentially contaminative historical land use • Conversion or redevelopment of petrol filling stations • Redevelopment of industrial and manufacturing sites. • Applications for sites where previous or proposed alteration to the topography of the land or nearby land, for instance through infilling of the land, may result in the land being contaminated. • Rural building conversions to other uses. <p>A Land Contamination Assessment should be submitted in line with Chapter 11 of the <u>National Planning Policy Framework</u>.</p>	Local Plan Policy EQ7

		<p>It should be in the form of a preliminary risk assessment and should examine 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.</p> <p>In some cases it will be sufficient for preliminary risk assessments to be desk-based reviews of available information including a conceptual model and coupled with site 'walkovers'. In other cases it may be necessary to carry out exploratory site investigations such as surface soil sampling or ground gas monitoring.</p> <p>Where a site is affected by contamination or land stability issues, responsibility for securing safe development rests with the developer and/or landowner. Where contamination is identified the proposed measures for remediation will need to be identified.</p>	
<p>Design and Access Statement</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 32</p>	<p>Required for Major and minor applications and for proposals relating to Listed Buildings or if in a Conservation Area, and should include a Heritage Statement.</p>	<p>A concise report accompanying certain applications for planning permission and applications for listed building consent. It provides a framework for applicants to explain how the proposed development is a suitable response to the site and its setting, and demonstrate that it can be adequately accessed by prospective users and is required for:</p> <ul style="list-style-type: none"> • Major Developments; or • Listed Building Consent; or • Where any part of the development is in a Conservation area, development consisting of – • The provision of one or more dwelling houses; or • The provision of a building or buildings where the floor space created by the development is 100 square metres or more <p>Further details can be found under The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Part 3 Article 9 http://www.legislation.gov.uk/ukxi/2015/595/article/9/made</p>	<p>The Town and Country Planning (Development Management Procedure) (England) Order 2015 PPG Design paragraphs 029 - 034</p>
<p>Draft S106 / Heads of Terms</p>	<p>Required for schemes involving any of the following:</p>	<p>A document that sets out the heads of agreement for inclusion within a planning obligation.</p>	<p>Local Plan Policies SS6, HG3, HW1, EQ4, EQ5</p>

	<ul style="list-style-type: none"> • affordable housing • the provision of on-site or off site open space and play equipment • highway Infrastructure and Travel Planning • matters which cannot be covered by planning conditions 		
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 33</p> <p>Economic Statement</p>	<p>Required where the development involves:</p> <ul style="list-style-type: none"> • the loss of premises identified as community facilities under adopted local Plan EP3, EP9, EP13 & EP15. • the loss of premises or land either currently or last used for employment purposes and no equivalent replacement employment is provided. • the loss of land or premises identified in employment or community policies in neighbourhood plans. • applications for over 2,500m² of floor space for retail or leisure development. • applications for retail or leisure developments below 2,500m² floor space outside existing town centre area • applications for main town centre uses that are not in an existing town centre area except for small scale development in rural areas. 	<p>An economic statement is necessary to support applications which propose a development which will have an impact on employment or the local economy.</p> <p>A statement, and sometimes a sequential test, is also required for main town centre uses outside of a town centre area to assess the impact of the proposal on the vitality and viability of existing centres within the catchment area of the proposed development. The assessment includes the likely cumulative effect of recent permissions, developments under construction and completed developments.</p> <p><u>Please note</u> that in line with National Planning Policy Guidance any viability or financial information submitted as part of the marketing and business evidence, which an applicant wishes to rely on will be published on our website in full. We will not accept documents titled 'confidential' and we will only allow redacted versions in exceptional circumstances where specific commercial harm will need to be demonstrated in order to justify those redactions.</p>	<p>Local Plan Policy EP3, EP9, EP13 & EP15.</p> <p>NPPF paragraphs 85-90</p>
Electric Vehicle Charging Strategy	Required for outline applications for major development (not agricultural) where on-site parking is being provided	To establish the need to provide accessible and functional arrangements for electric vehicle charging is established as a part of the site's initial design process.	Local Plan Policies TA1 & EQ1
Environmental Impact Assessment	The Town & Country Planning (Environmental Impact Assessment) Regulations 2017 (as amended) establish Schedule 1 development where EIA is required and Schedule 2 development where applicants should seek a Screening Opinion from the planning authority .	A compilation of the relevant environmental information necessary to support an application. The process of Environmental Impact Assessment in the context of town and country planning in England is governed by the Town and Country Planning (Environmental Impact Assessment) Regulations 2017 (the '2017 Regulations'). These regulations apply to development which is given planning permission under Part III of the Town and Country Planning Act 1990. Further information can be found here -	The Town & Country Planning (Environmental Impact Assessment) Regulations 2017 (as amended)

		http://planningguidance.communities.gov.uk/blog/guidance/environmental-impact-assessment/	
Flood Risk Assessment (FRA)	<p>Required for:</p> <ul style="list-style-type: none"> • Development in Flood Zone 2 and 3, • Works within 8m of a main river. • Sites of 1 ha or more in Flood Zone 1 • All development in Flood Zone 2 and 3 	<p>A site-specific assessment of the flood risk to and from a development site. The assessment should demonstrate how flood risk will be managed now and over the development's lifetime, taking climate change into account, and with regard to the vulnerability of its users. Applicants should refer to the National Flood Risk Standing Advice and Local Flood Risk Standing Advice, here.</p> <p>It is advisable to review the Environment Agency Guidance on Flood risk assessment for planning applications https://www.gov.uk/planning-applications-assessing-flood-risk and flood risk assessment: standing advice can be accessed via this link: https://www.gov.uk/guidance/flood-risk-assessment-standing-advice.</p>	<p>NPPF paragraphs 155-165 Local Plan Policy EQ1 PPG Flood Zone and Flood Risk Tables</p>
Flood Risk Sequential and Exceptions Test	<p>Required in the following circumstances:</p> <p>In Flood Zone 2 - Development that is defined as "highly vulnerable" (i.e. residential basements, caravan parks)</p> <p>In Flood Zone 3a</p> <ul style="list-style-type: none"> • Development that is defined as "more vulnerable " (i.e. residential, schools, hospitals, care homes) • Essential infrastructure (i.e. roads or utilities) • <p>In Flood Zone 3b - Essential infrastructure (i.e. as roads or utilities)</p> <p>An Exception Test may also be required</p>	<p>Sequential Test</p> <p>A Flood Risk Sequential Test compares the site you're proposing to develop with other available sites, to find out which has the lowest flood risk.</p> <p>These tests will also apply to some developments which have to submit a Flood Risk Assessment.</p> <p>Information on Flood Zones and sources of floodwater can be found at: https://flood-map-for-planning.service.gov.uk/</p> <p>A sequential test will be necessary for development in the following flood risk classifications:</p> <p>In zone 2 development that is defined as "highly vulnerable" (i.e. residential basements, caravan parks)</p> <p>In zone 3a development that is defined as "more vulnerable " (i.e. residential, schools, hospitals, care homes) and essential infrastructure (i.e. roads or utilities)</p> <p>In zone 3b essential infrastructure (i.e. roads or utilities)</p> <p>The flood classifications referred to above are set out in the NPPG: https://www.gov.uk/guidance/flood-risk-and-coastal-change</p>	<p>NPPF paragraph 148-169 Local Plan Policy EQ1</p>

		<p>Exception Tests</p> <p>If your site is the only one available, or the one with the lowest flood risk, you will need to do an Exception Test, to show how you will manage flood risk on your site.</p> <p>Exception tests are necessary for all applications except changes of use, or minor developments (fewer than 10 dwellings, up to 0.5Ha, or with floor space under 1000sq m).</p> <p>The sequential test should compare sites in the following ways:</p> <ul style="list-style-type: none"> • Details of the size, location and nature of your proposed development • Current use, and proposed future use, of the site • Environment Agency flood zone designation for the site • Sources of flood risk on the site • Ways that you could avoid or lessen flood risk • The likely impact of climate change on flooding risk during the expected lifetime of the development • An assessment of the impact of the development on flood risk elsewhere in the area <p>An exception test should balance the flood risk at the site with any sustainability benefits that the development can offer to the community, and describe any drainage measures at the site which could reduce overall flood risk for the area as a whole.</p>	
<p>Foul Drainage Assessment (To include Form FD1A)</p>	<p>Required where non-mains foul drainage is proposed, connection to the mains sewer is not practical and it can be demonstrated that discharging waste water into a public sewer to be treated at a public sewage treatment works or a package treatment plant is not feasible (taking into account cost and/or practicability).</p>	<p>Required for any proposal involving non-mains foul drainage.</p> <p>Information on form FD1A can be found at: https://www.gov.uk/government/publications/foul-drainage-assessment-form-fda1</p> <p>Where connection to the mains sewer is not practical, it must be clearly demonstrated that discharging wastewater into a public sewer to be treated at a public sewage treatment works or a package treatment plant is not feasible (taking into account cost and/or practicability). Further guidance is contained in the National Planning Practice Guidance</p>	<p>Local Plan Policy EQ 1 and EQ2</p>

<p>Heritage Statement</p>	<p>Required for works:</p> <ul style="list-style-type: none"> • within a Conservation Area • works adjacent or to a Listed Building or Scheduled Monument • proposals that have archaeological implications. • <p>If a Listed Building you will also require Listed Building Consent</p>	<p>A report to describe the significance of any heritage assets and assess any impact the proposal would have on that significance. A heritage statement is required for all applications affecting listed buildings, unlisted buildings in Conservation Areas, locally listed buildings, scheduled monuments or developments which have archaeological implications, including applications affecting the setting for any of the above.</p> <p>The National Planning Policy Framework Chapter 16 ‘Conserving and enhancing the historic environment’ requires the applicant to assess the impact that development will have on a heritage asset. Advice from Historic England can be found here: Assessing Significance and Historic England Advice Note 12</p> <p>Further information on what this should include can be found here: https://www.southsomerset.gov.uk/services/planning/planning-technical-zone/heritage-conservation-landscape-and-archaeology/</p> <p>Relevant information on Listed Buildings, Conservation Areas and Historic Environment Records (HERs) can be found on the Somerset Historic Environment Record website http://www.somersetheritage.org.uk/</p>	<p>NPPF paragraph 189</p> <p>Local Plan Policy EQ3</p>
<p>Landscape Plan</p>	<p>Strongly advised for residential and commercial developments</p>	<p>A landscape plan or strategy is required for the following development:</p> <ul style="list-style-type: none"> • Full applications • Outline applications • Reserved Matters - landscaping <p>A landscape plan is a plan which details the proposed treatment of the land to enhance or protect the amenities of the site and the surrounding area, including screening and tree planting and should include both hard and soft landscaping details.</p> <p>At reserved matters stage, where landscaping is submitted for consideration, a detailed strategy for landscaping, including hard and soft landscaping is required and shall include:</p> <p>(a) size, species and positions for new trees and plants, (b) boundary treatments, (c) surfacing materials (including roadways, drives, patios and paths) and (d) any retained planting. (e) a detailed programme of implementation</p>	<p>Local Plan Policy HW1 and EQ2</p>

		<p>Aside from reserved matters the level of detail included on the landscape plan should be tailored to the level of development with smaller developments requiring less detail. The plan can be conceptual but in this case it is likely that a condition will be attached requiring the submission of a detailed landscaping scheme at post-application stage.</p>	
<p>Landscape and Visual Impact Assessment (LVIA)</p>	<p>An LVIA is required for all developments in the countryside which are likely to have a significant visual impact within the landscape, and for any major applications in the setting of an Area of Outstanding Natural Beauty.</p> <p>An LVIA is also required for applications for wind turbines where their overall height would exceed 15 metres and where an Environmental Statement under The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 is required.</p>	<p>A Landscape and Visual Impact Assessment ("LVIA") considers the impact of a proposed development in the landscape. Understanding the character quality and value of the landscape determines the sensitivity of that landscape to accommodate change through development. The sensitivity of receptors (people) to changes in view is dependent upon the activity, location and nature of the view experienced. People engaged in outdoor sports or occupiers of commercial buildings are considered to be of low sensitivity, with road users, footpath users and views from upper storeys of residential properties of medium sensitivity. Residents experiencing views from principal rooms and people visiting well-known beauty spots are considered of high sensitivity to change.</p> <p>LVIAs must meet the Guidelines for Landscape and Visual Impact Assessment (GLVIA3).</p> <p>Further information can be obtained from the Guidelines for Landscape and Visual Impact Assessment published jointly by the Landscape Institute and the Institute of Environmental Assessment in 2013 although this is not available for downloading so would either need to be purchased on-line, or a suitably qualified landscape professional would need to be commissioned.</p>	<p>Local Plan Policies EQ2 and EQ3</p>
<p>Lighting Assessment</p>	<p>Required for any applications which include floodlighting, or a significant amount of external lighting or glass on elevations, where your development would be any of the following:</p> <ul style="list-style-type: none"> • Next to a residential property • Next to a listed building • Within or next to a conservation area • Next to a roost, breeding or resting place of, or habitat of importance to, a legally protected species (such as bats, 	<p>A lighting assessment is required for any applications which include floodlighting, or a significant amount of external lighting or glass on elevations, where your development would be any of the following:</p> <ul style="list-style-type: none"> • Next to a residential property • Next to a listed building • Within or next to a conservation area • Next to a roost, breeding or resting place of, or habitat of importance to, a legally protected species (such as bats, badgers, barn owls and great crested newts) • Within the open countryside • Within an Area of Outstanding Natural Beauty (AONB) 	<p>Local Plan Policy EQ1 and EQ7</p>

	<p>badgers, barn owls and great crested newts)</p> <ul style="list-style-type: none"> • Within the open countryside • Alongside other watercourses and habitats, where there is a risk of impact on bats, especially light sensitive bat species associated with the three <u>Special Areas of Conservation</u> within the District. 	<ul style="list-style-type: none"> • Alongside other watercourses and habitats, where there is a risk of impact on bats, especially light sensitive bat species associated with the three <u>Special Areas of Conservation</u> within South Somerset District. <p>The assessment shall include a layout plan with beam orientation and a schedule and specification of the equipment, including lighting levels at or beyond the site boundaries. The reason for any lighting should be clearly explained.</p> <p>Where the site is in an AONB, the lighting assessment should be designed in accordance with guidance available from the relevant AONB:</p> <p>https://blackdownhillsaonb.org.uk/ https://www.dorsetaonb.org.uk/wp-content/uploads/2019/04/DAONB_Managementplan.pdf https://cranbornechase.org.uk/publications/aonb-management-plan/</p> <p>Further information is available in the <u>National Planning Practice Guidance</u>. Useful guidance is also available in the Institute of Lighting Professionals' publication <u>Guidance for the reduction of obtrusive light</u>.</p> <p>The advice is applicable in towns as well as the countryside.</p>	
<p>National Design Guide Compliance Statement</p>	<p>Required for major residential schemes</p>	<p>A National Design Guide Compliance Statement is required for all major applications for residential development.</p> <p>The statement will need to demonstrate how the proposal complies with the 10 Characteristics of Well Designed Places should be demonstrated. Proposals should be assessed against each characteristic</p> <p>The National Design Guide can be found here: National_Design_Guide.pdf</p> <p>The National Design Guide Compliance Statement can be combined as a part of the Design & Access Statement.</p>	<p>NPPF paragraph 8 Local Plan Policy EQ2</p>
<p>Noise Assessment</p>	<p>Required for development falling within the following use classes:</p> <ul style="list-style-type: none"> • Use Class E (restaurants and cafes), sui generis uses (pub or drinking establishments and hot food takeaways); or 	<p>A Noise Assessment is required for new development falling within the following:</p> <ul style="list-style-type: none"> • Development falling within the following use classes: • Use Class E (restaurants and cafes), sui generis uses (pub or drinking establishments and hot food takeaways); or 	<p>Local Plan Policy EQ7</p>

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 30</p>	<ul style="list-style-type: none"> • Use Classes B2 (General Industrial) and B8 (Storage and Distribution); <u>and</u> • Where the uses would be located adjacent to existing residential properties. • New residential development which lies adjacent to the above uses, or adjacent any other source of noise. (e.g. A Roads, railways. Etc.) 	<ul style="list-style-type: none"> • Use Classes B2 (General Industrial) and B8 (Storage and Distribution); and • Where the uses would be located adjacent to existing residential properties. • New residential development which lies adjacent to the above uses, or adjacent any other source of noise (e.g. A Roads, railways. Etc.). <p>A Noise Assessment, prepared by a suitably qualified acoustician, should outline the potential sources of noise generation, and how these may have a negative effect on local amenity. The assessment should also outline how the developer intends to overcome these issues.</p> <p>It is highly recommended that advice is sought from the Council's Environmental Protection team to agree a methodology and individual requirements for sound insulation in residential and commercial developments.</p> <p>Further guidance is provided within Chapter 11 of the <u>National Planning Policy Framework</u>.</p>	
<p>Nutrient Neutrality Assessment and Mitigation Strategy (NNAMS) (Phosphate Statement)</p>	<p>Required to accompany planning applications where development may give rise to an increase in phosphate discharges that could impact upon the Somerset Levels and Moors SAC & Ramsar catchment as well as areas served by sewerage treatment works that discharge into affected sewerage treatment works. This is likely to include:</p> <ul style="list-style-type: none"> • New dwellings, but not residential annexes • Buildings and changes of use that provide overnight accommodation • Agricultural development that could give rise to increased animal / poultry numbers. Anaerobic Digesters • Tourism attractions, including over-night tourist accommodation. 	<p>Where, adopting the precautionary principle planning applications are considered likely to give rise to increased phosphate emissions into the protected catchment the planning authority is required to undertake a Habitat Regulations Assessment prior to determination to confirm whether the proposed mitigation (whether by way of acquiring a credit from a mitigation provider accredited by the Somerset Councils for a mitigation scheme within the relevant sub-catchment or by providing on or off site mitigation linked to a particular development) will adequately mitigate the impacts of the development upon the catchment.</p> <p>Where mitigation is proposed by credit acquisition the Somerset Councils will introduce a template Undertaking a draft of which should accompany the planning application.</p> <p>Where mitigation is proposed to accompany a planning application the applicant will need to provide details of the site location, size, mitigation approach proposed, levels of phosphate reduction based upon the current calculator available at: https://www.southsomerset.gov.uk/services/planning/somerset-levels-and-phosphates/ together with phasing and subsequent management.</p>	<p>Habitat Regulation 2017 (as amended)</p> <p>Para 177 of the National Planning Policy Framework</p> <p>Local Plan Policy EQ4</p>

		<p>Further advice regarding the preparation of suitable mitigation plans is being jointly prepared by Natural England and the Somerset Councils.</p> <p>Where relevant development has been approved by way of the prior approval route under the Town & Country (General Permitted Development) Order, the relevant mitigation is required by Regulation 75 of the Conservation of Habitats and Species Regulations. The relevant submission is made under Regulation 77 dealt with under application types below.</p>	
<p>Planning Statement</p>	<p>A Planning statement is required for Major and Minor developments.</p>	<p>A planning statement goes beyond the information included in a <u>Design and Access Statement</u>. A Planning Statement should do the following:</p> <ul style="list-style-type: none"> • Identify the context and need for a proposed development • Include an assessment of how the proposed development complies with relevant national, regional and local planning policies • Give details of consultations with the Local Planning Authority, and wider community or statutory consultations undertaken before the application was submitted • Explain the business case for the development, where necessary • Include information regarding crime prevention or other considerations <p>Depending upon the applications scale and complexity the Planning Statement could form part of a cover letter, expand upon the Design & Access Statement or comprise a stand-alone report.</p>	<p>NPPF Paragraphs 10 and 11</p>
<p>Photographs</p>	<p>Up to date photographs of the existing property to which the development is proposed would be helpful both to the case officer but also to provide additional context for consultees. Please stand well back from the location of the development and include context and reference points in the photos</p>	<p>These will assist consultees and interested parties understand the development's setting and context. Photographs should not include vehicle number plates or individual faces.</p>	
<p>Recycling and Waste Management Plan</p>	<p>Required for all applications for change of use to residential or commercial use.</p>	<p>A recycling and waste management plan is required for all applications for new residential or commercial development.</p> <p>Waste and recycling collections are essential services for residential and commercial developments and must be considered when designing a new</p>	<p>Local Plan Policy EQ1</p>

		<p>development or even converting an existing property. Failure to do so can lead to poor services for future residents and businesses.</p> <p>Somerset Waste Partnership is the local authority team managing waste and recycling services for the Somerset county and the management plan should comply with the Somerset Waste Partnership Developer Guidance which can be found here: https://www.somersetwaste.gov.uk/developer-guidance/</p>	
Statement of Community Engagement	Required for all major developments (excluding agricultural proposals given that single barns can comprise a major development)	The South Somerset Statement of Community Involvement has been prepared as part of the Local Development Framework and sets out how the District Council intends to inform, consult and involve the community in the preparation of new planning policy documents and the determination of planning applications.	SSDC Adopted SCI
Structural Survey and Conversion Method Statement	<p>Required for development involving the conversion of an existing rural building outside of the settlement boundaries where there exists doubt as to the structural integrity of the building.</p> <p>Also required for prior approvals where a building's capacity to be converted forms a part of any assessment.</p>	<p>A structural survey and conversion method statement is required for any application involving the conversion of buildings to residential, commercial or tourism use where the conversion is dependent on the substantial retention and re-use of the existing structure.</p> <p>Where alteration/demolition is proposed this must be clearly shown on the floor plans and elevations of the proposal and be cross referenced in the Structural Survey.</p> <p>A Survey is also required for any application involving demolition of the whole or part of a listed building or building in a conservation area where such demolition is sought for reasons of structural safety/instability.</p> <p>A Survey investigates the suitability of a building for re-use and must accurately detail the physical condition of existing buildings and the extent of demolition, re-building and repair required and also explains the method by which the conversion works will be carried out.</p> <p>Drawings must include scaled sections and coloured or hatched plans identifying building fabric to be demolished, rebuilt or repaired.</p>	NPPF Para 79
Sustainability Statement	<p>A sustainability statement is required with all applications for major development including:</p> <ul style="list-style-type: none"> • Full planning permission • Outline permission 	South Somerset District Council has recognised a climate change and environmental emergency and undertaken to reduce its carbon footprint and that of the district to net-zero. The Council has an adopted Environment Strategy to support its decision making.	Local Plan Policies TA1, EQ1, EQ2 and EQ4

- Reserved matters except where already addressed at outline stage

Energy and Resource Statements can explain how new proposals will contribute to the overall energy supply within the district and where relevant demonstrate how the proposal can contribute positively towards the reduction of CO₂ emissions. They can also demonstrate how designs have considered the sustainable use of resources and materials.

The National Planning Practice Guidance confirms that the planning system should promote an efficient use of natural resources and the National Planning Policy Framework states that local planning authorities should expect new development to take account of landform, layout, building orientation, massing and landscaping to minimise energy consumption.

A sustainability statement is a comprehensive report providing details of sustainable design, construction and other measures that are being incorporated into the development to reduce the energy, water and materials to address climate change. The statement should demonstrate that a new development has been designed to reduce energy use and increase resilience to changes in the climate. This should include consideration of passive solar design where the siting and design of buildings maximise the use of the sun's energy for heating and cooling, and how the layout and design of buildings and planting can reduce energy and water use and mitigate against flooding, pollution and overheating. This should also include consideration of the following:

- PV panels;
- Air or Ground source heat pumps;
- Electric charging points, including number and location;
- Combined heat and power;
- Confirmation of access to fibre broadband;
- Provisions for recycling
- Fabric standards – for example Passivhaus
- Walking/cycling infrastructure
- Battery storage
- Community gardens for food growth
- Rainwater harvesting
- Other measures to encourage future occupiers/users of the site to reduce carbon footprint etc.

Further guidance is provided within Chapter 14 of the National Planning Policy Framework.

		<p>and at the UK Green Building Council:</p> <p>www.ukgbc.org</p> <p>and the Building Research Establishment:</p> <p>https://www.greenbooklive.com/</p>	
Sustainable Drainage Statement	A Sustainable Drainage Statement will be required to accompany applications for outline and full applications for minor development.	The Statement should identify the design solution proposed for the capture, storage, attenuation and disposal of surface water. The statement should confirm whether and how surface water will be disposed of if this involves third party land or access to highway drainage infrastructure.	<p>Local Plan Policies EQ1 and EQ4</p> <p>NPPG Paragraph 50 & 51</p>
Sustainable Drainage Strategy	<p>A Sustainable Drainage Strategy is required with all applications for major development, that is:</p> <ul style="list-style-type: none"> Residential development of 10 dwellings or more or residential development with a site area of 0.5 hectares or more where the number of dwellings is not yet known. Non-residential development where the total floor space to be created is 1,000 square metres or more or where the floor area is not yet known, a site area of 1 hectare or more. 	<p>The sustainable drainage strategy should address the issue of surface water runoff onto and off the site. It can be combined with the Flood Risk Assessment if one is required for the site.</p> <p>It should:</p> <ul style="list-style-type: none"> Identify pre-development overland flow paths and surface water drainage. Calculate pre-development run-off rates and volumes State how the SuDS hierarchy is being complied with and give justification for any departure. Design calculations to demonstrate conformity with the design criteria for the site for peak flow and volume control. Plan demonstrating flooded areas and flow paths for exceedance events. Provide information above the measures taken to prevent pollution of the receiving groundwater and/or surface waters. A management and maintenance plan for the lifetime of the development. <p>Wherever possible, sustainable drainage systems should also contribute towards wider sustainability considerations, including amenity, recreation, conservation of biodiversity and landscape character, as well as flood alleviation and water quality control.</p> <p>Somerset County Council is the Local Lead Flood Authority (LLFA) - for further advice enquiries should be sent to llfa@somerset.gov.uk</p>	<p>Local Plan Policies EQ1 and EQ4</p> <p>NPPG Paragraph 50 & 51</p>

<p>Transport Assessment / Statement</p>	<p>Required for development that is likely to:</p> <ul style="list-style-type: none"> • Result in a material increase or change in the traffic • Impact on other modes of transport 	<p>A Transport Assessment or Transport Statement is required where a threshold explained at: https://www.gov.uk/guidance/travel-plans-transport-assessments-and-statements</p> <p>The National Planning Policy Framework states that all developments that generate significant amounts of movement should be supported by a Transport Assessment or Statement. This will be used to assess whether opportunities for sustainable transport modes have been taken up, that safe and suitable access to the site can be achieved for all people, and that any improvements required to the transport network would limit the significant impacts of development.</p> <p>In some cases, the transport issues arising out of development proposals may not require a full Transport Assessment to inform the process adequately and identify suitable mitigation. In these instances, it has become common practice to produce a simplified report in the form of a Transport Statement. This will be appropriate where it is agreed that the transport issues arising out of development proposals are limited and a full transport assessment is not required.</p> <p>Further information about Transport Assessments and Statements are contained in the National Planning Practice Guidance</p> <p>Developers are encouraged to seek pre-application advice regarding the need or scope of a Transport Assessment or Statement for a particular development.</p>	<p>Local Plan Policy TA1 and TA5</p>







<p><u>Travel Plan</u></p>	<p>A draft Travel Plan should also be submitted where major development meets or exceeds the following thresholds set out by Somerset County Council as Highways Authority:</p> <table border="1"> <thead> <tr> <th>Development type</th> <th>Threshold</th> </tr> </thead> <tbody> <tr> <td>Retail – Food</td> <td>1,000m²</td> </tr> <tr> <td>Retail – Non-food / Office</td> <td>1,500m²</td> </tr> <tr> <td>Class B2</td> <td>1,500m²</td> </tr> <tr> <td>Class B8</td> <td>2,500m²</td> </tr> <tr> <td>Residential</td> <td>35,000m² or 50 units</td> </tr> </tbody> </table>	Development type	Threshold	Retail – Food	1,000m ²	Retail – Non-food / Office	1,500m ²	Class B2	1,500m ²	Class B8	2,500m ²	Residential	35,000m ² or 50 units	<p>A Travel Plan is a package of measures produced by an applicant to encourage people to use alternatives to single-occupancy car-use. A Travel Plan must:</p> <ul style="list-style-type: none"> • Be prepared with reference to <u>Somerset County Council's guidance material</u> • Consist of an identifiable site audit review, action plan of measures (including physical measures off-and on-site and within the building itself), and monitoring strategy with modal share targets • Relate to all intended trips to and from the site which include travel to work, business travel, deliveries, and travel undertaken by visitors/guests/customers/patrons/patients <p>It is recommended that a travel plan be the subject of pre-application discussions with relevant parties including the Travel Plan Team at Somerset County Council email: Travelplanning@somerset.gov.uk.</p> <p>Further guidance can be found on the Somerset County Council website</p>	<p>Local Plan Policies TA1 and TA4</p>
Development type	Threshold														
Retail – Food	1,000m ²														
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Class B2	1,500m ²														
Class B8	2,500m ²														
Residential	35,000m ² or 50 units														
<p>Tree / Hedgerow Report</p>	<p>Required for proposals where there are trees within or adjoining the site in close proximity to the proposed development:</p> <ul style="list-style-type: none"> • A scaled plan accurately positioning the trunks of trees that could influence or be affected by the development (including works such as site access, service routes and site compounds), identified with a reference number (such as #T1,T2) and species listed by common name, their stem diameter when measured at 1.5 m above ground, and whether they are to be removed. • Any pre-development tree surgery works • Compensatory planting for any removed trees. <p>However if any of the trees are covered by a Tree Preservation Order or are within a</p>	<p>You will need a Tree Survey or Arboricultural Statement if your development has an impact on any tree with a trunk diameter of over 75mm (as measured 1.5m above ground level) either on site or adjoining.</p> <p>All reference to trees refer to any tree above this size which is on the site of the development, or is close enough to affect it ('within influencing distance of the proposal'). All documents and information should be prepared in accordance with BS5837: 2012 Trees in relation to design, demolition and construction – Recommendations.</p> <p>The requirements are tailored for Full/Outline planning applications and Householder applications:</p> <p>Full or outline applications:</p> <ul style="list-style-type: none"> • An Arboricultural Impact Assessment showing trees to be retained and removed. • Tree Protection Plan setting out appropriate physical protection for retained trees during construction works. • Any pre-development tree surgery works. 	<p>British Standard. 5837 (2012)</p>												









	<p>conservation area, then the level of requirements for a full planning application apply see <u>below</u>. Helpful guidance is available at www.trees.org.uk</p>	<ul style="list-style-type: none"> Proposed location of underground services including soakaways where appropriate. An Arboricultural Method Statement where works are needed within the Root Protection Areas (see BS5837: 2012) of retained trees or where retained trees cannot be protected by standard physical means such as fencing and/or ground protection. Soft landscape design, including species and location of compensatory planting to mitigate for any loss. The Tree Survey, Arboricultural Impact Assessment and Arboricultural Method Statement should be prepared by a suitably qualified Arboriculturist who has gained expertise in the field of trees in relation to construction. <p>Householder applications:</p> <ul style="list-style-type: none"> A scaled plan accurately positioning the trunks of trees that could influence or be affected by the development (including works such as site access, service routes and site compounds), identified with a reference number (such as T1,T2) and species listed by common name, their stem diameter when measured at 1.5 m above ground, and whether they are to be removed. Any pre-development tree surgery works Compensatory planting for any removed trees. <p>However, if any of the trees are covered by a Tree Preservation Order or are within a conservation area, then the level of requirements for a full planning application apply as above.</p> <p>Hedges: Whilst the British Standard 5837:2012 only relates to trees the presence of hedges on an application site does not require such a Survey/Assessment. However all hedges should be shown on the site plan and the impact of development on hedges should be identified.</p>	
<p><u>Ventilation and Extraction Assessment</u></p>	<p>Required for all developments for ventilation, extraction or air conditioning equipment (excluding alterations to existing dwellings and proposals for new dwellings)</p>	<p>The Assessment can comprise a written strategy document or a specification for a particular extraction system. Required for all applications where ventilation, extraction equipment or air conditioning units are to be installed. Typically, this will include uses within Classes A3 (restaurants and cafes), A4 (drinking establishments), A5 (hot food takeaways), retail, business, industrial or leisure development.</p>	<p>Local Plan Policies EQ1 and EQ7</p>

		A Ventilation and Extraction Statement must include details of the position and design of any ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics.	
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Householder planning application (registered as a minor application)








The Householder Application for Works or Extension to an existing Dwelling should be used for proposals to alter/extend a single dwelling or two or more dwellings, including works within the curtilage (boundary/garden) of a house or the formation of an access in association with a house.





Document Description:	Req'd	What / When is required:	Policy / Legislation:
Application Form, and Fee		From Planning Portal – Fee Calculator The checklist is available here to double check all the correct documents have been included and to provide commentary as to why certain things may have been left out.	The Town and Country Planning (Development Management Procedure) (England) Order 2015
CIL Additional Information Forms		Required where the proposed development will involve the creation of 100m ² or more floor space (including converted floor space). Forms available here , The Council's CIL guidance can be found here .	CIL Regulations (2010), as amended
Location Plan (existing)		See 'Plans' section.	The Town and Country Planning (Development Management Procedure) (England) Order 2015
Block / Site Plan (existing and proposed)		See 'Plans' section. A Block/Site Plan is most likely to contain highways and parking details. SSSDC has produced helpful guidance to applicants so the right information is included on plan. If additional bedrooms are proposed, please ensure that adequate parking is shown on the plan.	The Town and Country Planning (Development Management Procedure) (England) Order 2015
Elevation Drawings (existing and proposed)		See 'Plans' section.	Local Plan Policy EQ2
Floor Plans (existing and proposed)		See 'Plans' section.	Local Plan Policy EQ2








Additional Documents	Req'd	What / When is required:	Policy / Legislation:
Roof Plan (existing and proposed)		See 'Plans' section.	Local Plan Policy EQ2
Section Plans / Levels (existing and proposed)		See 'Plans' section Required if there is proposed to be a change of levels within the site i.e. building part cut into the ground.	Local Plan Policy EQ2
Biodiversity Checklist/Ecology Report		Required if works are proposed which may affect protected species or habitats. If you answer 'yes' to any question you <u>must</u> include the requisite ecology report unless otherwise agreed. All reports should be prepared by a suitably qualified and experienced ecologist.	Local Plan Policy EQ4
Flood Risk Assessment (FRA)		Required for development in Flood Zone 2 and 3 or works within 8m of a main river. Further advice (including householder) is available here	NPPF paragraphs 155-165
Archaeological Assessment		Required for developments in areas of high archaeological potential or a known archaeological site where a requirement has been identified by the South West Heritage Trust.	NPPF paragraph 189
Design and Access Statement		Required for Listed Buildings or if in a Conservation Area, and should include a Heritage Statement section.	The Town and Country Planning (Development Management Procedure) (England) Order 2015 PPG Design paragraphs 029 - 034
Tree Survey and Protection Measures		Required for proposals where there are trees within or adjoining the site. A Tree Survey, Arboricultural Method Statement and Tree Protection Plan should be prepared by a suitably qualified and experienced arboricultural consultant in accordance with BS 5837:2012 Trees in relation to design, demolition and construction. Helpful guidance is available at www.trees.org.uk	Local Plan Policies EQ4 and EQ5 BS. 5837 (2012)
Photographs		Please supply photographs of the existing property to which the extension is proposed. Please stand well back from the location of the development and include context and reference points in the photos.	







Change of Use (could be registered as a minor, major or other application)


If you are intending to change the use of all or part of your property/land, you may need to obtain planning permission. The Town and Country Planning (Use Classes) Order 1987 (as amended) puts uses of land and buildings into various categories known as use classes. The full application for Planning Permission form should be used for change of use applications.

Document Description:	Req'd	What / When is required:	Policy / Legislation:
Application Form, Fee and Validation Checklist Form		From Planning Portal Fee Calculator The checklist is available here to double check all the correct documents have been included and to provide commentary as to why certain things may have been left out.	The Town and Country Planning (Development Management Procedure) (England) Order 2015
CIL Additional Information Form		Required for applications where the proposed development will create one or more new dwellings, or involve the creation of 100m ² or more floor space (including converted floor space) of out of town retail. Forms available here , The Council's CIL guidance can be found here .	CIL Regulations (2010), as amended
Location Plan (existing)		See 'Plans' section.	The Town and Country Planning (Development Management Procedure) (England) Order 2015
Block / Site Plan (existing and proposed)		See 'Plans' section. A Block/Site Plan is most likely to contain highways and parking details. SSDC has produced helpful guidance to applicants so the right information is included on plan.	The Town and Country Planning (Development Management Procedure) (England) Order 2015
Floor Plans (existing and proposed)		See 'Plans' section.	Local Plan Policy EQ2
Roof Plan (existing and proposed)		See 'Plans' section.	Local Plan Policy EQ2
Affordable Housing Statement		Required for residential developments of 10 or more dwellings and must include number and tenure/size mix of affordable units.	Local Plan Policy HG3

Document Description:	Req'd	What / When is required:	Policy / Legislation:
Agricultural Appraisal		Required for countryside development including use for agriculture or as a rural worker's dwelling.	Local Plan Policy HG9 NPPF paragraph 79
Biodiversity and Ecology Checklist / Report		Not required for projects that don't include physical works. If physical works are proposed it will be a requirement to complete a Biodiversity Checklist and include within your application. If you answer 'yes' to any question you <u>must</u> include the requisite ecology report unless otherwise agreed. (In which case proof of agreement should be submitted)	The Town and Country Planning (Environmental Impact Assessment) Regulations 2011 (as amended) Local Plan Policy EQ4
Draft S106 / Heads of Terms		Required for schemes involving: <ul style="list-style-type: none"> Affordable housing The provision of on-site open space and play equipment Highway Infrastructure and Travel Planning Matters which cannot be covered by planning conditions or CIL 	Local Plan Policies SS6, HG3, TA3, TA4, TA5, HW1
Economic / Marketing Statement		Required where the development involves: <ul style="list-style-type: none"> the loss of premises identified as community facilities under adopted local plan policy DP17. the loss of premises or land either currently or last used for employment purposes and no equivalent replacement employment is provided. the loss of land or premises identified in employment or community policies in neighbourhood plans. applications for over 2,500m² of floor space for Class E xxx retail or leisure development. applications for retail or leisure developments below 2,500m² floor space outside existing town centre area applications for main town centre uses that are not in an existing town centre area except for small scale development in rural areas. Applications proposing new business activity in rural areas, for example tourist / visitor attraction / accommodation proposals to demonstrate a local need for the scale of development proposed. 	Local Plan Policies EP3, EP9, EP13 & EP15. NPPF paragraphs 85-90

Document Description:	Req'd	What / When is required:	Policy / Legislation:
Electric Vehicle Charging Strategy		Required for all major applications that provide for on-site parking.	Local Plan Policies TA1 and EQ1
Flood Risk Assessment (FRA)		Required for Essential infrastructure / Highly vulnerable / More vulnerable uses within Flood Zone 2 and 3 and sites of 1 Ha or more in Flood Zone 1. Applicants should refer to the National Flood Risk Standing Advice and Local Flood Risk Standing Advice, here	NPPF paragraph 155-165 PPG Flood Zone and Flood Risk Tables
Foul Drainage Assessment (To include Form FD1A)		Required where non-mains foul drainage is proposed, connection to the mains sewer is not practical and it can be demonstrated that discharging waste water into a public sewer to be treated at a public sewage treatment works or a package treatment plant is not feasible (taking into account cost and/or practicability).	Local Plan Policy EQ2
Heritage Statement		Required for works within a Conservation Area, works adjacent or to a Listed Building, Scheduled Ancient Monument.	Local Plan Policy EQ3 NPPF paragraph 189
Landscape Plan / Strategy		Not required unless the Change of Use has a landscape impact.	Local Plan Policy EQ2
Statement of Community Involvement / Neighbour Consultation Form		Required for major applications only	SDC SCI
Noise / Vibration Assessments		Required for developments generating potentially significant levels of noise / vibration, for development in close proximity to sensitive receptors, or developments within close proximity to existing significant levels of noise / vibration.	Local Plan Policy EQ7

Document Description:	Req'd	What / When is required:	Policy / Legislation:
Nutrient Neutrality Assessment and Mitigation Strategy (NNAMS)		Required to accompany planning applications where development may give rise to an increase in phosphate discharges that could impact upon the Somerset Levels and Moors SAC & Ramsar catchment as well as areas served by sewerage treatment works that discharge into affected sewerage treatment works. This is likely to include: <ul style="list-style-type: none"> • New dwellings • Buildings and changes of use that provide overnight accommodation • Agricultural development that could give rise to increased animal / poultry numbers. Anaerobic Digesters • Tourism attractions, including over-night tourist accommodation. 	Habitat Regulation 2017 (as amended) Para 177 of the National Planning Policy Framework Local Plan Policy EQ4
Planning Statement Page 103		Where required and depending upon the scale of development this can be either a stand-alone document or combined with other Required (can be combined with a Design and Access Statement) Statement of Community Involvement - Compliance statement required to show engagement with local community prior to submission.	NPPF paragraphs 10 and 14 Adopted Statement of Community Involvement
Photographs Page 103		Please supply photographs of the site. Please stand well back from the location of the development and include context and reference points in the photos.	
Recycling and Waste Management Plan		Required for all applications for change of use to residential or commercial use.	Local Plan Policy EQ1
Sustainable Urban Drainage Strategy (SuDS)		Required for major applications. This should include a detailed surface water drainage strategy and Sustainable Urban Drainage principles. <ul style="list-style-type: none"> • Residential development of 10 dwellings or more or • Residential development with a site area of 0.5 hectares or more where the number of 	Local Plan Policies EQ1 and EQ4 NPPG Paragraph 50 & 51
Transport Assessment / Statement		Required for major applications that are likely to: <ul style="list-style-type: none"> • Result in a material increase or change in the traffic • Impact on other modes of transport A draft Travel Plan may be required in accordance with Policy TA4	Local Plan Policies TA1, TA3, TA4, TA5

Retail Impact Assessment		Required for applications for over 2,500m ² of floor space for retail, leisure or office development.	Local Plan Policy EP12 NPPF paragraphs 85-90
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Full applications, Major Development





Full applications are for many types of application including the erection of new dwellings, agricultural buildings or development involving commercial and industrial properties.








The following applications are classed as “Major applications”




In excess of 10 dwellings or 0.5 Ha Residential development




Creation or change of use of 1,000m² gross floorspace





Non-residential development or change of use of at least 1 Ha





Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Application Form and Fee		From Planning Portal Fee Calculator The checklist is available here to double-check all the correct document have been included and to provide commentary as to why certain things may have been left out.	The Town and Country Planning (Development Management Procedure) (England) Order 2015
CIL Additional Information Form		Required for applications for full permission where the proposed development will create one or more new dwellings, or involve the creation of 100m ² or more floor space (including converted floor space) of out of town retail. CIL Additional Information Form is not required for Outline applications. Forms available here . The Council's CIL guidance can be found here .	CIL Regulations (2010), as amended
Location Plan (existing)		Required, see 'Plans' section.	The Town and Country Planning (Development Management Procedure) (England) Order 2015
Block / Site Plan (existing and proposed)		Required, see 'Plans' section. A Block/Site Plan is most likely to contain highways and parking details. SSDC has produced helpful guidance to applicants so the right information is included on plan.	The Town and Country Planning (Development Management Procedure) (England) Order 2015






Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Elevation Drawings (existing and proposed)		Required for new buildings and changes to elevations, see 'Plans' section.	Local Plan Policy EQ2
Floor Plans (existing and proposed)		Required for changes to floor plans. See 'Plans' section.	Local Plan Policy EQ2
Roof Plan (existing and proposed)		Required where roof plans are complex or difficult for the public to interpret from elevation drawings only.	Local Plan Policy EQ2
Section Plans / Levels (existing and proposed)		Required, see 'Plans' section if there is an existing change in levels across the site or there is a proposal to alter natural ground levels.	Local Plan Policy EQ2
Agricultural Appraisal		Required for countryside development including use for agriculture or as a rural worker's dwelling.	NPPF paragraph 79 Local Plan Policy HG9
Air Quality Assessment		Required for new residential accommodation within the sewage treatment works buffer zone.	Local Plan Policy EQ7
Archaeological Assessment		Required for developments in areas of high archaeological potential.	NPPF paragraph 189 Local Plan Policy EQ3






Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Biodiversity and Ecology Checklist/ Report		<p>Required if works are proposed which may affect protected species or habitats. If the application is accompanied by Ecology / Biodiversity surveys and reports it does not also require the submission of a Biodiversity Checklist.</p> <p>If the application is not accompanied by Ecology / Biodiversity surveys and reports, it will be a requirement to complete a Biodiversity Checklist and include within your application to confirm why such reports are not considered appropriate. i.</p> <p>This should include evidence to support Habitats Regulations Assessment where appropriate.</p>	Local Plan Policy EQ4
Contaminated Land Assessment		<p>Required for application sites where there has been a previous or suspected contaminative use at the site AND:</p> <ul style="list-style-type: none"> • Operational development is proposed where there would be disturbance to the ground or groundwater regime AND/OR • A vulnerable use is proposed where human health and/or the environment may be impacted 	Local Plan Policy EQ7
Design & Access Statement		Required for all major applications	<p>The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)</p> <p>PPG Design paragraphs 012, 029-033</p>



Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Draft S106 / Heads of Terms		Required for schemes involving: <ul style="list-style-type: none"> Affordable housing The provision of on-site open space and play equipment Highway Infrastructure and Travel Planning Matters which cannot be covered by planning conditions or CIL	Local Plan Policies SS6, HG3, TA3, TA4, TA5, HW1
Economic /Marketing Statement Page 58		Required where the development involves: <ul style="list-style-type: none"> The loss of premises identified as community facilities under adopted Local Plan policy DP17. The loss of premises or land either currently or last used for employment purposes and no equivalent replacement employment is provided. The loss of land or premises identified in employment or community policies in neighbourhood plans. Applications for retail or leisure developments below 2,500m² floor space outside existing town centre area Applications for main town centre uses that are not in an existing town centre area except for small scale development in rural areas. Applications proposing new business activity in rural areas, for example tourist / visitor attraction / accommodation proposals to demonstrate a local need for the scale of development proposed. 	Local Plan Policy EP3, EP9, EP13 & EP15. NPPF paragraphs 85-90
Electric Vehicle Charging Strategy		Required for all major applications that provide for on-site parking.	Local Plan Policies TA1 and EQ1

Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Flood Risk Assessment (FRA)		Required for all major applications :	NPPF paragraph 155 - 165 PPG Flood Zone and Flood Risk Tables
Flood Risk Sequential Test		Required in the following circumstances: In Flood Zone 2 <ul style="list-style-type: none"> • Development that is defined as "highly vulnerable" (i.e. residential basements, caravan parks) In Flood Zone 3a <ul style="list-style-type: none"> • Development that is defined as "more vulnerable " (i.e. residential, schools, hospitals, care homes) • Essential infrastructure (i.e. roads or utilities) In Flood Zone 3b <ul style="list-style-type: none"> • Essential infrastructure (i.e. as roads or utilities) An Exception Test may also be required	NPPF paragraph 148-169
Foul Drainage Assessment (To include Form FD1A)		Required where non-mains foul drainage is proposed, connection to the mains sewer is not practical and it can be demonstrated that discharging waste water into a public sewer to be treated at a public sewage treatment works or a package treatment plant is not feasible (taking into account cost and/or practicability).	Local Plan Policy EQ2
Heritage Statement		Required for works within a Conservation Area or AONB, works adjacent or to a Listed Building, Scheduled Ancient Monument or having archaeological implications.	Local Plan Policy HG3 NPPF paragraph 189
Land Contamination Report		Required for application sites where there has been a previous or suspected contaminative use at the site AND: <ul style="list-style-type: none"> • Operational development is proposed where there would be disturbance to the ground or groundwater regime AND/OR • A vulnerable use is proposed where human health may be impacted 	Local Plan Policy EQ7

Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Landscaping Plan		Strongly advised for residential and commercial developments. Required for major applications with the exception of agricultural development	Local Plan Policy EQ5
Landscape and Visual Impact Assessment		Required for developments that have the potential to result in a significant visual impact which may include (but is not limited to): <ul style="list-style-type: none"> • Solar and wind energy projects • Development in or on the edge of the open countryside or AONB LVIAs must meet the Landscape Institute's Guidelines for Landscape and Visual Impact Assessment (GLVIA3)	Local Plan Policy EQ2
Lighting Assessment		Required for any applications which include floodlighting, or a significant amount of external lighting or glass on elevations, where your development would be any of the following: <ul style="list-style-type: none"> • Next to a residential property • Next to a listed building • Within or next to a conservation area • Next to a roost, breeding or resting place of, or habitat of importance to, a legally protected species (such as bats, badgers, barn owls and great crested newts) • Within the open countryside Alongside other watercourses and habitats, where there is a risk of impact on bats, especially light sensitive bat species associated with Special Areas of Conservation within the South Somerset District.	Local Plan Policy DP3, DP4, DP5, DP7 and DP8
National Design Guide Compliance Statement		For residential schemes compliance with the 10 Characteristics of Well Designed Places should be demonstrated. Proposals should be assessed against each characteristic.	NPPF paragraph 8 Local Plan Policy EQ2

Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Neighbourhood Plan Compliance Statement		Required for developments in areas covered by a 'made' plan, see the NP webpage for an up-to-date list. Proposals should be assessed against each relevant policy.	NPPF paragraph 8
Noise Assessment		<p>Required for development falling within the following use classes:</p> <ul style="list-style-type: none"> • Use Class E (restaurants and cafes), sui generis uses (pub or drinking establishments and hot food takeaways); or • Use Classes B2 (General Industrial) and B8 (Storage and Distribution); and • Where the uses would be located adjacent to existing residential properties. <p>New residential development which lies adjacent to the above uses, or adjacent any other source of noise (e.g. A Roads, railways. etc.).</p>	Local Plan Policy EQ7
Nutrient Neutrality Assessment and Mitigation Strategy (NNAMS)		<p>Required to accompany planning applications where development may give rise to an increase in phosphate discharges that could impact upon the Somerset Levels and Moors SAC & Ramsar catchment as well as areas served by sewerage treatment works that discharge into affected sewerage treatment works. This is likely to include:</p> <p>New dwellings Buildings and changes of use that provide overnight accommodation Agricultural development that could give rise to increased animal / poultry numbers. Anaerobic Digesters Tourism attractions, including over-night tourist accommodation.</p>	Habitat Regulation 2017 (as amended) Para 177 of the National Planning Policy Framework Local Plan Policy EQ4
Planning Statement		<p>Required (can be combined with a Design and Access Statement)</p> <p>Statement of Community Involvement - Compliance statement required to show engagement with local community prior to submission for major applications(to include a summary of neighbor consultations)</p>	PPG Design paragraphs 029 - 034 Adopted Statement of Community Involvement Local Plan Policy HG3
Photographs		Please supply photographs of the site. Please stand well back from the location of the development and include context and reference points and the Streetscene in the photos.	

Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Recycling and Waste Management Plan		Required for all applications for new residential or commercial development.	Local Plan Policy EQ1
Structural Survey and Conversion Method Statement		Required for development involving the conversion of an existing rural building outside of the settlement boundaries where there exists doubt as to the structural integrity of the building. Applicants should refer to SSDC's Conversion of Barns and Other Historic Buildings guidance where appropriate.	Local Plan Policies SD1, SS2
Sustainability Statement		Required for all major applications excluding agricultural development.	Local Plan Policies TA1, EQ1 and EQ4
Sustainable Urban Drainage Strategy (SUDS) Page 62		Required for major applications. This should include a detailed surface water drainage strategy and Sustainable Urban Drainage principles. <ul style="list-style-type: none"> • Residential development of 10 dwellings or more or • Residential development with a site area of 0.5 hectares or more where the number of dwellings is not yet known. • Non-residential development where the total floor space to be created is 1,000 square metres or more or where the floor area is not yet known, • a site area of 1 hectare or more. 	Local Plan Policies EQ1 and EQ4
Transport Assessment / Statement		Required for development that is likely to: <ul style="list-style-type: none"> • Result in a material increase or change in the traffic • Affect a classified road or proposed highway • Involve the laying out or construction of a highway or access • Impact on other modes of transport Draft Travel Plan in accordance with Policy TA4	Local Plan Policies TA1, TA3, TA4, TA5

Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Draft Travel Plan c		See thresholds in the document description section.	Local Plan Policy TA4
Tree and Hedgerow Survey/Report and Protection Measures		Required for proposals where there are trees within or adjoining the site. A Tree Survey, Arboricultural Method Statement and Tree Protection Plan should be prepared by a suitably qualified and experienced arboricultural consultant in accordance with BS 5837:2012 Trees in relation to design, demolition and construction. Helpful guidance is available at www.trees.org.uk	Local Plan Policy EQ4 and EQ5 BS. 5837 (2012)
Ventilation and Extraction Assessment		Required for all developments for ventilation, extraction or air conditioning equipment (excluding alterations to existing dwellings and proposals for new dwellings)	Local Plan Policy EQ2






**Evidence of compulsory pre-application consultation for some wind turbine development is required, ask the LPA for more details.







Full applications, Minor Development




Full applications are for many types of application including the erection of new dwellings, agricultural buildings or development involving commercial and industrial properties.



The following applications are classed as “Minor”





- 1-9 dwellings or residential development up to 0.49 Ha
- Up to 999m² new building space (regardless of proposed sub-division)
- Non-residential development of up to 0.99 Ha




Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Application Form, Fee and Validation Checklist Form		From Planning Portal Fee Calculator The checklist is available here to double-check all the correct documents have been included and to provide commentary as to why certain things may have been left out.	The Town and Country Planning (Development Management Procedure) (England) Order 2015
CIL Additional Information Form		Required for applications for full permission where the proposed development will create one or more new dwellings, or involve the creation of 100m ² or more floor space (including converted floor space) of out of town retail. CIL Additional Information Form is not required for Outline applications. Forms available here , The Council's CIL guidance can be found here .	CIL Regulations (2010), as amended
Location Plan (existing)		Required, see 'Plans' section.	The Town and Country Planning (Development Management Procedure) (England) Order 2015
Block / Site Plan (existing and proposed)		Required, see 'Plans' section. A Block/Site Plan is most likely to contain highways and parking details. SSDC has produced helpful guidance to applicants so the right information is included on plan.	The Town and Country Planning (Development Management Procedure) (England) Order 2015
Elevation Drawings (existing and proposed)		Required for new buildings and changes to elevations, see 'Plans' section.	Local Plan Policy EQ2






Floor Plans (existing and proposed)		Required for changes to floor plans. See 'Plans' section.	Local Plan Policy EQ2
Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Roof Plan (existing and proposed)		Required where roof plans are complex or difficult for the public to interpret from elevation drawings only.	Local Plan Policy EQ2
Section Plans / Levels (existing and proposed)		Required, see 'Plans' section if there is an existing change in levels across the site or there is a proposal to alter natural ground levels.	Local Plan Policy EQ2
Agricultural Appraisal		Required for countryside development including use for agriculture or as a rural worker's dwelling.	NPPF paragraph 79 Local Plan Policy HG9
Air Quality Assessment		Required for new residential accommodation within the sewage treatment works buffer zone.	Local Plan Policy EQ7
Archaeological Assessment		Required for developments in areas of high archaeological potential or sites of known archaeological importance.	NPPF paragraph 189 Local Plan Policy EQ3





Biodiversity and Ecology Checklist/ Report		<p>Required if works are proposed which may affect protected species or habitats. If the application is accompanied by Ecology / Biodiversity surveys and reports it does not also require the submission of a Biodiversity Checklist.</p> <p>If the application is not accompanied by Ecology / Biodiversity surveys and reports, it will be a requirement to complete a Biodiversity Checklist and include within your application to confirm why such reports are not considered appropriate. i.</p> <p>This should include evidence to support Habitats Regulations Assessment where appropriate.</p>	Local Plan Policy EQ4
Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Contaminated Land Assessment		<p>Required for application sites where there has been a previous or suspected contaminative use at the site AND:</p> <ul style="list-style-type: none"> • Operational development is proposed where there would be disturbance to the ground or groundwater regime AND/OR • A vulnerable use is proposed where human health and/or the environment may be impacted 	Local Plan Policy EQ7
Design & Access Statement		<p>Required for development within a Conservation Area comprising:</p> <ul style="list-style-type: none"> • One or more dwellings • Increase in floor space of 100m² 	<p>The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)</p> <p>PPG Design paragraphs 012, 029-033</p>

Economic / Marketing Statement		<p>Required where the development involves:</p> <ul style="list-style-type: none"> • The loss of premises identified as community facilities under adopted Local Plan policy DP17. • The loss of premises or land either currently or last used for employment purposes and no equivalent replacement employment is provided. • The loss of land or premises identified in employment or community policies in neighbourhood plans. • Applications for main town centre uses that are not in an existing town centre area except for small scale development in rural areas. <p>Applications proposing new business activity in rural areas, for example tourist / visitor attraction / accommodation proposals to demonstrate a local need for the scale of development proposed.</p>	<p>Local Plan Policy EP3, EP9, EP13 & EP15.</p> <p>NPPF paragraphs 85-90</p>
Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Flood Risk Assessment (FRA) Page 67		<p>Required for:</p> <p>Development over 1 hectare in Flood Zone 1 and all development in Flood Zone 2 and 3 Works within 8m of a main river</p> <p>Applicants should refer to the National Flood Risk Standing Advice and Local Flood Risk Standing Advice.</p>	<p>NPPF paragraph 155 - 165</p> <p>PPG Flood Zone and Flood Risk Tables</p>
Flood Risk Sequential Test		<p>Required in the following circumstances:</p> <p>In Flood Zone 2</p> <ul style="list-style-type: none"> • Development that is defined as "highly vulnerable" (i.e. residential basements, caravan parks) <p>In Flood Zone 3a</p> <ul style="list-style-type: none"> • Development that is defined as "more vulnerable " (i.e. residential, schools, hospitals, care homes) • Essential infrastructure (i.e. roads or utilities) <p>In Flood Zone 3b</p> <ul style="list-style-type: none"> • Essential infrastructure (i.e. as roads or utilities) <p>An Exception Test may also be required</p>	<p>NPPF paragraph 148-169</p>

Foul Drainage Assessment (To include Form FD1A)		Required where non-mains foul drainage is proposed, connection to the mains sewer is not practical and it can be demonstrated that discharging waste water into a public sewer to be treated at a public sewage treatment works or a package treatment plant is not feasible (taking into account cost and/or practicability).	Local Plan Policy EQ2
HeritageStatement		Required for works within a Conservation Area or AONB, works adjacent to or to a Listed Building, Scheduled Ancient Monument or having archaeological implications.	Local Plan Policy HG3 NPPF paragraph 189
Land Contamination Report		Required for application sites where there has been a previous or suspected contaminative use at the site AND: <ul style="list-style-type: none"> Operational development is proposed where there would be disturbance to the ground or groundwater regime AND/OR A vulnerable use is proposed where human health may be impacted 	Local Plan Policy EQ7
Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Landscape and Visual ImpactAssessment		Required for developments that have the potential to result in a significant visual impact which may include (but is not limited to) minor development in or on the edge of the open countryside or AONB LVIA's must meet the Landscape Institute's Guidelines for Landscape and Visual Impact Assessment (GLVIA3)	Local Plan Policy EQ2

Lighting Assessment		<p>Required for any applications which include floodlighting, or a significant amount of external lighting or glass on elevations, where your development would be any of the following:</p> <ul style="list-style-type: none"> • Next to a residential property • Next to a listed building • Within or next to a conservation area • Next to a roost, breeding or resting place of, or habitat of importance to, a legally protected species (such as bats, badgers, barn owls and great crested newts) • Within the open countryside <p>Alongside other watercourses and habitats, where there is a risk of impact on bats, especially light sensitive bat species associated with Special Areas of Conservation within the South Somerset District.</p>	Local Plan Policy DP3, DP4, DP5, DP7 and DP8
Neighbourhood Plan Compliance Statement		Required for developments in areas covered by a 'made' plan, see the NP webpage for an up-to-date list. Proposals should be assessed against each relevant policy.	NPPF paragraph 8
Noise Assessment		<p>Required for development falling within the following use classes:</p> <ul style="list-style-type: none"> • Use Class E (restaurants and cafes), sui generis uses (pub or drinking establishments and hot food takeaways); or • Use Classes B2 (General Industrial) and B8 (Storage and Distribution); and • Where the uses would be located adjacent to existing residential properties. <p>New residential development which lies adjacent to the above uses, or adjacent any other source of noise (e.g. A Roads, railways. etc.).</p>	Local Plan Policy EQ7
Document or plan description:	Req'd	What / When is required:	Policy / Legislative:

Nutrient Neutrality Assessment and Mitigation Strategy (NNAMS)		Required to accompany planning applications where development may give rise to an increase in phosphate discharges that could impact upon the Somerset Levels and Moors SAC & Ramsar catchment as well as areas served by sewerage treatment works that discharge into affected sewerage treatment works. This is likely to include: New dwellings Buildings and changes of use that provide overnight accommodation Agricultural development that could give rise to increased animal / poultry numbers. Anaerobic Digesters Tourism attractions, including over-night tourist accommodation.	Habitat Regulation 2017 (as amended) Para 177 of the National Planning Policy Framework Local Plan Policy EQ4
Planning Statement		Required (can be combined with a Design and Access Statement) Statement of Community Involvement - Compliance statement required to show engagement with local community prior to submission for major applications(to include a summary of neighbor consultations)	PPG Design paragraphs 029 - 034 Adopted Statement of Community Involvement Local Plan Policy HG3
Photographs		Please supply photographs of the site. Please stand well back from the location of the development and include context and reference points and the Streetscene in the photos.	
Recycling and Waste Management Plan		Required for all applications for new residential or commercial development.	Local Plan Policy EQ1
Structural Survey and Conversion Method Statement		Required for development involving the conversion of an existing rural building outside of the settlement boundaries where there exists doubt as to the structural integrity of the building. Applicants should refer to SSDC's Conversion of Barns and Other Historic Buildings guidance where appropriate.	Local Plan Policies SD1, SS2




Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Sustainable Drainage Statement		<p>A Sustainable Drainage Statement will be required to accompany applications for outline and full applications for minor development.</p> <p>The Statement should identify the design solution proposed for the capture, storage, attenuation and disposal of surface water. The statement should confirm whether and how surface water will be disposed of if this involves third party land or access to highway drainage infrastructure.</p>	Local Plan Policies EQ1 and EQ4
Transport Statement		<p>Required for development that is likely to:</p> <ul style="list-style-type: none"> • Affect a classified road or proposed highway • Involve the laying out or construction of a highway or access 	Local Plan Policies TA1, TA3, TA4, TA5
Tree and Hedgerow Survey/Report and Protection Measures		<p>Required for proposals where there are trees within or adjoining the site. A Tree Survey, Arboricultural Method Statement and Tree Protection Plan should be prepared by a suitably qualified and experienced arboricultural consultant in accordance with BS 5837:2012 Trees in relation to design, demolition and construction. Helpful guidance is available at www.trees.org.uk</p>	Local Plan Policy EQ4 and EQ5 BS. 5837 (2012)
Ventilation and Extraction		Required for all developments for ventilation, extraction or air conditioning equipment (excluding alterations to existing dwellings and proposals for new dwellings)	








Outline planning applications for Major development








Outline applications are used when the principle of a development needs to be established but not all the information is available at the time the initial application is made. The application is submitted in two parts. The initial outline planning application which may seek to establish some levels of detail (usually access) and a subsequent submission of additional detail referred to as the “Reserved Matters”.

The following applications are classed as “Major applications”





- In excess of 10 dwellings or 0.5 Ha Residential development
- Creation or change of use of 1,000m² gross floorspace
- Non-residential development or change of use of at least 1 Ha




Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
The Reserved Matters			
Appearance		Aspects of a building or place which affect the way it looks, including the exterior of the development. Required: <ul style="list-style-type: none"> • Elevation Drawings (existing and proposed) • Floor Plans (existing and proposed) • Roof Plan (existing and proposed) 	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Article 6
Access		Covers accessibility for all routes to and within the site, as well as the way they link up to other roads and pathways outside the site. Required: <ul style="list-style-type: none"> • Section Drawings / Levels (existing and proposed) • Transport Assessment / Statement 	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Article 6
Landscaping		The improvement or protection of the amenities of the site and the area and the surrounding area, this could include planting trees or hedges as a screen. Required: <ul style="list-style-type: none"> • Section Drawings / Levels (existing and proposed) 	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Article 6





Layout		Includes buildings, routes and open spaces within the development and the way they are laid out in relations to buildings and spaces outside the development. Required: <ul style="list-style-type: none"> Floor Plans (existing and proposed) Section Drawings / Levels (existing and proposed)	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Article 6
Scale		Includes information on the size of the development, including the height, width and length of each proposed building. Required: <ul style="list-style-type: none"> Elevation Drawings (existing and proposed) Floor Plans (existing and proposed) 	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Article 6
Other Submissions			
Application Form and Fee		From Planning Portal Fee Calculator The checklist is available here to double-check all the correct document have been included and to provide commentary as to why certain things may have been left out.	The Town and Country Planning (Development Management Procedure) (England) Order 2015
CIL Additional Information Form		Required for applications for full permission where the proposed development will create one or more new dwellings, or involve the creation of 100m ² or more floor space (including converted floor space) of out of town retail. CIL Additional Information Form is not required for Outline applications. Forms available here , The Council's CIL guidance can be found here .	CIL Regulations (2010), as amended
Location Plan (existing)		Required, see 'Plans' section.	The Town and Country Planning (Development Management Procedure) (England) Order 2015
Block / Site Plan (existing and proposed)		Required, see 'Plans' section. Proposed site plan is required where layout is not a reserved matter	The Town and Country Planning (Development Management Procedure) (England) Order 2015
Elevation Drawings (existing and proposed)		Only required where scale and appearance are not reserved matters.	Local Plan Policy EQ2




Floor Plans (existing and proposed)		Only required where scale and appearance are not reserved matters	Local Plan Policy EQ2
Landscape Plan		Only required where landscaping is not a reserved matter	Local Plan Policy EQ2
Roof Plan (existing and proposed)		Only required where scale and appearance are not reserved matters.	Local Plan Policy EQ2
Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Section Plans / Levels (existing and proposed)		Depending upon the level of detail within the application this can be covered by the submission of a topographical survey where a site has changes in levels.	Local Plan Policy EQ2
Agricultural Appraisal		Required for countryside development including use for agriculture or as a rural worker's dwelling.	NPPF paragraph 79 Local Plan Policy HG9
Air Quality Assessment		Required for new residential accommodation within the sewage treatment works buffer zone.	Local Plan Policy EQ7
Archaeological Assessment		Required for developments in areas of high archaeological potential or sites of known archaeological importance.	NPPF paragraph 189 Local Plan Policy EQ3







Page 74






Biodiversity and Ecology Checklist/ Report		<p>Required if works are proposed which may affect protected species or habitats. If the application is accompanied by Ecology / Biodiversity surveys and reports it does not also require the submission of a Biodiversity Checklist.</p> <p>If the application is not accompanied by Ecology / Biodiversity surveys and reports, it will be a requirement to complete a Biodiversity Checklist and include within your application to confirm why such reports are not considered appropriate. i.</p> <p>This should include evidence to support Habitats Regulations Assessment where appropriate.</p>	Local Plan Policy EQ4
Contaminated Land Assessment		<p>Required for application sites where there has been a previous or suspected contaminative use at the site AND:</p> <ul style="list-style-type: none"> Operational development is proposed where there would be disturbance to the ground or groundwater regime AND/OR A vulnerable use is proposed where human health and/or the environment may be impacted 	Local Plan Policy EQ7
Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Design & Access Statement		Required for all major applications	<p>The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)</p> <p>PPG Design paragraphs 012, 029-033</p>
Draft S106 / Heads of Terms		<p>Required for schemes involving:</p> <ul style="list-style-type: none"> Affordable housing The provision of on-site open space and play equipment Highway Infrastructure and Travel Planning <p>Matters which cannot be covered by planning conditions or CIL</p>	Local Plan Polices SS6, HG3, TA3, TA4, TA5, HW1

Economic /Marketing Statement		<p>Required where the development involves:</p> <ul style="list-style-type: none"> • The loss of premises identified as community facilities under adopted Local Plan policy DP17. • The loss of premises or land either currently or last used for employment purposes and no equivalent replacement employment is provided. • The loss of land or premises identified in employment or community policies in neighbourhood plans. • Applications for retail or leisure developments below 2,500m² floor space outside existing town centre area • Applications for main town centre uses that are not in an existing town centre area except for small scale development in rural areas. • Applications proposing new business activity in rural areas, for example tourist / visitor attraction / accommodation proposals to demonstrate a local need for the scale of development proposed. 	<p>Local Plan Policy EP3, EP9, EP13 & EP15.</p> <p>NPPF paragraphs 85-90</p>
Electric Vehicle Charging Strategy		Required for all major applications that provide for on-site parking.	Local Plan Policies TA1 and EQ1
Flood Risk Assessment(FRA) Page 76		Required for all major applications	<p>NPPF paragraph 155 - 165</p> <p>PPG Flood Zone and Flood Risk Tables</p>
Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Flood Risk Sequential Test		<p>Required in the following circumstances:</p> <p>In Flood Zone 2</p> <ul style="list-style-type: none"> • Development that is defined as "highly vulnerable" (i.e. residential basements, caravan parks) <p>In Flood Zone 3a</p> <ul style="list-style-type: none"> • Development that is defined as "more vulnerable " (i.e. residential, schools, hospitals, care homes) • Essential infrastructure (i.e. roads or utilities) <p>In Flood Zone 3b</p> <ul style="list-style-type: none"> • Essential infrastructure (i.e. as roads or utilities) <p>An Exception Test may also be required</p>	NPPF paragraph 148-169

Foul Drainage Assessment (To include Form FD1A)		Required where non-mains foul drainage is proposed, connection to the mains sewer is not practical and it can be demonstrated that discharging waste water into a public sewer to be treated at a public sewage treatment works or a package treatment plant is not feasible (taking into account cost and/or practicability).	Local Plan Policy EQ2
HeritageStatement		Required for works within a Conservation Area or AONB, works adjacent or to a Listed Building, Scheduled Ancient Monument or having archaeological implications.	Local Plan Policy HG3 NPPF paragraph 189
LandContamination Report		Required for application sites where there has been a previous or suspected contaminative use at the site AND: <ul style="list-style-type: none"> • Operational development is proposed where there would be disturbance to the ground or groundwater regime AND/OR • A vulnerable use is proposed where human health may be impacted 	Local Plan Policy EQ7
Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Landscape and Visual ImpactAssessment		Required for developments that have the potential to result in a significant visual impact which may include (but is not limited to): <ul style="list-style-type: none"> • Solar and wind energy projects • Development in or on the edge of the open countryside or AONB LVIA's must meet the Landscape Institute's Guidelines for Landscape and Visual Impact Assessment (GLVIA3)	Local Plan Policy EQ2

Lighting Assessment		<p>Required for any applications which include floodlighting, or a significant amount of external lighting or glass on elevations, where your development would be any of the following:</p> <ul style="list-style-type: none"> • Next to a residential property • Next to a listed building • Within or next to a conservation area • Next to a roost, breeding or resting place of, or habitat of importance to, a legally protected species (such as bats, badgers, barn owls and great crested newts) • Within the open countryside <p>Alongside other watercourses and habitats, where there is a risk of impact on bats, especially light sensitive bat species associated with Special Areas of Conservation within the South Somerset District.</p>	Local Plan Policy DP3, DP4, DP5, DP7 and DP8
National Design Guide Compliance Statement		For residential schemes compliance with the 10 Characteristics of Well Designed Places should be demonstrated. Proposals should be assessed against each characteristic.	NPPF paragraph 8 Local Plan Policy EQ2
Neighbourhood Plan Compliance Statement		Required for developments in areas covered by a 'made' plan, see the Neighbourhood Plan webpage for an up-to-date list. Proposals should be assessed against each relevant policy.	NPPF paragraph 8
Document or plan description:	Req'd	What / When is required:	Policy / Legislative:

Noise Assessment		<p>Required for development falling within the following use classes:</p> <ul style="list-style-type: none"> • Use Class E (restaurants and cafes), sui generis uses (pub or drinking establishments and hot food takeaways); or • Use Classes B2 (General Industrial) and B8 (Storage and Distribution); and • Where the uses would be located adjacent to existing residential properties. <p>New residential development which lies adjacent to the above uses, or adjacent any other source of noise (e.g. A Roads, railways. etc.).</p>	Local Plan Policy EQ7
Nutrient Neutrality Assessment and Mitigation Strategy (NNAMS)		<p>Required to accompany planning applications where development may give rise to an increase in phosphate discharges that could impact upon the Somerset Levels and Moors SAC & Ramsar catchment as well as areas served by sewerage treatment works that discharge into affected sewerage treatment works. This is likely to include:</p> <p>New dwellings Buildings and changes of use that provide overnight accommodation Agricultural development that could give rise to increased animal / poultry numbers. Anaerobic Digesters Tourism attractions, including over-night tourist accommodation.</p>	Habitat Regulation 2017 (as amended) Para 177 of the National Planning Policy Framework Local Plan Policy EQ4
Planning Statement		<p>Required (can be combined with a Design and Access Statement)</p> <p>Statement of Community Involvement - Compliance statement required to show engagement with local community prior to submission for major applications(to include a summary of neighbor consultations)</p>	PPG Design paragraphs 029 - 034 Adopted Statement of Community Involvement Local Plan Policy HG3
Photographs		Please supply photographs of the site. Please stand well back from the location of the development and include context and reference points and the Streetscene in the photos.	
Recycling and Waste Management Plan		Required for all applications for new residential or commercial development.	Local Plan Policy EQ1
Structural Survey and Conversion Method Statement		<p>Required for development involving the conversion of an existing rural building outside of the settlement boundaries where there exists doubt as to the structural integrity of the building. Applicants should refer to SSDC's Conversion of Barns and Other Historic Buildings guidance where appropriate.</p>	Local Plan Policies SD1, SS2

Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Sustainability Statement		Required for all major applications excluding agricultural development.	Local Plan Policies TA1, EQ1 and EQ4
Sustainable Urban Drainage Strategy (SuDS)		Required for major applications. This should include a detailed surface water drainage strategy and Sustainable Urban Drainage principles. <ul style="list-style-type: none"> • Residential development of 10 dwellings or more or • Residential development with a site area of 0.5 hectares or more where the number of dwellings is not yet known. • Non-residential development where the total floor space to be created is 1,000 square metres or more or where the floor area is not yet known, • a site area of 1 hectare or more. 	Local Plan Policies EQ1 and EQ4
Transport Assessment / Statement		Required for development that is likely to: <ul style="list-style-type: none"> • Result in a material increase or change in the traffic • Affect a classified road or proposed highway • Involve the laying out or construction of a highway or access • Impact on other modes of transport Draft Travel Plan in accordance with Policy TA4	Local Plan Policies TA1, TA3, TA4, TA5
Draft Travel Plan c		See thresholds in the document description section.	Local Plan Policy TA4
Tree and Hedgerow Survey/Report and Protection Measures		Required for proposals where there are trees within or adjoining the site. A Tree Survey, Arboricultural Method Statement and Tree Protection Plan should be prepared by a suitably qualified and experienced arboricultural consultant in accordance with BS 5837:2012 Trees in relation to design, demolition and construction. Helpful guidance is available at www.trees.org.uk	Local Plan Policy EQ4 and EQ5 BS. 5837 (2012)
Ventilation and Extraction Assessment		Required for all developments for ventilation, extraction or air conditioning equipment (excluding alterations to existing dwellings and proposals for new dwellings)	Local Plan Policy EQ2





**Evidence of compulsory pre-application consultation for some wind turbine development is required, ask the LPA for more details.








Outline applications for Minor Development







Outline applications are used when the principle of a development needs to be established but not all the information is available at the time the initial application is made. The application is submitted in two parts. The initial outline planning application which may seek to establish some levels of detail (usually access) and a subsequent submission of additional detail referred to as the “Reserved Matters”.




The following applications are classed as “Minor”



- 1-9 dwellings or residential development up to 0.49 Ha
- Up to 999m² new building space (regardless of proposed sub-division)
- Non-residential development of up to 0.99 Ha





The Reserved Matters			
Appearance		Aspects of a building or place which affect the way it looks, including the exterior of the development. Required: <ul style="list-style-type: none"> • Elevation Drawings (existing and proposed) • Floor Plans (existing and proposed) • Roof Plan (existing and proposed) 	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Article 6
Access		Covers accessibility for all routes to and within the site, as well as the way they link up to other roads and pathways outside the site. Required: <ul style="list-style-type: none"> • Section Drawings / Levels (existing and proposed) • Transport Assessment / Statement 	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Article 6
Landscaping		The improvement or protection of the amenities of the site and the area and the surrounding area, this could include planting trees or hedges as a screen. Required: <ul style="list-style-type: none"> • Section Drawings / Levels (existing and proposed) 	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Article 6
Layout		Includes buildings, routes and open spaces within the development and the way they are laid out in relations to buildings and spaces outside the development. Required: <ul style="list-style-type: none"> • Floor Plans (existing and proposed) Section Drawings / Levels (existing and proposed)	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Article 6




Scale		Includes information on the size of the development, including the height, width and length of each proposed building. Required: <ul style="list-style-type: none"> Elevation Drawings (existing and proposed) Floor Plans (existing and proposed) 	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Article 6
Other Submissions			
Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Application Form, Fee		From Planning Portal Fee Calculator The checklist is available here to double-check all the correct document have been included and to provide commentary as to why certain things may have been left out.	The Town and Country Planning (Development Management Procedure) (England) Order 2015
CIL Additional Information Form		Required for applications for full permission where the proposed development will create one or more new dwellings, or involve the creation of 100m ² or more floor space (including converted floor space) of out of town retail. CIL Additional Information Form is not required for Outline applications. Forms available here , The Council's CIL guidance can be found here .	CIL Regulations (2010), as amended
Location Plan (existing)		Required, see 'Plans' section.	The Town and Country Planning (Development Management Procedure) (England) Order 2015
Block / Site Plan (existing and proposed)		Required, see 'Plans' section. Proposed site plan is required where layout is not a reserved matter	The Town and Country Planning (Development Management Procedure) (England) Order 2015
Elevation Drawings (existing and proposed)		Only required where scale and appearance are not reserved matters.	Local Plan Policy EQ2
Floor Plans (existing and proposed)		Only required where scale and appearance are not reserved matters	Local Plan Policy EQ2






Landscape Plan		Only required where landscaping is not a reserved matter	Local Plan Policy EQ2
Roof Plan (existing and proposed)		Only required where scale and appearance are not reserved matters.	Local Plan Policy EQ2
Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Section Plans / Levels (existing and proposed)		Required, see 'Plans' section if there is an existing change in levels across the site or there is a proposal to alter natural ground levels.	Local Plan Policy EQ2
Agricultural Appraisal		Required for countryside development including use for agriculture or as a rural worker's dwelling.	NPPF paragraph 79 Local Plan Policy HG9
Air Quality Assessment		Required for new residential accommodation within the sewage treatment works buffer zone.	Local Plan Policy EQ7
Archaeological Assessment		Required for developments in areas of high archaeological potential or sites of known archaeological importance.	NPPF paragraph 189 Local Plan Policy EQ3





Biodiversity and Ecology Checklist/ Report		<p>Required if works are proposed which may affect protected species or habitats. If the application is accompanied by Ecology / Biodiversity surveys and reports it does not also require the submission of a Biodiversity Checklist.</p> <p>If the application is not accompanied by Ecology / Biodiversity surveys and reports, it will be a requirement to complete a Biodiversity Checklist and include within your application to confirm why such reports are not considered appropriate. i.</p> <p>This should include evidence to support Habitats Regulations Assessment where appropriate.</p>	Local Plan Policy EQ4
Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Contaminated Land Assessment		<p>Required for application sites where there has been a previous or suspected contaminative use at the site AND:</p> <ul style="list-style-type: none"> • Operational development is proposed where there would be disturbance to the ground or groundwater regime AND/OR • A vulnerable use is proposed where human health and/or the environment may be impacted 	Local Plan Policy EQ7
Design & Access Statement		<p>Required for development within a Conservation Area comprising:</p> <ul style="list-style-type: none"> • One or more dwellings • Increase in floor space of 100m² 	<p>The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)</p> <p>PPG Design paragraphs 012, 029-033</p>

Economic / Marketing Statement		<p>Required where the development involves:</p> <ul style="list-style-type: none"> • The loss of premises identified as community facilities under adopted Local Plan policy DP17. • The loss of premises or land either currently or last used for employment purposes and no equivalent replacement employment is provided. • The loss of land or premises identified in employment or community policies in neighbourhood plans. • Applications for main town centre uses that are not in an existing town centre area except for small scale development in rural areas. <p>Applications proposing new business activity in rural areas, for example tourist / visitor attraction / accommodation proposals to demonstrate a local need for the scale of development proposed.</p>	<p>Local Plan Policy EP3, EP9, EP13 & EP15.</p> <p>NPPF paragraphs 85-90</p>
Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
<p>Flood Risk Assessment (FRA)</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 85</p>		<p>Required for works within 8m of a main river</p> <p>Applicants should refer to the National Flood Risk Standing Advice and Local Flood Risk Standing Advice.</p>	<p>NPPF paragraph 155 - 165</p> <p>PPG Flood Zone and Flood Risk Tables</p>
Flood Risk Sequential Test		<p>Required in the following circumstances:</p> <p>In Flood Zone 2</p> <ul style="list-style-type: none"> • Development that is defined as "highly vulnerable" (i.e. residential basements, caravan parks) <p>In Flood Zone 3a</p> <ul style="list-style-type: none"> • Development that is defined as "more vulnerable " (i.e. residential, schools, hospitals, care homes) • Essential infrastructure (i.e. roads or utilities) <p>In Flood Zone 3b</p> <ul style="list-style-type: none"> • Essential infrastructure (i.e. as roads or utilities) <p>An Exception Test may also be required</p>	<p>NPPF paragraph 148-169</p>

Foul Drainage Assessment (To include Form FD1A)		Required where non-mains foul drainage is proposed, connection to the mains sewer is not practical and it can be demonstrated that discharging waste water into a public sewer to be treated at a public sewage treatment works or a package treatment plant is not feasible (taking into account cost and/or practicability).	Local Plan Policy EQ2
HeritageStatement		Required for works within a Conservation Area or AONB, works adjacent to or to a Listed Building, Scheduled Ancient Monument or having archaeological implications.	Local Plan Policy HG3 NPPF paragraph 189
Land Contamination Report		Required for application sites where there has been a previous or suspected contaminative use at the site AND: <ul style="list-style-type: none"> Operational development is proposed where there would be disturbance to the ground or groundwater regime AND/OR A vulnerable use is proposed where human health may be impacted 	Local Plan Policy EQ7
Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Landscape and Visual ImpactAssessment		Required for developments that have the potential to result in a significant visual impact which may include (but is not limited to) minor development in or on the edge of the open countryside or AONB LVIAs must meet the Landscape Institute's Guidelines for Landscape and Visual Impact Assessment (GLVIA3)	Local Plan Policy EQ2






Lighting Assessment		<p>Required for any applications which include floodlighting, or a significant amount of external lighting or glass on elevations, where your development would be any of the following:</p> <ul style="list-style-type: none"> • Next to a residential property • Next to a listed building • Within or next to a conservation area • Next to a roost, breeding or resting place of, or habitat of importance to, a legally protected species (such as bats, badgers, barn owls and great crested newts) • Within the open countryside <p>Alongside other watercourses and habitats, where there is a risk of impact on bats, especially light sensitive bat species associated with Special Areas of Conservation within the South Somerset District.</p>	Local Plan Policy DP3, DP4, DP5, DP7 and DP8
Neighbourhood Plan Compliance Statement		<p>Required for developments in areas covered by a 'made' plan, see the Neighbourhood Plan webpage for an up-to-date list. Proposals should be assessed against each relevant policy.</p>	NPPF paragraph 8
Noise Assessment		<p>Required for development falling within the following use classes:</p> <ul style="list-style-type: none"> • Use Class E (restaurants and cafes), sui generis uses (pub or drinking establishments and hot food takeaways); or • Use Classes B2 (General Industrial) and B8 (Storage and Distribution); and • Where the uses would be located adjacent to existing residential properties. <p>New residential development which lies adjacent to the above uses, or adjacent any other source of noise (e.g. A Roads, railways. etc.).</p>	Local Plan Policy EQ7
Document or plan description:	Req'd	What / When is required:	Policy / Legislative:








Nutrient Neutrality Assessment and Mitigation Strategy (NNAMS)		<p>Required to accompany planning applications where development may give rise to an increase in phosphate discharges that could impact upon the Somerset Levels and Moors SAC & Ramsar catchment as well as areas served by sewerage treatment works that discharge into affected sewerage treatment works. This is likely to include:</p> <ul style="list-style-type: none"> New dwellings Buildings and changes of use that provide overnight accommodation Agricultural development that could give rise to increased animal / poultry numbers. Anaerobic Digesters Tourism attractions, including over-night tourist accommodation. 	<p>Habitat Regulation 2017 (as amended) Para 177 of the National Planning Policy Framework Local Plan Policy EQ4</p>
Planning Statement		<p>Required (can be combined with a Design and Access Statement)</p> <p>Statement of Community Involvement - Compliance statement required to show engagement with local community prior to submission for major applications(to include a summary of neighbor consultations)</p>	<p>PPG Design paragraphs 029 - 034 Adopted Statement of Community Involvement Local Plan Policy HG3</p>
Photographs		<p>Please supply photographs of the site. Please stand well back from the location of the development and include context and reference points and the Streetscene in the photos.</p>	
Recycling and Waste Management Plan		<p>Required for all applications for new residential or commercial development.</p>	<p>Local Plan Policy EQ1</p>
Structural Survey and Conversion Method Statement		<p>Required for development involving the conversion of an existing rural building outside of the settlement boundaries where there exists doubt as to the structural integrity of the building. Applicants should refer to SSDC's Conversion of Barns and Other Historic Buildings guidance where appropriate.</p>	<p>Local Plan Policies SD1, SS2</p>







Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Sustainable Drainage Statement		<p>A Sustainable Drainage Statement will be required to accompany applications for outline and full applications for minor development.</p> <p>The Statement should identify the design solution proposed for the capture, storage, attenuation and disposal of surface water. The statement should confirm whether and how surface water will be disposed of if this involves third party land or access to highway drainage infrastructure.</p>	Local Plan Policies EQ1 and EQ4
Transport Statement		<p>Required for development that is likely to:</p> <ul style="list-style-type: none"> • Affect a classified road or proposed highway • Involve the laying out or construction of a highway or access 	Local Plan Policies TA1, TA3, TA4, TA5
Trees and Hedgerow Survey/Report and Protection Measures		<p>Required for proposals where there are trees within or adjoining the site. A Tree Survey, Arboricultural Method Statement and Tree Protection Plan should be prepared by a suitably qualified and experienced arboricultural consultant in accordance with BS 5837:2012 Trees in relation to design, demolition and construction. Helpful guidance is available at www.trees.org.uk</p>	Local Plan Policy EQ4 and EQ5 BS. 5837 (2012)
Ventilation and Extraction		Required for all developments for ventilation, extraction or air conditioning equipment (excluding alterations to existing dwellings and proposals for new dwellings)	





Reserved Matters applications for Minor and Major development

Reserved matters applications should be used after an Outline planning application has been approved. A Reserved Matters application deals with some or all of the outstanding details of the Outline application proposal, including appearance, means of access, landscaping, layout and scale.

Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Application Form, Fee and Validation Checklist Form		From Planning Portal Fee Calculator The checklist is available here to double check all the correct document have been included and to provide commentary as to why certain things may have been left out.	The Town and Country Planning (Development Management Procedure) (England) Order 2015
CIL Additional Information Form		Required for applications where the proposed development will create one or more new dwellings, or involve the creation of 100m ² or more floor space (including converted floor space) of out of town retail, unless the Outline permission was granted before 03 April 2017. Forms available here, The Council's CIL guidance can be found here.	CIL Regulations (2010), as amended
Location Plan (existing)		See 'Plans' section.	The Town and Country Planning (Development Management Procedure) (England) Order 2015
Access		Covers accessibility for all routes to and within the site, as well as the way they link up to other roads and pathways outside the site. Required: <ul style="list-style-type: none"> • Section Drawings / Levels (existing and proposed) • Transport Assessment / Statement • Plan detailing access arrangement • Tracking • Visibility splays 	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Article 6
Appearance		Aspects of a building or place which affect the way it looks, including the exterior of the development. Required: <ul style="list-style-type: none"> • Elevation Drawings (existing and proposed) • Floor Plans (existing and proposed) • Roof Plan (existing and proposed) Section Drawings / Levels (existing and proposed)	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Article 6






Landscaping		<p>The improvement or protection of the amenities of the site and the area and the surrounding area, this could include planting trees or hedges as a screen.</p> <p>Required:</p> <ul style="list-style-type: none"> • Section Drawings / Levels (existing and proposed) • Landscape Plan / Strategy including hard and soft landscaping details 	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Article 6
Layout		<p>Includes buildings, routes and open spaces within the development and the way they are laid out in relations to buildings and spaces outside the development.</p> <p>Required:</p> <ul style="list-style-type: none"> • Floor Plans (existing and proposed) • Section Drawings / Levels (existing and proposed) 	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Article 6
Scale Page 91		<p>Includes information on the size of the development, including the height, width and length of each proposed building.</p> <p>Required:</p> <ul style="list-style-type: none"> • Elevation Drawings (existing and proposed) • Floor Plans (existing and proposed) • Section Drawings / Levels (existing and proposed) 	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Article 6
Block / Site Plan (existing and proposed)		<p>See 'Plans' section.</p> <p>A Block/Site Plan is most likely to contain highways and parking details. SSDC has produced helpful guidance to applicants so the right information is included on plan.</p>	The Town and Country Planning (Development Management Procedure) (England) Order 2015
Roof Plan (existing and proposed)		Required, except if addressed at Outline stage. See 'Plans' section.	Local Plan Policy EQ2
Archaeological Assessment		Required, except if addressed at Outline stage. For developments in areas of high archaeological potential.	NPPF paragraph 189
Design and Access Statement		Required, except if the development is for engineering operations only or if considered at Outline stage.	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) PPG Design paragraphs 012, 029-033

Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Ecology Report		Where an ecology report supported the outline application and is over 2 years old an update report will be required. This should include evidence to support Habitats	Local Plan Policy EQ4
Flood Risk Assessment (FRA)		Required, except if addressed at Outline stage:	NPPF paragraphs 155-165 PPG Flood Zone and Flood Risk Tables
Heritage Statement		Required, where the outline application was accompanied by a Heritage Statement to clarify how the detail of development responds to the sites context. For works within a Conservation Area, works adjacent or to a Listed Building, Scheduled Ancient Monument or having archaeological implications.	Local Plan Policy EQ3 NPPF paragraph 189
Landscape and Visual Impact Assessment		May be required to explain the scale of development proposed compared to the base line established by the outline permission. For developments that have the potential to result in a significant visual impact which may include (but is not limited to): <ul style="list-style-type: none"> Solar and wind energy projects Development in the open countryside or AONB	Local Plan Policy EQ2
National Design Guide Compliance Statement		For residential schemes compliance with the 10 Characteristics of Well Designed Places should be demonstrated. Proposals should be assessed against each characteristic.	NPPF paragraph 8
Neighbourhood Plan Compliance Statement		Required for developments in areas covered by a 'made' plan, see the Neighbourhood Plan webpage for an up-to-date list. Proposals should be assessed against each relevant policy.	NPPF paragraph 2
Noise / Vibration Assessment		Required, except if addressed at Outline stage. For developments generating potentially significant levels of noise / vibration, for development in close proximity to sensitive receptors, or developments within close proximity to existing significant levels of noise / vibration.	Local Plan Policy EQ7
Statement of Community Involvement / Neighbour Consultation Form		For major developments only (Excluding agriculture) and may be incorporated into a Statement of Community Involvement or the Planning Statement	Adopted Statement of Community Involvement Local Plan Policy HG3

Planning Statement		Required (can be combined with a Design and Access Statement) Statement of Community Involvement - Compliance statement required to show engagement with local community prior to submission: Affordable Housing Statement - Required for residential development of 10 or more units and must include number and tenure/size mix of affordable units.	Adopted Statement of Community Involvement Local Plan Policy HG3
Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Photographs		Please supply photographs of the site. Please stand well back from the location of the development and include context and reference points and the Streetscene in the photos.	
Structural Survey and Conversion Method Statement		Required, except if addressed at Outline stage. For development involving the conversion of an existing rural building outside of the settlement boundaries where there exists doubt as to the structural integrity of the building. Applicants should refer to SSDC's Conversion of Agricultural/Rural Buildings guidance.	To ascertain the tests for 'conversion' Local Plan Policies SD1, SS2
Tree and Hedgerow Survey/Report and Protection Measures		Required for proposals where there are trees within or adjoining the site. A Tree Survey, Arboricultural Method Statement and Tree Protection Plan should be prepared by a suitably qualified and experienced arboricultural consultant in accordance with BS 5837:2012 Trees in relation to design, demolition and construction. Helpful guidance is available at www.trees.org.uk	Local Plan Policy EQ4 and EQ5 BS. 5837 (2012)






Application for Advertisement Consent








Advertisement consent applications should be used for proposals to display an advertisement or sign which requires consent.

Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Application Form, Fee and Validation Checklist Form		From Planning Portal Fee Calculator The checklist is available here to double-check all the correct document have been included and to provide commentary as to why certain things may have been left out.	The Town and Country Planning (Development Management Procedure) (England) Order 2015
Location Plan (existing)		See 'Plans' section.	The Town and Country Planning (Development Management Procedure) (England) Order 2015
Block / Site Plan (existing and proposed) if the advertisement is to be positioned on a building		See 'Plans' section. Show the proposed advertisement dimensions and position on the land or building in question	The Town and Country Planning (Development Management Procedure) (England) Order 2015
Elevation Drawings (existing and proposed)		Drawn to a scale of 1:10 or 1:20 and include a scale bar Show the materials to be used, fixings, colours, annotation, size and height above the ground and, where it would project from a building, the extent of the projection. Show the signs, size and illumination. The type of each sign for which application is being made, e.g. fascia, projecting box, pole-mounted free-standing, should be shown, together with the dimensions of each sign. If any of the signs are to be illuminated please describe the type of illumination, e.g. internal, external, floodlight, etc., and whether the illumination will be static, flashing, or have moving parts.	Local Plan Policy EQ2
Photos and Photomontages		Required - Photos of the existing premises and Streetscene/context. Optional - Some sign companies can also provide photomontages which do assist	Local Plan Policy EQ2

Listed Building Consent

Listed building consent applications are used if your property is listed for having special architectural or historic interest and you wish to make alterations, external or internal, to the building. (Listed building consent applications can accompany a householder or full application if planning permission is also required.)






Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Application Form and Validation Checklist Form		From Planning Portal NB – There is no separate form for listed building consent. There is no fee for Listed Building Consent. The checklist is available here to double check all the correct document have been included and to provide commentary as to why certain things may have been left out.	The Town and Country Planning (Development Management Procedure) (England) Order 2015
Location Plan (existing)		See 'Plans' section.	The Town and Country Planning (Development Management Procedure) (England) Order 2015
Block / Site Plan (existing and proposed)		See 'Plans' section.	The Town and Country Planning (Development Management Procedure) (England) Order 2015
Elevation Drawings (existing and proposed)		See 'Plans' section. Needed if external alterations proposed. Drawn to a scale of 1:20, 1:50 or 1:100 and include a scale bar. Show the proposed works in relation to what is already there, where possible, the proposed building materials and the style, materials and finish of windows and doors. Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property. To include large scale details or joinery or other details the subject to proposed works	Local Plan Policies EQ2 and EQ3
Floor Plans (existing and proposed)		See 'Plans' section. Needed if internal alterations proposed. Drawn to a scale of 1:50 or 1:100 and include a scale bar Where existing buildings or walls are to be demolished these should be clearly shown. Show details of the existing building(s) as well as those for the proposed development. New buildings should also be shown in context with adjacent buildings (including property numbers where applicable).	Local Plan Policies EQ2 and EQ3

Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Roof Plan (existing and proposed)		See 'Plans' section. Needed if external alterations are required. Drawn to a scale of 1:50 or 1:100 and include a scale bar	Local Plan Policies EQ2 and EQ3
Section Plans / Levels (existing and proposed)		Required, this will be determined on a case by case basis. Drawn to a scale of 1:50 or 1:100 and include a scale bar Show a cross section(s) through the proposed building(s) AND Plans to a scale of not less than 1:20 to show all new details proposed e.g. doors, shop-fronts, panelling, fireplaces, plaster moulding and other decorative details For windows 1:20 and 1:1 sections of reveals and glazing bars	Local Plan Policies EQ2 and EQ3
Statement of Heritage Significance		The National Planning Policy Framework Chapter 16 'Conserving and enhancing the historic environment' requires the applicant to assess the impact that development will have on a heritage asset. Advice from Historic England can be found here: Assessing Significance and Historic England Advice Note 12	Local Plan Policy EQ3 NPPF paragraph 185/189
Design and Access Statement		Required	The Town and Country Planning (Development Management Procedure) (England) Order 2015 PPG Design paragraphs 029 - 034
Structural Survey and Conversion Method Statement		Required for development involving structural works to a Listed Building. Applicants should refer to SSDC's The Conversion of Barns and Other Historic Buildings guidance as appropriate, here	Local Plan Policies EQ2 and EQ3
Ecology Report		If your Listed Building Consent application is submitted without an accompanying planning application it will be a requirement to submit either a Biodiversity Checklist within your application, or if necessary an ecology assessment to consider the impact of the proposals upon any protected habitats.	The Town and Country Planning (Environmental Impact Assessment) Regulations 2011 (as amended) Local Plan Policy EQ4
Photographs		Photographs help us significantly, please stand back from the location of the works, whether internal or external, and please annotate.	

Certificate of Lawfulness of Existing Use or Development

Certificate of Lawfulness of Existing Use or Development are used to confirm that any existing use/operation/activity in breach of a condition or limitation on a planning permission that has already taken place is lawful on the date specified in the application. It is defined as being lawful if enforcement action cannot be taken against it. This may be because it had, or did not need planning permission, or it may be the case that the use or operation took place so long ago that the time for enforcement action has expired.






Mandatory requirements for Certificate of Lawfulness of existing use or development applications can be found in [Town and Country Planning Act 1990 Section 191](#)





Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Application Form, Fee and Validation Checklist Form		From Planning Portal (if applicable) Fee Calculator The checklist is available here to double check all the correct document have been included and to provide commentary as to why certain things may have been left out.	The Town and Country Planning (Development Management Procedure) (England) Order 2015
Location Plan (existing)		See 'Plans' section.	The Town and Country Planning (Development Management Procedure) (England) Order 2015
Block / Site Plan		See 'Plans' section.	The Town and Country Planning (Development Management Procedure) (England) Order 2015
Supporting information		Applicant's should be setting out their case clearly: <ul style="list-style-type: none"> describing the use, operations or other matter for which a Certificate is being sought, give the reasons for determining the use, operations or other matter to be lawful (4 or 10 years) give the reasons for determining the use, operations or other matter to be lawful Provide evidence e.g. sworn affidavit(s) from people with personal knowledge of the existing use; dated photographs, utility bills etc; utility bills etc. 	Town and Country Planning Act 1990 S.191
Photographs		Please supply photographs of the site. Please stand well back from the location of the development and include context and reference points and the Streetscene in the photos.	

Certificate of Lawfulness of Proposed Use or Development

Certificate of Lawfulness of Proposed Use/Development/Works or Activity are used to confirm that what you are proposing would be lawful i.e. it would not require express planning permission. For example, you may need to establish that what you have proposed does not constitute development, is 'permitted development', or already has planning permission.

Mandatory requirements for Certificate of Lawfulness of proposed use or development applications can be found in [Town and Country Planning Act 1990 section 192](#)






Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Application Form, Fee and Validation Checklist Form		From Planning Portal (if applicable) Fee Calculator The checklist is available here to double check all the correct document have been included and to provide commentary as to why certain things may have been left out.	The Town and Country Planning (Development Management Procedure) (England) Order 2015
CIL Additional Information Form		Required for applications for full permission where the proposed development will create one or more new dwellings, or involve the creation of 100m ² or more floor space (including converted floor space) of out of town retail. Forms available here, The Council's CIL guidance can be found here.	CIL Regulations (2010), as amended
Location Plan (existing)		See 'Plans' section.	The Town and Country Planning (Development Management Procedure) (England) Order 2015
Block / Site Plan (existing and proposed)		See 'Plans' section.	The Town and Country Planning (Development Management Procedure) (England) Order 2015
Elevation Drawings (existing and proposed)		See 'Plans' section. Required for changes to elevations. <ul style="list-style-type: none"> • Drawn to a scale of 1:50 or 1:100 and include a scale bar • Show the proposed works in relation to what is already there, where possible, the proposed building materials and the style, materials and finish of windows and doors. Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property. 	Town and Country Planning Act 1990 S.192

Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Floor Plans (existing and proposed)		See 'Plans' section. Required for changes to floor plans. Drawn to a scale of 1:50 or 1:100 and include a scale bar Where existing buildings or walls are to be demolished these should be clearly shown. Show details of the existing building(s) as well as those for the proposed development. New buildings should also be shown in context with adjacent buildings (including property numbers where applicable).	Town and Country Planning Act 1990 S.192
Section Plans / Levels (existing and proposed)		See 'Plans' section. Required, this will be determined on a case by case basis. Drawn to a scale of 1:50 or 1:100 and include a scale bar Show a cross section(s) through the proposed building(s).	Town and Country Planning Act 1990 S.192
Planning Statement / cover letter Page 99		Applicant's should be setting out their case clearly: Describe the use, operations or other matter, confirming the permitted development type against which it is to be determined and the tests within that right. Give the reasons for determining the use, operations or other matter to be lawful	Town and Country Planning Act 1990 S.192
Photographs		Please supply photographs of the site. Please stand well back from the location of the development and include context and reference points and the Streetscene in the photos.	

Tree in a Conservation Area / Tree Preservation Order Works or Hedgerow Removal Applications






Trees and woodlands that are considered important to amenity, and can be protected by a tree preservation order. You can request a tree to be considered for protection, or if a tree is already protected, you must have consent to carry out works to the tree.




The Application for Hedgerow Removal Notice form should be used by anyone proposing to remove a hedgerow, or part of a hedgerow, covered by the Hedgerows Regulations 1997. The regulations are designed to protect important hedgerows in England and Wales.

Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Application Form and Validation Checklist Form		From Planning Portal If you wish to apply to remove a hedge, please complete the Hedgerow Removal Notice There is no fee The checklist is available here to double check all the correct document have been included and to provide commentary as to why certain things may have been left out.	The Town and Country Planning (Development Management Procedure) (England) Order 2015 Hedgerows Regulations 1997
Location Plan		A plan at a scale to aid the identification of the site (advised 1:1250 or 1:2500) showing the direction of North. The inclusion of adjacent roads and/or buildings can also help. The tree(s) / hedgerow(s) in question should be clearly marked in red	The Town and Country Planning (Development Management Procedure) (England) Order 2015
Tree Survey / Report		Required for works to trees covered by a TPO if: It is diseased or you have fears that it might break or fall (you are required to provide written arboricultural advice or other diagnostic information from an appropriate expert). Alleged damage to property (written technical evidence from an appropriate expert, including description of damage and possible solutions)	Local Plan Policy EQ4 and EQ5
Description of Proposed Works		Please provide a reasonably detailed description of the intended works and their extent. You might ask your Arborist to prepare this for you. If proposing crown reduction please specify the extent in metres as measured from the outer branch tips (both height and radius). If removing TPO trees details of replacement planting is required (location and preferred species).	Local Plan Policy EQ4 and EQ5 Hedgerows Regulations 1997
Photographs		Supporting photographs are helpful and can speed up the decision-making process.	

Removal or Variation of Condition (could be registered as a minor, major or other application)

This application can be used if, under a previous planning permission, a condition was imposed that you wish to be amended or removed entirely. An application to remove or vary a condition is an application under Section 73 of the Town and Country Planning Act 1990 or Section 19 of the Planning (Listed Buildings and Conservation Areas) Act 1990

Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Application Form, Fee and Validation Checklist Form		From Planning Portal (if S.73) Fee Calculator The checklist is available here to double check all the correct document have been included and to provide commentary as to why certain things may have been left out.	The Town and Country Planning (Development Management Procedure) (England) Order 2015
CIL Additional Information Form		Required for development relating to residential, retail warehouses, supermarket or hotel use that will change the floor space from that which was permitted by the permission that the S73 application relates to.	CIL Regulations (2010), as amended
Location Plan (existing)		See 'Plans' section.	The Town and Country Planning (Development Management Procedure) (England) Order 2015
Block / Site Plan (existing and proposed)		See 'Plans' section. A Block/Site Plan is most likely to contain highways and parking details. SSDC has produced helpful guidance to applicants so the right information is included on plan.	The Town and Country Planning (Development Management Procedure) (England) Order 2015
Drawings sufficient to confirm the changes proposed between the approved scheme and the current proposal		See 'Plans' section.	Local Plan Policy EQ2

Document or plan description:	Req'd	What / When is required:	Policy / Legislative:
Planning Statement / cover letter (depending upon the extent and complexity of the changes proposed)		To provide an explanation of the proposed changes the reasons for the changes, the implications that any such changes have upon the wider scheme and associated landscape, mitigation and infrastructure requirements associated with the amended proposals	In the interests of clarity
Supporting Reports and Statements		<p>The S.73 / S.19 application should review those Reports, Statements and details that formed part of the original planning permission and are relevant to the changes being proposed under the S.73 / S.19 application and update these to reflect the impacts of the new proposals.</p> <p>In addition to any changes to designs, there could be consequent changes to ancillary reports and schemes such as flood risk, drainage, landscaping or tree protection (for example) that are also impacted and will need to be updated</p>	Local Plan Policy EQ4
Schedule of Plans		Please include a list of plans, that when modified, replaced and added to by reason of the S73/S19 will reflect the 'approved plans' relevant to the proposal.	In the interests of clarity.

Other Application Types

Permission in Principle (PiP)

Permission in Principle may be granted for minor housing-led development only (less than 10 dwellings and related non-residential work). Article 5B of The Town and Country Planning (Permission in Principle) Order 2017 (as amended) sets out development that is specifically excluded from a grant of permission in principle and this includes development that requires a Habitats Regulation Assessment (HRA) and/or an Environmental Impact Assessment (EIA).

The PiP consent route has two stages:

Stage 1 - Permission in Principle establishes whether a site is suitable in principle.

- Application form
- Fee
- Location Plan

Stage 2 - Technical Details Consent is when the detailed development proposals are assessed.

Applications for Technical Details Consent (based on a granted Permission in Principle) should be submitted on a **Full Planning Permission application form** (please ensure that you reference the PiP) and will be subject to the same validation process and validation requirements as an application for Full Planning Permission. Both applications must be granted before development can commence.

There is a right of appeal where a local planning authority refuses PiP upon receipt of a valid application. The procedures in place are set out in Article 5V of the Town and Country Planning (Permission in Principle) Order 2017 (as amended).

The Permission in Principle application is not available for major developments, developments the subject of Environmental Impact Assessments or developments that impact upon habitats development (defined as development which is likely to have a significant effect on a European site).

Non-Material Amendments

Discretionary changes may be made to an approved application that are deemed not material, guidance is available here.

Validation requirements are as per the requirements of The Town and Country Planning (Development Management Procedure) (England) Order 2015 Part 3 (10)

- Application form
- Fee
- Location Plan (this can be the same as the original application, providing you own the copyright on the plan)
- Drawings or information necessary to describe the subject of the application; this may include revised elevations, roof and floor plans.

Applications in respect of Crown Land

As per the requirements of The Town and Country Planning (Development Management Procedure) (England) Order 2015 Part 3 (8).

Discharge of Conditions

Works or development may be approved with conditions that require the further agreement of details by SSSDC prior to a start being allowable on site.

It is worth planning ahead as some conditions may require further survey work, drawings and consultation to be undertaken. SSSDC encourages discussions regarding conditions to help applicants/developers prepare their site for development.

A covering letter is acceptable in place of an [application form](#) for this type of application together with the necessary details. As per the requirements of The Town and Country Planning (Development Management Procedure) (England) Order 2015 Part 5 (27).

Page 104 If sending the information by letter, please set out clearly condition by condition the information we require plus references to any attached plans or technical documents. Extracts from manufacturer's brochures or photos to support your submission will be acceptable on occasion; in some circumstances we will require physical samples. This can be ascertained by emailing your case officer or planning@southsomerset.gov.uk in advance of making your submission.

Discharge of Conditions submissions are charged per submission. See [here](#).

Deed of Variation (of a Planning Obligation - DPO)

A planning obligation (also known as a section 106 agreement) may be varied or altered with the consent of SSSDC. This must take the form of a formal application using the form available on this [page](#).

The application must include a clear explanation as to the changes sought and the reasons why.

Hazardous Substance Consents

As per the requirements of the National Planning Practice Guidance. Forms can be found via [The Planning Control of Major-Accident Hazards\) Regulations 1999 \(as amended\)](#)

Prior Approvals

Prior approval (see categories in the table below) means that a developer has to seek approval from the local planning authority (SSDC) that specified elements of the development are acceptable before work can proceed. The matters for prior approval vary depending on the type of development and these are set out in full in the relevant parts in Schedule 2 of the General Permitted Development Order. SSDC cannot consider any other matters when determining a prior approval application.

Prior approval is required for some change of use permitted development rights. Certain other types of permitted development including the erection of new agricultural buildings, demolition and the installation of telecommunications equipment also require prior approval. The matters which must be considered by the local planning authority in each type of development are set out in the relevant parts of Schedule 2 to the General Permitted Development Order.

The statutory requirements relating to prior approval are much less prescriptive than those relating to planning applications. This is deliberate, as prior approval is a light-touch process which applies where the principle of the development has already been established.

Please note:

- Validation requirements for Prior Approval Notifications are set out in The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) Schedule 2 Part 3 W.
- In general this will include:
- Prior Approval application form dated, signed and completed in full (please include specific requirements depending on the proposal, relating to flood risk, transport / highways impacts, noise assessments etc.) or a statement that covers the questions within the application form.
- A plan indicating the site and showing the proposed development. A plan drawn to an identified scale will assist the LPA in assessing your development proposal, as well as other drawings and photographs.
- Fee
- Residential development carried out using permitted development rights can be liable to pay a Community Infrastructure Levy charge.

Please include photographs of the site. Please stand well back from the location of the development and include context and reference points and the Streetscene in the photos.

Prior Approval for a Proposed Larger Home Extension	Prior Approval Agricultural Building to Office / Shops / Hotel
Prior Approval Office Use to Dwellings	Prior Approval Retail Use / Mixed Retail and Residential Use to Dwellings
Prior Approval Agricultural to State-Funded School or Registered Nursery	Prior Approval Agricultural Building to Dwelling
Prior Approval to a State-Funded School or Registered Nursery	Agricultural Prior Notification
Prior Approval Installation / Alteration / Replacement of Solar Photovoltaics (PV) (Non Domestic)	Prior Approval Amusement Arcades / Centres / Casinos, (Sui Generis Uses) to Dwellings
Prior Approval Storage or Distribution Buildings to Dwellings	Prior Approval Light Industrial Building to Dwellings
Prior Approval Shops, Financial and Professional Services, Betting Offices, Pay Day Loan Shops and Casinos (Sui Generis Uses) to Restaurants and Cafés	Prior Approval Shops and Financial and Professional Services, Betting Offices, Pay Day Loan Shops (Sui Generis Uses) to Assembly and Leisure Uses
Prior Approval Erection or Construction of Collection Facility within the Curtilage of a Shop	Prior Approval for Temporary Use of Buildings or Land for the Purpose of Commercial Film-Making
Prior Approval for Demolition of Buildings	Prior Approval for Certain Communication Apparatus
Prior approval for additional storeys to create new residential accommodation	

Glossary (abbreviations / definitions and selected web links)

A Plain English Guide to the Planning System can be found [here](#)

Where relevant a website link is also provided for documents necessary under the local validation requirements listed above – the hyperlink links to text at the bottom of this document which contains information that will form dedicated webpages on the Mendip District Council website. The pages, in many cases, provide further detailed information to assist Applicants and Agents to submit the necessary documents. The information within these pages will be subject to amendment from time to time to ensure to allow for changes in policy and legislation.

Agricultural Building

A building currently or previously last used for agricultural purposes. In the context of permitted development this has a specific meaning and definition relating to actual use (“solely in agricultural use as part of an established agricultural unit”) at a specific date.

Agricultural Worker’s Dwellings

Dwellings specifically occupied/to be occupied by a worker employed exclusively or mainly in agriculture (see above under Agricultural Appraisal).

Application Fee

The full correct application fee must be submitted with the application, a fee calculator is available on the Planning Portal <https://1app.planningportal.co.uk/FeeCalculator/Standalone?region=1> . Please contact us for any assistance in calculating fees.

Application Forms

In common with all Local Planning Authorities, South Somerset District Council uses the national standard application forms, which can be accessed via the Planning Portal.

Area of Outstanding Natural Beauty (AONB)

Nationally designated area of high scenic quality – within South Somerset This applies to the Blackdown Hills, the Cranborne Chase and the Dorset AONB’s. The exact boundaries of AONBs can be found at <http://www.magic.gov.uk/MagicMap.aspx> - in the “Table of Contents” panel: expand “Designations” > “Land-Based Designations” > “Statutory” and select “AONB” and then zoom in to your location.

Change of Use

A form of development of a building (or land) which involves changing its use but without needing any operational development / building works. Some changes of use are allowed as “permitted development”. Also see Use Classes.

Conservation Area

An area of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance – designated under the Planning (Listed Buildings and Conservation Areas) Act 1990. Further information can be found here: <https://www.southsomerset.gov.uk/services/planning/planning-technical-zone/heritage-conservation-landscape-and-archaeology/> Relevant areas can also be checked on SSDC's online maps:

Curtilage

The area, usually enclosed, encompassing the ground and outbuildings which serve a dwelling-house or other building. In the case of Permitted Development for the change of use of agricultural buildings “curtilage” is specifically limited to being “no larger than the land area occupied by the agricultural building”.

Datum Point

In planning, a datum point is a known point of height reference on the basis of which further measurements or analysis can be made e.g. a manhole cover.

Flood Zones

The Environment Agency (EA) has devised a set of flood zones for guidance by developers, Councils and communities to explain the probability of river and sea flooding, ignoring the presence of flood defences.

Flood zones are shown on the EA's Flood Map for Planning (Rivers and Sea) - <https://flood-map-for-planning.service.gov.uk/>

Further advice on flood risk and coastal change can be found here: <https://www.gov.uk/guidance/flood-risk-and-coastal-change> and in the NPPF:

<https://www.gov.uk/government/publications/national-planning-policy-framework--2>

Historic England

The public body that looks after England's historic environment, provides expert advice, helping people protect and care for it, and helps the public to understand and enjoy it:

<http://historicengland.org.uk/>

Land Drainage Consent

Land drainage consent may be required from Somerset Drainage Boards Consortium for proposed development that is likely to be sited close to or impede a watercourse or require works to be sited within 9.0 meters of a watercourse. <https://somersestdrainageboards.gov.uk/>

Listed Building

A listed building is a building, object or structure that has been judged to be of national importance in terms of architectural or historic interest and is included on the Statutory List of Buildings of Special Architectural or Historic Interest under the Planning (Listed Buildings and Conservation Areas) Act 1990. This can be checked on MDC's online maps

<https://maps.mendip.gov.uk/mycouncil.aspx> (select Environment and Planning then Listed Buildings). Listed buildings are classified into grades as follows:

- Grade I - buildings of exceptional interest (approximately 2% of all listed buildings)

- Grade II* - particularly important and more than special interest (approximately 4%)
- Grade II - buildings of special interest, warranting every effort being made to preserve them (94%)

Relevant information on Listed Building, Conservation Areas and Historic Environment Records (HERs) can be found on Somerset Historic Environment Record website <http://www.somersetheritage.org.uk/>.

The National Heritage List for England (NHLE) is the only official, up-to-date register of all nationally protected historic buildings and sites in England - listed buildings, scheduled monuments, protected wrecks, registered parks and gardens, and battlefields. <https://historicengland.org.uk/listing/the-list/>

Local Highway Authority (LHA)

The organisation responsible for maintaining local highways - in SSDC's case this is Somerset County Council.

Local Planning Authority (LPA)

The local council that is empowered by law to exercise statutory town planning functions for a particular area (in this area: South Somerset District Council).

Major Developments/Applications

The following types of application are classed as 'major':

- For housing, development where 10 or more homes will be provided, or the site has an area of 0.5 hectares or more;
- For non-residential development it means additional floorspace of 1,000m² or more, or a site of 1 hectare or more, or as otherwise provided in the Town and Country Planning (Development Management Procedure) (England) Order 2015.

The South Somerset Local Plan 2006 - 2028

The South Somerset Local Plan Part I sets out the policy framework for future development in the District. It was adopted in March 2015. Further details are available on our website: <https://www.southsomerset.gov.uk/your-council/your-council-plan-and-strategies/planning-policy/local-plan/>

National Design Guide Compliance Statement (website link)

For residential schemes compliance with the 10 Characteristics of Well Designed Places should be demonstrated. Proposals should be assessed against each characteristic.

National Planning Policy Framework (NPPF)

The National Planning Policy Framework sets out the Government's planning policies for England and how these should be applied. <https://www.gov.uk/government/publications/national-planning-policy-framework--2>

National Planning Practice Guidance (NPPG)

The National Planning Practice Guidance sets out the government's planning policies for England and how these are expected to be applied.
<https://www.gov.uk/government/collections/planning-practice-guidance>

Neighbourhood Plans

A Neighbourhood Plan comprises of a set planning policies that forms part of the development plan used in determining planning applications. Neighbourhood plans are written and agreed by the community giving them direct power to develop a shared vision for their neighbourhood and shape the development and growth of their local area. Information on the status of neighbourhood plans can be found on the Council website: <https://www.southsomerset.gov.uk/your-council/your-council-plan-and-strategies/planning-policy/neighbourhood-planning/>

Ownership Certificates, Notices and Agricultural Land Declaration

An application is not valid, and therefore cannot be determined by the local planning authority, unless the relevant certificate (either A, B, C or D) has been completed. Only **one of the certificate types** will apply to an application. A certificate provides certain details about the ownership of the application site and confirms that an appropriate notice has been served on any other owners/agricultural tenants to make them aware of the application. Failure to serve the correct certificate or notice will invalidate the application.

For this purpose an 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years. An 'agricultural tenant' is a tenant of an agricultural holding, any part of which is comprised in the land to which the application relates.

- **Certificate A – Sole Ownership and no agricultural tenants:** This must only be completed if the applicant is the sole owner of the land to which the application relates and there are no agricultural tenants.
- **Certificate B – Shared Ownership (all other owners / agricultural tenants known):** This must be completed if the applicant is not the sole owner, OR if there are agricultural tenants and the applicant knows the names and addresses of all the other owners and/or agricultural tenants.
- **Notice 1:** This notice is to be printed and served on individuals if Certificate B or C is completed <https://ecab.planningportal.co.uk/uploads/1app/notices/notice1.pdf>
- **Certificate C – Shared Ownership (some owners / agricultural tenants known):** This must be completed if the applicant does not own all of the land to which the application relates and does not know the name and address of all of the owners and/or agricultural tenants.
- **Notice 1:** This notice is to be printed and served on individuals if Certificate B or C is completed <https://ecab.planningportal.co.uk/uploads/1app/notices/notice1.pdf>
- **Notice 2:** This notice is for publication in local newspaper if Certificate C or D is completed <https://ecab.planningportal.co.uk/uploads/1app/notices/notice2.pdf>
- **Certificate D – Shared Ownership (None of the other owners / agricultural tenants known):** This must be completed if the applicant does not own all of the land to which the application relates and does not know the names and addresses of any of the owners and/or agricultural tenants.
- **Notice 2:** This notice is for publication in local newspaper if Certificate C or D is completed <https://ecab.planningportal.co.uk/uploads/1app/notices/notice2.pdf>

Permitted Development (PD)

Certain building works and changes of use which can be carried out without having to make a planning application because planning permission is deemed to be granted under The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended).

Planning Portal

The national home of planning and building regulations information and the national planning application service: <https://www.planningportal.co.uk/>

Planning Practice Guidance (PPG)

PPG is technical guidance to help local planning authorities implement the National Planning Policy Framework and is a guide for developers: <https://www.gov.uk/government/collections/planning-practice-guidance>

Scheduled Monument

A 'nationally important' archaeological site or historic building, given protection against unauthorised change – designated under the Ancient Monuments and Archaeological Areas Act 1979. The location of Scheduled (Ancient) Monuments can be checked at <https://magic.defra.gov.uk/MagicMap.aspx> - in the “Table of Contents” panel expand “Designations” > “Land-Based Designations” > “Historic Statutory” and select Scheduled Monuments (England) and then zoom in to your location.

Site of Special Scientific Interest (SSSI)

A nationally important nature conservation site (notified for biological and/or geological interest). The exact boundaries of SSSI’s can be found at <https://magic.defra.gov.uk/MagicMap.aspx> - in the “Table of Contents” panel: expand “Designations” > “land-based designations” > “statutory” and scroll down the list to select “Sites of Special Scientific Interest (England)” and then zoom in to your location.

Somerset Historic Environment Record (HER)

The Historic Environment Record (HER) throughout Somerset has been digitised and is available online. It provides comprehensive information about hundreds of historic sites and localities throughout the county based on historic and contemporary research and surveys. <http://www.somersetheritage.org.uk/>

South West Heritage Trust

An independent charity committed to protecting and celebrating Somerset and Devon’s rich heritage <http://www.swheritage.org.uk/>

The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)

This Order prescribes procedures connected with planning applications, consultations in relation to planning applications, the determination of planning applications, appeals, local development orders, certificates of lawful use or development and the maintenance of registers of planning applications and related matters: <http://www.legislation.gov.uk/uksi/2015/595/contents/made>

The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)

The statutory instrument which provides for “permitted development”, further details are on: <http://www.legislation.gov.uk/uksi/2015/596/contents/made>

Tree Preservation Order (TPO)

A Tree Preservation Order is an order made by a local planning authority in England to protect specific trees, groups of trees or woodlands in the interests of amenity. An Order prohibits the cutting down; topping, lopping, uprooting, willful damage or willful destruction of trees without the local planning authority's written consent. Trees and woodlands that are considered important to amenity, and can be protected by a tree preservation order (TPO).

Use Classes

The Town and Country Planning (Use Classes) Order 1987 (as amended) and The Town and Country Planning (Use Classes) (Amendment) (England) Regulations 2020 puts uses of land and buildings into various categories known as 'Use Classes'. For further information please see: https://www.planningportal.co.uk/info/200130/common_projects/9/change_of_use

Equality Impact Relevance Check Form



The Public Sector Equality Duty requires us to eliminate discrimination, advance equality of opportunity and foster good relations with protected groups. This tool will identify the equalities relevance of a proposal, and establish whether a full Equality Impact Assessment will be required.

What is the proposal?	
Name of the proposal	Revisions to Planning Validation Check list
Type of proposal (new or changed Strategy, policy, project, service or budget):	Changes to existing process guidance
Brief description of the proposal:	To improve quality of planning application submissions
Name of lead officer:	John Hammond

You should consider whether the proposal has the potential to negatively impact on citizens or staff in the following ways:

- Access to or participation in a service,
- Levels of representation in our workforce, or
- Reducing quality of life (i.e. health, education, standard of living)

A negative impact is any change that could be considered detrimental. If a negative impact is imposed on any citizens or staff with protected characteristics, the Council has a legal duty to undertake a full Equality Impact Assessment.

Could your proposal negatively impact citizens with protected characteristics? (This includes service users and the wider community)	NO
Could your proposal negatively impact staff with protected characteristics? (i.e. reduction in posts, changes to working hours or locations, changes in pay)	NO

Is a full Equality Impact Assessment required?	NO
If Yes, Please provide a brief description of where there may be negative impacts, and for whom. Then complete a full Equality Impact assessment Form	
If No, Please set out your justification for why not.	
The proposed changes to the Validation Checklist reflect a review of the value added by documents required by the 2020 document as well as updating requirements to reflect the requirements of consultees over the intervening period as well as best practice adopted by neighbouring authorities. .	
Service Director / Manager sign-off and date	John Hammond 11/02/2022
Equalities Officer sign-off and date	David Crisfield 30 March 2022

Planning - Discretionary fees for Pre-application advice and associated services.

Executive Portfolio Holder: Tony Lock, Protecting Core Services
Strategic Director: Kirsty Larkins Director - Service Delivery
Service Manager: John Hammond Lead Specialist Built Environment
Contact Details: John.Hammond@southsomerset.gov.uk

Purpose of the Report

1. The purpose of the report is to set out proposed changes to the established Pre-application charging regime operated by South Somerset District Council.

Forward Plan

2. This report appeared on the Executive Forward Plan for April 2022.

Public Interest

3. The Council provides a number of discretionary planning services in addition to the determination of planning applications and other development consents.
4. In April 2017, the Council introduced a charging schedule for providing pre-application advice. This charging schedule has not been reviewed over the ensuing 5 years. The schedule is a relatively simple document seeking fees for pre-application advice in relation to householder applications, minor and major development and changes of use.

Recommendations

5. That the District Executive recommend that Full Council agree to the recommended changes to the Schedule of Pre-application and discretionary planning fees.

Background

6. The Council's pre-application fees schedule is overdue for review. Since being introduced in 2017, neighbouring authorities including Dorset, Somerset West & Taunton and Mendip have revised and extended their charged for discretionary services.
7. As drafted, the Council's charging schedule does not make it clear whether the charges apply equally for commercial and community projects. There is no mention of agricultural development and proposals for 100% affordable housing schemes are treated in the same way as open market developments. Additionally, no charges were made for work undertaken by the council's heritage and arboricultural staff in respect of pre-application or general advice.



8. Over the ensuing five years neighbouring authorities has refined their pre-application charging schedules, including additional services within the scope of charged for assistance and clarifying other services for which time and resources are frequently expended without staff time and costs being recouped. These include copying and printing planning histories, clarifying the discharge of conditions and enforcement notices and undertaking history searches.
9. To reduce the gap between overall planning service costs and income from application fees and discretionary services there is merit in revising and clarifying the services for which cost recovery is required.
10. Currently the Council budgets to receive some £68,000 in pre-application fees. It is clear however that there are opportunities to increase fees as well as extending the range of services for which fees are charged that could allow the Council to increase its pre-application income.
11. Additionally, there are areas of pre-application advice for which charges are currently made where there is an opportunity to link the council's support for community project development as well as the delivery of affordable housing where the Council can demonstrate its support by providing a nil cost pre-application service.
12. A review of the pre-application charging schedule also aligns the charges the Council seeks with those of neighbouring authorities in Somerset.

The Revised Pre-application charging schedule and discretionary fees

13. Appendix 1 sets out the revised charging schedule. Key changes from the 2017 document comprise:
 - Dealing with permitted development queries through an application for a Certificate of Proposed Lawful Development. This removes uncertainty that pre-application advice is not binding and the 3rd party cannot rely upon advice only where any enforcement investigation is later pursued.
 - Revising householder advice to cover costs
 - Introducing fees for listed building and arboricultural advice
 - Defining the number of meetings and costs per officer attending
 - Clarifying that community and affordable housing schemes are fee exempt
 - Providing more clarity regarding development scale within the minor and major categories
 - Clarifying fees for agricultural development separate to other minor / major development types
 - Bringing together fees for S.106 monitoring, hard copy application handling fees, post decision enquiries as well as administrative research.

Financial Implications



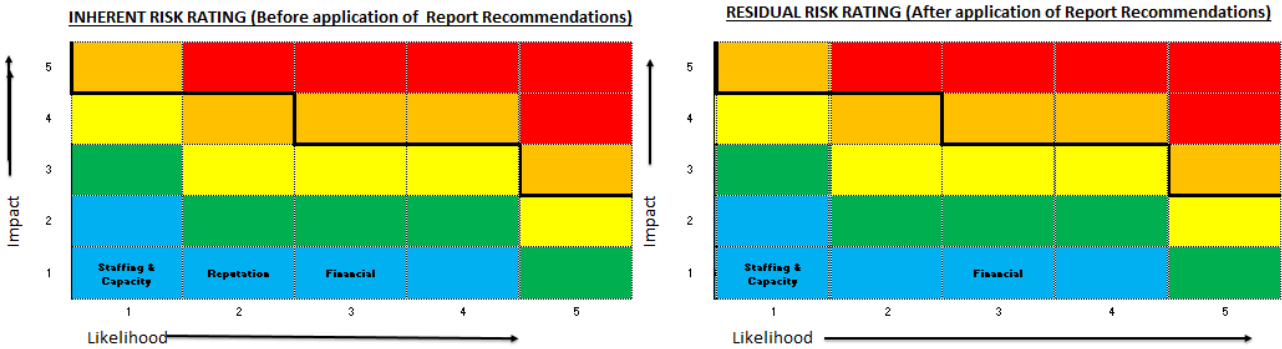
South Somerset District Council

14. There is a financial benefit to the Council from being able to secure fees for professional advice and administrative support for activities which are currently non-statutory but take up significant resource.

Legal implications (if any) and details of Statutory Powers

15. There are no legal implications arising from this report

Risk Matrix



Risk Re	Risk Category	Inherent Risk Rating	Residual Risk Rating
1	Project / programme delivery	0	0
2	Financial	4	4
3	Delivery of Services	0	0
4	Staffing & Capacity	1	1
5	Reputation	3	4
6	Health & Safety	0	0
7	Governance & Legal	0	0

Risk Description	Mediation / Controls
0	0
Income generation	Implement revised fee charging
0	0
Additional resources	Unlikely to fund additional staffing
Possible adverse if advice is not bespoke	Review advice before issued
0	0
0	0

Council Plan Implications

16. These revisions will enable cost recovery for discretionary services to better enable the service to support the Council's Priority Projects relating to regeneration and the delivery of key housing sites and associated infrastructure.

Carbon Emissions and Climate Change Implications

17. Nothing arising from this report.

Equality and Diversity Implications



South Somerset District Council

<i>An Equality Impact Relevance Check Form has been completed in respect of the Proposal?</i>	Yes
<i>The Impact Relevance Check indicated that a full EIA was required?</i>	No
<i>If an EIA was not required please attach the Impact Relevance Check Form as an Appendix to this report and provide a brief summary of its findings in the comments box below.</i>	
<i>If an EIA was required please attach the completed EIA form as an Appendix to this report and provide a brief summary of the result of your Equality Impact Assessment in the comment box below.</i>	
Additional Comments	
<i>The Council currently operates a pre-application charging schedule. This does not differentiate between application types within the categories of householder, minor or major development. The current proposal seeks to update and extend the range of services that can be provided subject to cost recovery. There is no obligation upon potential applicants to use the service that is the subject of this report.</i>	

Privacy Impact Assessment

18. There are no privacy issues raised by this report.

Background Papers

- Appendix A – Pre-application and Discretionary Service Charges
- Appendix B – Equality Impact Assessment Check Form

SSDC PRE-APPLICATION FEES 2022.

Advice type	Fee Structure
Permitted development is not dealt with by non-binding advice. This is the subject of an application for a Certificate of Proposed Lawful Development (New)	½ normal planning fee. (Currently £103 for householder applications)
Householder	£150 written advice only
Listed building advice relating to internal works to listed buildings not requiring planning permission (New)	£150 written advice / £210 with meeting.
	£250 with meeting and written advice
Tree works (New)	£100 written advice-
Change of use (New)	£360 meeting and written advice
Community uses including Town and parish councils proposals and projects supporting the objectives of amateur recreational organisations	No fee
100% Affordable housing schemes (Where the 100% affordable provision is proposed to be secured by S.106)	No fee.
Minor Development	Small minors: Commercial development to 500m ² floorspace. 1-5 dwellings (including conversions) Agriculture & forestry proposals Meeting & written advice £360
	Large minors: 5-9 dwellings (including conversions) Commercial developments 501m ² – 1,000m ² . Renewables up to 2 Ha £720 Meeting & written advice.

Advice type	Fee Structure
Major Development	Small major: 10-49 dwellings Commercial 1,001 – 5,000m ² All agriculture proposals within major category 2 x 1 Hr meeting & written advice, £1,600.
	Major: 50-100 dwellings Commercial 5,001 – 10,000m ² 2 x 1 Hr meeting & written advice, £2,640.
	Large major: 101 + dwellings 10,000 + Commercial uses 2 x 1 hr meeting & written advice. £3,600.
PPA's	Fee negotiable
Notes	For Gypsy/Traveller proposals each pitch is equivalent to a dwelling No fee charged for proposals for the benefit of a registered disabled person There is no charge for advice on revised proposals following a refusal of planning permission or the withdrawal of an application (this exemption is restricted to one letter or meeting only).
Section 106 fees	Where drafted in house a fee proposal will need to be agreed prior to commencement of work SSDC's legal costs are charged at £200 / hour with a minimum fee of £500.
S.106 administration and monitoring fees	Charged at £300 / payment or obligation requiring delivery of discrete social infrastructure.
Hard copy planning application handling fee (New)	Major applications £100 / application Minor applications £50 / application Householders no charge

Advice type	Fee Structure
Written confirmation that an enforcement notice has been complied with. (New)	£150
Written confirmation that conditions have been discharged. (New)	£150
Written confirmation that works accord with approved conditions	The cost will be charged at a blended hourly rate (£100 for planning officer / £52.80 support officer) and an individual fee proposed for each query based upon number of conditions and whether or not a site visit is required.
Planning History search	£52.80 / hour-
Copying from microfilm	£30 / decision notice-

Notes –

1. For any development/query types not featured above the Lead Specialist reserves the right to negotiate an appropriate fee with the applicant.
1. Commercial development includes all uses within Classes B2, B8, C1, E, F1 & F2 subject to the provisions above relating to Community uses including: Town and Parish council proposals and projects supporting the objectives of amateur recreational organisations.
2. Floorspace refers to gross external floorspace.
3. Residential development includes Class c2, C2a & C4.
4. The larger element of a mixed use scheme will primarily be used to determine which category of fee applies to the proposal.
5. For the purposes of charging, flats and holiday accommodation are considered as houses.
6. The charge applies to advice received from South Somerset District Council officers only.
7. The final decision regarding the merits of a site, office or virtual meeting will be determined by the case officer.

Equality Impact Relevance Check Form



The Public Sector Equality Duty requires us to eliminate discrimination, advance equality of opportunity and foster good relations with protected groups. This tool will identify the equalities relevance of a proposal, and establish whether a full Equality Impact Assessment will be required.

What is the proposal?	
Name of the proposal	Revisions to Discretionary Charging Schedule
Type of proposal (new or changed Strategy, policy, project, service or budget):	Changes to existing discretionary service fees
Brief description of the proposal:	To improve cost recovery for discretionary services
Name of lead officer:	John Hammond

You should consider whether the proposal has the potential to negatively impact on citizens or staff in the following ways:

- Access to or participation in a service,
- Levels of representation in our workforce, or
- Reducing quality of life (i.e. health, education, standard of living)

A negative impact is any change that could be considered detrimental. If a negative impact is imposed on any citizens or staff with protected characteristics, the Council has a legal duty to undertake a full Equality Impact Assessment.

Could your proposal negatively impact citizens with protected characteristics? (This includes service users and the wider community)	NO
Could your proposal negatively impact staff with protected characteristics? (i.e. reduction in posts, changes to working hours or locations, changes in pay)	NO

Is a full Equality Impact Assessment required?	NO
If Yes, Please provide a brief description of where there may be negative impacts, and for whom. Then complete a full Equality Impact assessment Form	
If No, Please set out your justification for why not.	
The proposed changes to the charging schedule reflect changes in costs over a five year period as well as best practice from comparable Councils delivering similar services. Furthermore, and of critical significance is that this is a discretionary service which residents can choose to use but are under no compulsion to do so. It is considered, therefore, that the proposal will not have any negative impacts on people sharing Protected Characteristics. A full EIA is, therefore, not required.	
Service Director / Manager sign-off and date	John Hammond 10/02/2022
Equalities Officer sign-off and date	Dave Crisfield 30 th March 2022

Annual review of the Regulation of Investigatory Powers Act 2000 (RIPA)

Executive Portfolio Holder: Peter Seib, Finance and Legal Services
SLT Lead: Jill Byron
Lead Officer: Paula Goddard, Specialist – Legal, Support Services
Contact Details: Paula.goddard@southsomerset.gov.uk or 01935 462186

Purpose of the Report

1. The Council must have arrangements in place to ensure compliance with the Regulation of Investigatory Powers Act 2000 (“RIPA”). Those arrangements are subject to inspection by the Investigatory Powers Commissioners’ Office (“IPCO”). Compliance is demonstrated through the adoption of a policy and a set of procedures that adhere to the requirements of the legislation which are demonstrably followed. The Council has had arrangements and procedures in place for authorising and conducting surveillance since 2002. Members should review the policy and the use of RIPA at least once per year. They should also consider internal reports on use of RIPA periodically to ensure it is being used consistently with the policy and that the policy remains fit for purpose.

Forward Plan

2. This report appeared on the District Executive Forward Plan with an anticipated Committee date of 7th April 2022.

Public Interest

3. The Council has a Policy and set of procedures for authorising and conducting surveillance linked to the Council’s enforcement powers and these need to be reviewed and approved by the District Executive annually. It is important for the Council to be able to show that it is using its RIPA powers proportionately and in accordance with RIPA requirements.

Recommendations

4. That members note the Council’s use of RIPA powers and amendments to the Policy and Procedures.

Background

5. RIPA provides a statutory mechanism to make sure that the way investigatory powers are used by organisations such as local councils and government departments complies with human rights law, in particular the European Convention on Human Rights. The Council must have arrangements in place to ensure compliance and it is subject to inspection by the IPCO.



South Somerset District Council

6. RIPA was introduced in order to provide the correct balance between an individual's right to privacy under human rights law and the proper use of data and surveillance by public authorities, who are entrusted to carry out certain enforcement duties. RIPA identifies certain areas where carrying out these enforcement duties will inevitably conflict with an individual's rights to privacy. The main areas which concern to the Council are:
 - The use of directed surveillance ; and
 - The use of covert human intelligence sources (CHIS).

Report Detail

Annual review of the Regulation of Investigatory Powers Act 2000 (RIPA)

7. Some of the Council's activities necessarily require surveillance as part of enforcement activity, for example in relation to benefit fraud, environmental health & protection, planning, licensing and fraud generally. However, the use of RIPA powers by the Council has been very limited (see **Appendix 1**). This summary shows there have only been two authorisations sought since 2008, which reflects the fact that the Council will generally use overt methods of investigation to obtain the necessary evidence that can be relied upon in a case, and that RIPA powers are used very much as a "last resort".
8. The Policy and Procedure was last before members in December 2020 and April 2021, following an inspection which took place in September 2020.
9. The Inspector commented that the Policy was "well written and accurate, requiring little alteration". The Inspector reiterated the need for members to receive both annual and regular RIPA covert surveillance reports to ensure they are kept aware of the level of RIPA activity/inactivity within the Council. Following his recommendations, changes were made to the policy and procedures and these were covered in the previous report. The policy has recently been updated to reflect changes in staffing, so that the list of authorising officers has been updated. There are currently two authorised officers, which is felt to be a sufficient number given our limited use of the powers to date. These authorising officers have both received training and should receive refresher training later this year.
10. The Portal has been used to raise awareness of RIPA, and this will be the mechanism by which officers and members are notified of any new Codes of Practice (most recent publication was September 2018). The Code of Practice for Covert Surveillance and Property Interference was updated to reflect changes introduced by the Investigatory Powers Act 2016, including the introduction of 'equipment interference warrants' under Part 5 of the 2016 Act. The current Code and the new Code for Covert Human Intelligence Sources (CHIS) both reflect the new oversight framework.

Financial Implications

11. There may be a requirement for training additional officers in RIPA, the cost of which would have to be met from existing training budgets.

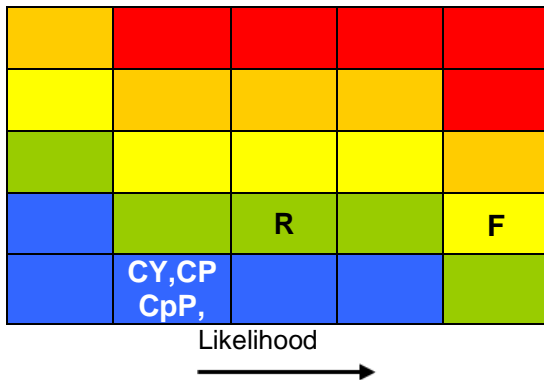
Legal implications (if any) and details of Statutory Powers

12. These have been set out in the body of the report. In addition, it should be noted that surveillance investigations which are not authorised could leave the Council open to legal challenge by individuals who consider that there has been an intrusion of their privacy and could invalidate any enforcement action taken in reliance on them.

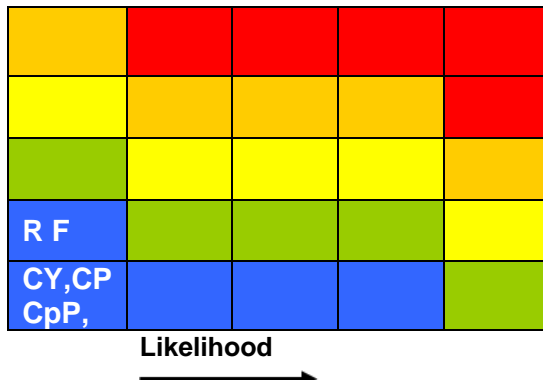
Risk Matrix

13. The risk matrix shows risk relating to the Corporate Plan headings.

Risk Profile before officer recommendations



Risk Profile after officer recommendations



Key

Categories	Colours (for further detail please refer to Risk management strategy)
R - Reputation	High impact and high probability
CpP - Corporate Plan Priorities	Major impact and major probability
CP - Community Priorities	Moderate impact and moderate probability
CY - Capacity	Minor impact and minor probability
F - Financial	Insignificant impact and insignificant probability

Council Plan Implications

14. Protection of Core Services

By ensuring continued compliance with RIPA we are continuing to be a modern efficient and effective Council that delivers for its community by;

- Delivering a high quality, effective and timely service to our customers and communities.
- Harnessing intelligence to ensure priorities are informed by evidence.

Carbon Emissions and Climate Change Implications

15. There are no carbon emissions and climate change implications associated with this report.

Equality and Diversity Implications



16. There are no equality and diversity implications associated with this report

<i>An Equality Impact Relevance Check Form has been completed in respect of the Proposal?</i>	Yes
<i>The Impact Relevance Check indicated that a full EIA was required?</i>	No
<i>If an EIA was not required please attach the Impact Relevance Check Form as an Appendix to this report and provide a brief summary of its findings in the comments box below.</i>	
<i>If an EIA was required please attach the completed EIA form as an Appendix to this report and provide a brief summary of the result of your Equality Impact Assessment in the comment box below.</i>	
Additional Comments	

Privacy Impact Assessment

17. No direct privacy impacts arise from the decision members are being asked to take under this report. Personal data is highly likely to be involved when RIPA activity is undertaken and the Council’s RIPA Policy and Procedures provide guidance to officers about the collection, use and storage of such data

Background Papers

- RIPA Policy and Procedure
- Social Medial Policy for RIPA - Appendix 5 to the Policy and Procedure
- Appendix 1 – report of RIPA authorities

Appendix 1

Year	No. Authorisations	Type of Authorisation	Service Requesting
2008	0		
2009	0		
2010	1	Directed Surveillance	Benefit Fraud
2011	0		
2012	0		
2013	1	Communication Data	Environmental Services
2014	0		
2015	0		
2016	0		
2017	0		
2018	0		
2019	0		
2020	0		
2021	0		
2022	0(to date)		

South Somerset District Council



CORPORATE POLICY & PROCEDURES GUIDE

ON

THE REGULATION OF INVESTIGATORY POWERS ACT 2000

(‘RIPA’)

Jill Byron
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Revised version date: 3.2.22

CONTENTS PAGE

- A Introduction and Key Messages**
- B Council's Policy Statement**
- C Effective Date of Operation (21st September 2006) and Authorising Officer Responsibilities**
- D General Information on RIPA**
- E What RIPA Does and Does Not Do**
- F Types of Surveillance**
- G Conduct and Use of a Covert Human Intelligence Sources (CHIS)**
- H Authorisation Procedures**
- I Working With Other Agencies**
- J Record Management**
- K Concluding Remarks of the Senior Responsible Officer**

Appendix 1 - List of Authorising Officer Posts

Appendix 2 - RIPA Flow Chart

Appendix 3 – Form of RIPA Authorising Officer Certificate

**Appendix 4 – Magistrates' Courts In Avon And Somerset Other Than Bristol
Procedure for dealing with Applications/Warrants out-of-hours**

Appendix 5 - Using Social Media and Networking Sites in Investigations Policy

NB:

The Regulation of Investigatory Powers Act 2000 ('RIPA') refers to 'Designated Officers'. For ease of understanding and application, this Corporate Policy & Procedures Guide refers to 'Authorising Officers'. Such Officers can only act under RIPA if they have been duly certified by the Councils Director- Service Delivery (or his authorised deputy for such purposes). For the avoidance of doubt, all references to duly certified Authorising Officers in this Guide are the same as references to 'Designated Officers' under RIPA.

A. Introduction and Key Messages

1. This South Somerset District Council ('SSDC') *Corporate Policy & Procedures Guide on the Regulation of Investigatory Powers Act 2000 ('RIPA')* is based on the requirements of RIPA and the Home Office's Codes of Practice on Covert Surveillance and Covert Human Intelligence Sources ('CHIS'). Further explanation of these terms is given below, but it can be said immediately that what we in SSDC are primarily concerned with is covert surveillance and not CHIS.
2. The authoritative position on RIPA is, of course, the Act itself (and the interpretation of the Act by the courts). Any officer who is unsure about any aspect of this Guide should contact, at the earliest possible opportunity, the Director of Service Delivery who is the Senior Responsible Officer (SRO) for RIPA, for advice and assistance. Appropriate training and instruction will be organised by the SRO for relevant Authorising Officers and other appropriate senior managers. Further information and guidance on RIPA can be found on the Home Office website and the website of the Investigatory Powers Commissioner's Office (IPCO)
3. Once approved, copies of this Guide and the RIPA authorisation forms will be placed on the SSDC InSite intranet, a list of useful websites linking to legislation and guidance documents will also be placed on the intranet. The Guide minus the appendices will be put on the SSDC public website.
4. Since the introduction of the Protection of Freedoms Act 2012 the authorisation procedure must now undergo judicial scrutiny. Following an internal authorisation being made by an authorising officer judicial approval by a Justice of the peace at the Magistrates Court is necessary before the surveillance can take place.
5. The SRO will maintain (and check) the Corporate Register of all RIPA authorisations, reviews, renewals, cancellations and rejections as well as the judicial applications and approvals. However, it is the responsibility of the relevant Authorising Officer to ensure that the SRO receives a copy of any completed RIPA form within 1 week of the date of authorisation, review, renewal, cancellation or rejection or judicial approval.
6. RIPA and this Guide are important for the effective and efficient operation of the Council's actions with regard to covert surveillance and the use of CHIS. This Guide will be reviewed every 6 months by the SRO to keep it up to date. Authorising Officers and other officers involved with RIPA are asked to bring any suggestions for the improvement of this Guide to the attention of the SRO at the earliest possible opportunity (in writing please). The Council wishes to ensure that RIPA procedures are continuously monitored and improved or updated as necessary.
7. In terms of monitoring e-mails and internet usage, it is important to recognise the interplay and overlaps with the Council's e-mail and internet policies and guidance, together with the Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000, the Data Protection Act 1998 and its Codes of Practice. RIPA forms should be used where relevant and they will be only relevant where the criteria listed on the RIPA forms are fully met.
8. **If you are in any doubt about RIPA, this Guide or the related legislative provisions, please consult the SRO at the earliest possible opportunity.**

B. Council's Policy Statement

1. SSDC takes its statutory responsibilities seriously and it will at all times act in accordance with the law and take action that is both necessary and proportionate to the discharge of such statutory responsibilities. In that regard, the SRO is duly authorised by SSDC to keep this Guide up to date and 'user friendly'; and to amend, delete, add or substitute any provisions of this Guide as he deems necessary, whereupon such amendments, deletions, additions or substitutions shall stand as duly approved by SSDC. For administrative and operational effectiveness, the SRO is also authorised to add or substitute officers authorised for the purposes of RIPA (known as 'Authorising Officers') – see Appendix 1.

C.**Authorising Officer Responsibilities**

1. It is essential that Authorising Officers in those Services take personal responsibility for the effective and efficient operation of this policy Guide.
2. The SRO will ensure the authority have sufficient numbers of officers (after suitable training and instruction on RIPA and this policy Guide) duly certified to act as Authorising Officers.
3. The Authority will also ensure that all relevant members of staff likely to use RIPA are suitably trained as 'Applicants' for seeking RIPA authorisation, so as to avoid common mistakes appearing on RIPA forms. This can be done in conjunction with the SRO
4. Authorising Officers will need to ensure that relevant staff in their Service all follow the procedures set out in this Guide and do not undertake or carry out any type of surveillance without first obtaining the relevant RIPA authorisation.
5. Authorising Officers must also pay particular attention to Health and Safety issues that may arise from any proposed surveillance or CHIS activity. Under no circumstances should an Authorising Officer approve any RIPA form until s/he is satisfied that the health and safety of Council employees/agents has been suitably addressed and a risk assessment carried out. Risks should be minimised as far as possible. Health and safety considerations and risks should be proportionate to the surveillance or CHIS activity being proposed. If an Authorising Officer is in any doubt, s/he should obtain prior guidance on these issues from his/her Service Manager, the Council's Safety Adviser and/or the SRO.
6. Authorising Officers must also ensure that RIPA forms (originals or copies) sent to the SRO (or any other relevant authority) are sent in sealed envelopes and marked 'Strictly Private & Confidential'.

D. General Information on RIPA

1. The Human Rights Act 1998 (which enacted much of the European Convention on Human Rights and Fundamental Freedoms 1950 into UK domestic law) requires SSDC (and agencies working on its behalf) to respect the private and family life of citizens, their home and their correspondence. See Article 8 of the European Convention.
2. However, the European Convention does not make this an absolute right, but a qualified right. Accordingly, in certain circumstances SSDC may interfere with the citizen's right mentioned above if such interference is:
 - (a) in accordance with the law;
 - (b) necessary; and
 - (c) proportionate.
3. RIPA provides a statutory mechanism for authorising covert surveillance and the use of a 'covert human intelligence source' ('CHIS'), such as undercover agents. (SSDC will rarely use a CHIS and the advice of the SRO must be sought before any authorisation is sought for the use of a CHIS). RIPA seeks to ensure that any interference with an individual's right under Article 8 of the European Convention is necessary and proportionate. In doing so, RIPA seeks to ensure that both the public interest and the human rights of individuals are suitably balanced. This balancing exercise has to be carried out every time that action is taken that may affect an Article 8 right, as it is part of the assessment of the proportionality of the proposed action.
4. Directly employed SSDC staff and external agencies working for SSDC are covered by RIPA during the time they are working for SSDC. Therefore, all external agencies used by SSDC must comply with RIPA. Work carried out by agencies on SSDC's behalf must be properly authorised by an SSDC RIPA designated Authorising Officer. Authorising Officers are those whose posts appear in Appendix 1 to this Guide (as may be added to or substituted by the SRO).
5. If the correct RIPA procedures are not followed, evidence could be disallowed by the courts, a complaint of maladministration could be made to the Ombudsman, and the Council could be ordered to pay compensation. If this happened, the good reputation of the Council would be damaged and the matter would undoubtedly be the subject of adverse press and media comment. Therefore, it is essential that all SSDC staff and agents involved with RIPA regulated activities comply with the procedures set out in this Guide, and any further guidance that may be issued from time to time by the SRO.
6. A flowchart of the procedures to be followed appears at Appendix 2.

E. What RIPA Does and Does Not Do

1. RIPA does:

- require prior authorisation of directed surveillance.
- prohibit the Council from carrying out intrusive surveillance.
- require authorisation of the conduct and use of a CHIS.
- require safeguards for the conduct and use of a CHIS.

2. RIPA does not:

- make unlawful conduct which is otherwise lawful.
- prejudice or disallow any existing powers available to SSDC to obtain information by any means not involving conduct regulated by RIPA. For example, it does not affect SSDC's current powers to obtain information from the DVLA about the keeping of a vehicle or from the Land Registry about the ownership of a property.

3. If an Authorising Officer or any officer is in doubt about the above or any other aspect of RIPA, s/he should ask the Director of Service Delivery BEFORE any directed surveillance and/or CHIS is applied for, authorised, renewed, cancelled or rejected. As stated elsewhere, CHIS applications must in any case be subject to prior legal advice before they are submitted.

F. Types of Surveillance

1. 'Surveillance' includes
 - monitoring, observing, listening to people, watching or following their movements, listening to their conversations and similar activities.
 - recording anything mentioned above in the course of authorised surveillance.
 - surveillance by, or with the assistance of, appropriate surveillance devices.

Surveillance can be overt or covert.

2. Overt Surveillance

Most of the surveillance carried out by the Council will be done overtly - there will be nothing secretive, clandestine or hidden about it. In many cases officers will be behaving in the same way as a normal member of the public (e.g. in the case of most test purchases carried out by Environmental Health for food hygiene or other purposes), or will be going about Council business openly (e.g. a car parks inspector walking through a Council car park).

3. Similarly, surveillance will be overt if the subject has been told it will happen. Examples could be where a noisemaker is warned (preferably in writing) that noise will be recorded if the noise continues; or where an entertainment licence is issued subject to conditions, and the licensee is told that officers may visit without notice or without identifying themselves to the owner/proprietor to check that the conditions are being met. Such a warning should be repeated if the surveillance is prolonged – say every 2 months.

4. Covert Surveillance

Covert Surveillance is carried out in a manner calculated to ensure that the person subject to the surveillance is unaware of it taking place. (Section 26(9)(a) RIPA).

5. RIPA regulates two types of covert surveillance - **Directed Surveillance** and **Intrusive Surveillance** (plus the use of **Covert Human Intelligence Sources (CHIS)**).

6. Directed Surveillance

Directed Surveillance is surveillance that:

- is covert; and
- is not intrusive surveillance (see definition below - the Council must not carry out any intrusive surveillance);
- is not carried out as an immediate response to events that would otherwise make seeking authorisation under the Act unreasonable (e.g. spotting something suspicious without prior knowledge and continuing to observe it); and

- is undertaken for the purpose of a specific investigation or operation in a manner likely to obtain private information about an individual (whether or not that person is specifically targeted for purposes of an investigation). (Section 26(10) RIPA).
7. Private information in relation to a person includes any information relating to his private and family life, his home and his correspondence. The fact that covert surveillance occurs in a public place or on business premises does not mean that it cannot result in the obtaining of private information about a person. Prolonged surveillance of a single person will undoubtedly result in the obtaining of private information about that person - and other persons who he contacts or with whom he associates.
 8. Similarly, although overt town centre CCTV cameras do not normally require authorisation, an authorisation will be required if the camera is used for a specific purpose that involves prolonged surveillance of a particular person. The way a person runs their business may also reveal information about their private life and the private lives of others.
 9. For the avoidance of doubt, only those officers designated and certified to be 'Authorising Officers' for the purpose of RIPA can authorise 'Directed Surveillance' - and only if the RIPA authorisation procedures set out in this Guide and effective from the operative date are followed. Authorising Officers not yet 'certified' for the purposes of RIPA cannot carry out any such procedures, including approving or rejecting RIPA authorisations. Further, notwithstanding anything to the contrary in the Council's 'Schedule of Functions Delegated to Officers' (i.e. the officer delegation scheme) as set out in the Council's Constitution, or in any other statutory provisions, RIPA Authorising Officers cannot delegate their power of authorisation to another officer unless that officer is also an Authorising Officer for RIPA purposes (and listed in Appendix 1), in which case the officer would be authorising in his/her own right. If in doubt, check with the SRO. Officers will bear personal responsibility for ensuring correct RIPA authorisation procedures.
 10. **Intrusive Surveillance**
This is when surveillance:
 - is covert;
 - relates to activities inside residential premises and private vehicles; and
 - involves the presence of a person in the premises or in the vehicle or is carried out by a surveillance device in the premises/vehicle. Surveillance equipment mounted outside the premises will not be intrusive, unless the device consistently provides information of the same quality and detail as might be expected if it was in the premises or vehicle.
 11. Intrusive surveillance can only be carried out by the police and certain other law enforcement agencies. Council officers must not carry out intrusive surveillance.

12. **Examples of different types of Surveillance**

Type of Surveillance	Examples
Overt	<ul style="list-style-type: none"> - Police Officer or Countryside Ranger on patrol. - Signposted Town Centre CCTV cameras (in normal use). - Recording noise emitted from premises after the occupier has been warned that this will occur if the noise persists.
Covert but not requiring prior RIPA authorisation	<ul style="list-style-type: none"> - CCTV cameras providing general traffic, crime or public safety information. Most test purchases (where the officer behaves no differently from a normal member of the public).
Directed (must be RIPA authorised)	<ul style="list-style-type: none"> - Officers following someone over a period to establish whether they are working when claiming benefit, or genuinely on long term sick leave from employment. - Test purchases where the officer has a hidden camera or other recording device to record information, which might include information about the private life of a shop-owner, e.g. where they are suspected of running their business in an unlawful manner.
<u>Intrusive (the Council cannot do this)</u>	<ul style="list-style-type: none"> - Planting a listening or other device (bug) in a person's home or in their private vehicle.

G. Conduct and Use of a Covert Human Intelligence Source ('CHIS')

Who is a CHIS?

1. Someone who establishes or maintains a personal or other relationship for the covert purpose of covertly using or covertly disclosing information obtained by that relationship. In common parlance, an 'undercover' police officer or, indeed, council officer. The archetypal CHIS would be a police officer carrying out an undercover drugs investigation where the 'target' does not know the officer's true identity. It would be most unusual for a local authority to use a CHIS.
2. RIPA does not apply in circumstances where members of the public volunteer information to the Council as part of their normal civic duties, or where the public contact telephone numbers set up by the Council to receive information.

What must be authorised?

3. The Conduct or Use of a CHIS requires prior authorisation.
 - **Conduct of a CHIS means:** Establishing or maintaining a personal or other relationship with a person for the covert purpose of (or incidental to the covert purpose of) obtaining and passing on information.
 - **Use of a CHIS means:** Inducing, asking, or assisting a person to act as a CHIS and the decision to use a CHIS in the first place.
4. The Council can only use a CHIS if the RIPA procedures in this Guide are followed. As mentioned above, it will be most unusual for the Council to use a CHIS. **THE ADVICE OF THE SRO MUST BE SOUGHT BEFORE ANY AUTHORISATION IS SOUGHT FOR THE USE OF A CHIS.**
5. In accordance with The Home Office Code of Practice on Covert Human Intelligence Sources the Council will ensure that arrangements are in place for the proper oversight and management of CHIS. This will include in each case requiring a CHIS the appointment and designation of individual officers to take the role of 'handler' 'controller' and 'record keeper'
6. The 'handler' will be of a rank or position below that of an authorising officer and this person will also be the 'record keeper', they will be;
 - Dealing with the CHIS on behalf of the authority concerned;
 - directing the day to day activities of the CHIS;
 - recording the information supplied by the CHIS; and
 - monitoring the CHIS's security and welfare
7. The 'controller' of the case will be responsible for the management and supervision of the handler and general oversight of the use of the CHIS.

Juvenile Sources

5. Special safeguards apply to the use or conduct of juvenile sources (i.e. sources under 18 years of age). On no account can a child under 16 years of age be authorised to give information against his or her parents. **Only the Chief Executive and Head of Paid Services are authorised by the Council to use Juvenile Sources**, as there are other onerous requirements that apply.

Vulnerable Individuals

6. A Vulnerable Individual is a person who is or may be in need of community care services by reason of mental or other disability, age or illness, and who is or may be unable to take care of himself or herself, or unable to protect himself or herself against significant harm or exploitation.
7. A Vulnerable Individual will only be authorised to act as a source in the most exceptional circumstances. **Only the Chief Executive and Head of Paid Services are authorised by the Council to use Vulnerable Individuals**, as there are other onerous requirements that apply.

Test Purchases

8. As mentioned above, carrying out test purchases will not require the purchaser to establish a relationship with the supplier for the covert purpose of obtaining information. Therefore, the purchaser will not normally be a CHIS. For example, authorisation would not normally be required for test purchases carried out in the ordinary course of business (e.g. walking into a shop and purchasing a product over the counter).
9. However, developing a relationship with a person working in the shop for the purpose of obtaining information about the seller and his/her business (e.g. the seller's suppliers who are supplying illegally imported products) will require authorisation as a CHIS. Similarly, using mobile hidden recording devices or CCTV cameras to record what is going on in the shop will require authorisation as directed surveillance. A combined authorisation can be given for a CHIS_ and also for directed surveillance.

Anti-social behaviour activities (e.g. noise, violence, race etc.)

10. Persons who complain about anti-social behaviour (such as playing music too loudly) and who are asked to keep a diary of incidents will not normally be a CHIS, as they are not required to establish or maintain a relationship for a covert purpose. Recording the level of noise (e.g. the decibel level) will not normally capture private information; therefore, it does not require authorisation.
11. Recording sound on private premises could constitute intrusive surveillance unless it is done overtly. It will be possible to record noise levels without it being intrusive surveillance if the noisemaker is given written warning that such recording or monitoring will occur. (Such a warning should be repeated at least every 2 months if the operation is on-going). Placing a stationary or mobile video camera outside a building to record anti-social behaviour on residential estates will require prior authorisation.

Social Networking and Internet Site

12. Rapidly increasing use of the Internet and social networking sites across communities and businesses has resulted in law enforcement having access to an array of investigative tools, Social network sites (and other 'open source' intelligence resources) contain a wealth of information, intelligence and evidence

about suspects, victims, witnesses, members of organised crime groups and other aspects of crime and anti-social activity.

13. Although social networking and internet sites are easily accessible, if they are going to be used during the course of an investigation, consideration must be given about whether RIPA authorisation should be obtained.
14. Care must be taken to understand how the social media site being used works. Officers must not be tempted to assume that one service provider is the same as another or that the services provided by a single provider are the same.
15. Whilst it is the responsibility of an individual to set privacy settings to protect against unsolicited access to their private information on a social networking site, and even though the data may be deemed published and no longer under the control of the author, it is unwise to regard it as 'open source' or publicly available; the author has a reasonable expectation of privacy if access controls are applied. Where privacy settings are available but not applied the data may be considered open source but you must be mindful that an individual is not expecting this source to be used to covertly monitor their actions and whereas an authorisation may not usually be required you must be careful of how you access this type of account and for what purpose. If you are scoping (this includes an initial look at someone through open source material) no authority would be required, however if from this you then identify the subject and a plan is made for the gathering of evidence and you access the same websites to monitor that person more than once or on a regular basis a RIPA authority must be considered. You must consider any collateral intrusion on third parties when accessing websites. You should keep details of the websites accessed, information obtained and your reasons for using the website and the information gained or for discounting it from your investigation. You must always record access to accounts as part of your investigation log.
16. If it is necessary and proportionate for the Council to covertly breach access controls, the minimum requirement is an authorisation for directed surveillance. An authorisation for the use and conduct of a CHIS is necessary if a relationship is established or maintained by the officer (ie the activity is more than mere reading of the site's content). This could occur if the officer covertly asks to become a 'friend' of someone on a social networking site.
17. CHIS authorisation is only required when using an internet trading organisation such as E-bay or Amazon Marketplace in circumstances when a covert relationship is likely to be formed. The use of disguised purchaser details in a simple, overt, electronic purchase does not require a CHIS authorisation, because no relationship is usually established at this stage. (Refer to G 5-7 above regarding the need to establish an officer for the roles of 'handler', 'controller' and 'record keeper' if a CHIS authorisation is required.)
18. See Appendix 5 – The Social Media and Networking Sites in Investigations Policy for more information

H. Authorisation Procedures

1. Directed surveillance and the use of a CHIS can only be lawfully carried out if properly authorised and in strict accordance with the terms of the authorisation. Appendix 2 gives a flow chart of the authorisation process from application consideration to recording of information. Although this flow chart covers both Directed Surveillance and CHIS authorisations, remember that CHIS forms must not be completed without obtaining prior legal advice, as CHIS authorisations will be very unusual.
2. Once the Authorising officer has authorised the application, an application must be made on the correct form to the Magistrates Court for the Justice of the Peace to authorise.

Authorising Officers

3. Forms can only be signed by Authorising Officers holding a 'RIPA Authorising Officer Certificate' issued by the SRO (as shown at Appendix 3). Authorising Officer posts are listed in Appendix 1. Any Authorising Officer filling a post shown in Appendix 1 and holding such a Certificate can sign the forms.
4. Appendix 3 training will be kept up to date by the SRO and revised as necessary. If a Service Manager wishes to add, delete or substitute a post, s/he must refer such a request to the SRO for consideration. The SRO is authorised to add, delete or substitute posts listed in Appendix 1.
5. Remember that RIPA authorisation procedures are separate from powers delegated to officers under the Council's 'Schedule of Functions Delegated to Officers' (forming part of the SSDC Constitution). RIPA procedures are governed by this Guide. RIPA authorisations are for specific investigations only, and they must be renewed or cancelled once the specific surveillance is complete or about to expire. The authorisations do not lapse with time.

Training Records

6. Proper training in RIPA procedures will be given or approved by the SRO before Authorising Officers are issued with a RIPA Authorising Officer Certificate enabling them to sign RIPA forms. RIPA training already undertaken or to be undertaken will need to be verified and approved by the SRO. Instruction on RIPA procedures will be by means of a one-to-one meeting with the SRO (or his nominated representative). The issue of a RIPA Authorising Officer Certificate will be confirmation that the Authorising Officer has been properly trained in RIPA procedures. The SRO will keep a 'Central Register of Issued RIPA Authorising Officer Certificates' containing copies of Certificates issued to individual officers.
7. If the SRO considers at any time that an Authorising Officer has not fully complied with the requirements of this Guide, or is no longer properly trained in RIPA procedures or requires additional training, the SRO is duly authorised to revoke that Officer's RIPA Authorising Officer Certificate until such time as he is satisfied that the Certificate should be re-issued. SRO will need to be satisfied that the Officer concerned is a fit and proper person to be an Authorising Officer for RIPA purposes. RIPA forms cannot be signed by an officer who does not hold a RIPA Authorising Officer Certificate.

Application Forms

8. Only the current RIPA forms downloadable from the Home Office Security (Surveillance) website (and also available on the SSDC portal or from the SRO) must be used. Any other forms used after the operative date will be rejected by Authorising Officers and/or the SRO. Remember that CHIS forms must not be completed without obtaining prior legal advice, as CHIS authorisations will be very unusual. In respect of all forms, while we will do our best to ensure that the version on the intranet is the latest version, it is good practice to check the Home Office website (as above) to ensure that the SSDC version is the current version. Do not rely on the intranet/portal version being the latest version.

9. **Types of Directed Surveillance Forms**

Application for Authorisation to Carry Out Directed Surveillance
Review of a Directed Surveillance Authorisation
Application for Renewal of a Directed Surveillance Authorisation
Cancellation of Directed Surveillance Authorisation

10. **Types of CHIS Forms – not to be used without obtaining prior legal advice**

Application for Authorisation of the Conduct or Use of a CHIS
Review of CHIS Authorisation
Application for Renewal of CHIS Authorisation
Cancellation of CHIS Authorisation

11. Any boxes not needed on the form(s) must be clearly marked as being 'NOT APPLICABLE', 'N/A' or a line put through the box. Great care must also be taken to ensure that accurate information is used and inserted in the correct boxes. Reasons for any refusal of an application must also be put on or stapled to the form and the form retained for future audits. Such refusal reasons must be signed and dated by the Authorising Officer.

Grounds for Authorisation

12. Directed Surveillance or the Conduct and Use of a CHIS can be authorised by the Council only on the following ground:

- For the prevention or detection of crime or preventing disorder

12A A further condition for authorisation of Directed Surveillance (but that does not apply to CHIS authorisations) is that the Crime being investigated can only be an offence punishable on summary conviction or indictment by a maximum term of at least 6 months imprisonment or is an offence under:

- i) Section 146 of the Licensing Act 2003 (sale of alcohol to children)
- ii) Section 147 of the Licensing Act 2003 (allowing the sale of alcohol to children)
- iii) Section 147A of the Licensing Act 2003 (persistently selling alcohol to children)
- iv) Section 7 of the Children and Young Persons Act 1933 (sale of tobacco etc to persons under eighteen).

Assessing the Application Form

13. Before an Authorising Officer signs a form, s/he must:
- (a) Have regard to this Corporate Policy & Procedures Guide, the training provided or approved by the SRO and any other guidance and advice issued by the SRO on such matters generally, or the authorisation sought specifically;
 - (b) Satisfy his/herself that the RIPA authorisation is:
 - (i) in accordance with the law;
 - (ii) necessary in the circumstances of the particular case on the ground mentioned in paragraph 10 above; and
 - (iii) proportionate to what it seeks to achieve;
 - (c) In assessing whether or not the proposed surveillance is proportionate the authorizing officer must be satisfied that the surveillance is proportionate to the mischief under investigation, that it is proportional to the degree of anticipated intrusion on the target and others and it is the only option after considering other appropriate means of gathering the information. The least intrusive method will be considered proportionate by the courts;
 - (d) Take into account the risk of intrusion into the privacy of persons other than the specified subject of the surveillance (called 'Collateral Intrusion'). Measures must be taken wherever practicable to avoid or minimise collateral intrusion as far as possible, and this issue may be an aspect of determining proportionality;
 - (e) Set (and diarise) a date for review of the authorisation and review on that date;
 - (f) Allocate a Unique Reference Number (URN) for the application as follows:

Year / Service Code (see *Appendix 1*) / Number of Application

e.g. 2006/HRB/01
 - (g) Ensure that the RIPA Service Register is duly completed, and that a copy of the RIPA form is forwarded for inclusion in the SRO's Central Register within 1 week of the relevant authorisation, review, renewal, cancellation or rejection.

Additional Safeguards when Authorising a CHIS

14. When authorising the conduct or use of a CHIS, the Authorising Officer must also:
- (a) be satisfied that the conduct and/or use of the CHIS is proportionate to what is sought to be achieved;
 - (b) be satisfied that appropriate arrangements are in place for the management and overseeing of the CHIS. These arrangements must address health and safety issues by the carrying out of a formal and recorded risk assessment;

- (c) consider the likely degree of intrusion for all those potentially affected;
- (d) consider any adverse impact on community confidence that may result from the use or conduct of the CHIS or the information obtained; and
- (e) ensure that records contain particulars of the CHIS and that they are not available except on a 'need to know' basis.

Judicial Approval

15. The judicial approval process introduced by the Protection of Freedoms Act 2012 and effective from 1st November 2012 requires that once the form has been approved by the Authorising Officer, judicial approval of a Justice of the Peace at the Magistrates Court is necessary.

The JP will decide whether a local authority grant or renewal of an authorization or notice to use RIPA should be approved and it will not come into effect unless and until it is approved by a JP. Although it is possible for local authorities to request judicial approval for the use of more than one technique at the same time, in practice, as different considerations need to be applied to different techniques, this would be difficult to perform with the degree of clarity required. As a rule authorisations or notices should be submitted separately for each different technique.

Following the authorisation or renewal of an application the Authorising Officer must forward the authorisation and supporting documents to a Legal Officer, who will liaise with the investigation officer and assist in the making of an application to the Magistrates Court for judicial approval. The forms for this application will be kept by the SRO or are found on the Home Office website.

The Legal Officer assist in obtaining a court hearing date and time and will if necessary attend court along with the Authorising Officer or the Investigating Officer whoever is the most appropriate, to give evidence of the case and the technique required.

In emergency situations applications can be made to the Court outside usual office hours, Authorising Officers are advised to refer to Appendix 4. In such cases the investigating officer will need to provide two partially completed judicial application forms so that one can be retained by the JP. The Investigating Officer will have to provide a copy of the application form signed by the authorisation officer to the court on the next working day.

A copy of the signed Judicial Application form must be retained and sent to the SRO who will place it on the central register and enter it on the spreadsheet. There is not a requirement for the JP to consider either cancellations or internal reviews.

Duration of Authorisations

16. The authorised RIPA form must be reviewed at least at monthly intervals and cancelled once it is no longer needed. The authorisation to carry out/conduct the surveillance lasts for a maximum of 3 months from authorisation for Directed Surveillance, 12 months from authorisation for a CHIS and 1 month from authorisation for a Juvenile CHIS. However, whether or not the surveillance is carried out or conducted in the relevant period has no bearing on the

authorisation becoming spent. In other words, authorised RIPA forms do not expire. The authorised forms have to be reviewed and/or cancelled once they are no longer required.

17. Authorisations can be renewed in writing before the maximum period has expired. The Authorising Officer must consider the matter afresh, including taking into account the benefits of the surveillance to date and any collateral intrusion that has occurred. The SRO may review the case to ensure all procedures have been followed. Renewal's must be authorised by a JP, an application being made in the way described above.

I. Working With Or Through Other Agencies

1. When another agent or agency (such as a private investigator) has been instructed by or on behalf of the Council to undertake any action under RIPA, this Guide and the appropriate RIPA forms and Judicial approval mentioned must be used by the Council officers concerned (in accordance with the normal RIPA procedures) and the agency advised and kept informed of the various RIPA requirements. They must be made explicitly aware of what they are authorised to do by means of written instructions from the instructing officer, with a copy of the written instructions countersigned by the agency by way of acknowledgement of their instructions and returned to the instructing officer to be kept on the case file. If for reasons of urgency oral instructions are initially given, written confirmation must be sent (and acknowledged) within 4 working days. Officers should be satisfied that agencies are RIPA competent and RIPA trained before they are used, and a written record of that satisfaction (and the evidence for it) must be placed on the SSDC case file.
2. When some other agency (e.g. Police, Customs & Excise, Inland Revenue etc):
 - (a) wishes to use the Council's resources (e.g. CCTV surveillance systems), that agency must use its own RIPA procedures. Before any Council officer agrees to allow the Council's resources to be used for the other agency's purposes, s/he must obtain a copy of that agency's completed RIPA form for the Council's records (a copy of which must be passed to the SRO for the Central Register), or relevant extracts from the agencies RIPA form which are sufficient for the purposes of protecting the Council and the use of its resources;
 - (b) wishes to use the Council's premises for their own RIPA authorised action, the Council officer concerned should normally co-operate with such a request, unless there are security or other good operational or managerial reasons as to why the Council's premises should not be used for the agency's activities. The request must be put in writing and any consent from the Council must also be in writing. Suitable insurance or other appropriate indemnities may need to be sought from the other agency to protect the Council's legal position (the Council's Insurance Officer and/or the SRO can advise on this issue). However, in such cases the Council's own RIPA forms should not be used as the Council is only 'assisting' and not being 'involved' in the RIPA activity of the external agency.
3. With regard to 2(a) above, if the Police or other agency wish to use Council resources for general surveillance (as opposed to specific RIPA authorised operations), an appropriate letter requesting the proposed use (and detailing the nature and extent of the use, duration, who will be undertaking the general surveillance, the purpose of it, and why it is not subject to RIPA) must be obtained from the Police or other agency before any Council resources are made available for the proposed use. The insurance/indemnity considerations mentioned above may still need to be addressed.
4. **If in doubt, please consult with the SRO at the earliest opportunity.**

J. Record Management

1. The Council must keep a detailed record of all authorisations, renewals, cancellations and rejections generated by Services and a Central Register of all authorisation forms will be maintained and monitored by the SRO.

2. **Records maintained in the individual Service**

The following documents must be retained by the relevant Service Manager or his/her designated RIPA Service Co-ordinator (such Co-ordinator to be appointed by the Service Manager and the name notified to the SRO) retention must be in accordance with the date retention policy. These will be retained in electronic file format.

- Copies of any completed application form together with any supplementary documentation, plus notification of the approval given by the Authorising Officer;
 - A copy of the signed Judicial Approval;
 - a record of the period over which the surveillance has taken place;
 - the frequency of reviews prescribed by the Authorising Officer;
 - a record of the result of each review of the authorisation;
 - a copy of any renewal of an authorisation, together with the supporting documentation submitted when the renewal was requested;
 - a copy of any cancellation of an authorisation;
 - the date and time when any instruction was given by the Authorising Officer and a note of that instruction;
 - the Unique Reference Number for the authorisation (URN).
3. Each form will have a URN. The Service Manager or RIPA Service Co-ordinator will issue the relevant URN to applicants. The cross-referencing of each URN takes place within the forms for audit purposes. The relevant Service code to be followed is shown in Appendix 1. Rejected forms will also have URN's.
 4. A 'Surveillance Log Book' will be completed by the investigating officer(s) to record all operational details of authorised covert surveillance. Once completed, the Log Book will be passed to the Service Manager or the designated RIPA Service Co-ordinator for safe keeping in a secure place. Each Service will also maintain a 'Surveillance Log Book Issue and Movement Register' for such Surveillance Log Books. The maintenance of the latter Register will be the responsibility of the Service Manager or the designated RIPA Service Co-ordinator. The SRO will prescribe the form of the latter Registers and Services must substantially follow that form.

Central Register maintained by the SRO

5. Authorising Officers must forward details of each issued RIPA form to the SRO for keeping on the Central Register within 1 week of the issue of the authorisation, review, renewal, cancellation or rejection. The SRO will monitor

forms, give appropriate guidance from time to time, and amend this Guide, as necessary.

6. The Council will retain records for a period of at least three years from the ending of the authorisation. The Service Manager or RIPA Service Co Ordinator will ensure that only one copy of the relevant documents of a RIPA authority and the evidence resulting from it is kept on file for the relevant case and the SRO will keep on copy on file in the central register until it requires destruction. The Investigatory Powers Commissioner's Office (IPCO) can audit and review the Council's policies and procedures, and individual authorisations.

K. Concluding Remarks of the SRO

1. Where there is an interference with a European Convention right such as the right to respect for private and family life guaranteed under Article 8 of Convention, and where there is no other source of lawful authority for the interference, or if it is held to be unnecessary and disproportionate in the particular circumstances, the consequences of not obtaining or not following the correct authorisation procedures set out in RIPA, RIPA Regulations and associated Codes of Practice may be that the action taken (and the evidence obtained) will be held by a court to be an infringement of a Convention right (possibly more than one) and thus unlawful behaviour under Section 6 of the Human Rights Act 1998. This could result in the Council losing a case and having costs (and possibly damages) awarded against it. Following this Guide should ensure that this does not happen.
2. It needs to be stressed that the concept of proportionality, i.e. proportional action, is very important under RIPA and under human rights. Action that is disproportionate in terms of the end to be achieved when judged against the Convention right infringed will be unlawful, even if a RIPA authorisation has been issued. Therefore, it is probably best to err on the side of caution when considering if covert surveillance is really required for an investigation. If the information can be obtained by other overt means, then it should be. Ask yourself the question: "Do I really need to do this, what will be the effect on others if I do it, and is there any other way to achieve the same ends?" Weigh it all in the balance. If possible, do a file note of your reasoning.
3. Authorising Officers must exercise their minds as to their RIPA obligations every time they are asked to sign a form. They must never sign or rubber stamp form(s) without thinking about both their personal responsibilities and the Council's responsibilities under RIPA, the Human Rights Act 1998 and the European Convention. Again, ask yourself the question: "Do I really need to do this, what will be the effect on others if I do it and is there any other way to achieve the same ends?" Weigh it all in the balance. If possible, do a file note of your reasoning.

Definition of Roles

- (1) SRO – Senior Responsible Officer

Lead Legal Officer/Monitoring Officer, maintains central records of authorisations and collating the authorisations, reviews, renewals and cancellations they also have oversight of submitted RIPA documents. Is responsible for – integrity of the process, compliance with RIPA and its regulatory framework, engage with the Commissioners and Inspectors when they conduct an inspection, oversee the implementation of recommendations made by the IPCO to ensure authorising officers are of the appropriate standard

- (2) RIPA Co-ordinating Officer

Specialist Legal, maintains Policy and Procedure, Organises training and raises awareness.

- (3) RIPA Authorising Officer

Is certified to authorise applications before referral to the Magistrates Court.

(4) RIPA Services Co-ordinating Officer

Officer in relevant service who ensures relevant RIPA documents are retained and destroyed according to the Council's Policies.

(5) CHIS Controller

Officer appointed in relevant service on a case by case basis – responsible for the management and supervision of the handler and has oversight of the use of the CHIS

(6) CHIS Handler and Record Keeper

Officer appointed in relevant service on a case by case basis of rank below authorising officer to deal with day to day activities of the CHIS, recording information supplied and monitoring security and welfare of the CHIS

4. For further advice and assistance on RIPA, please contact the SRO. Contact details are provided at the front of this Guide.

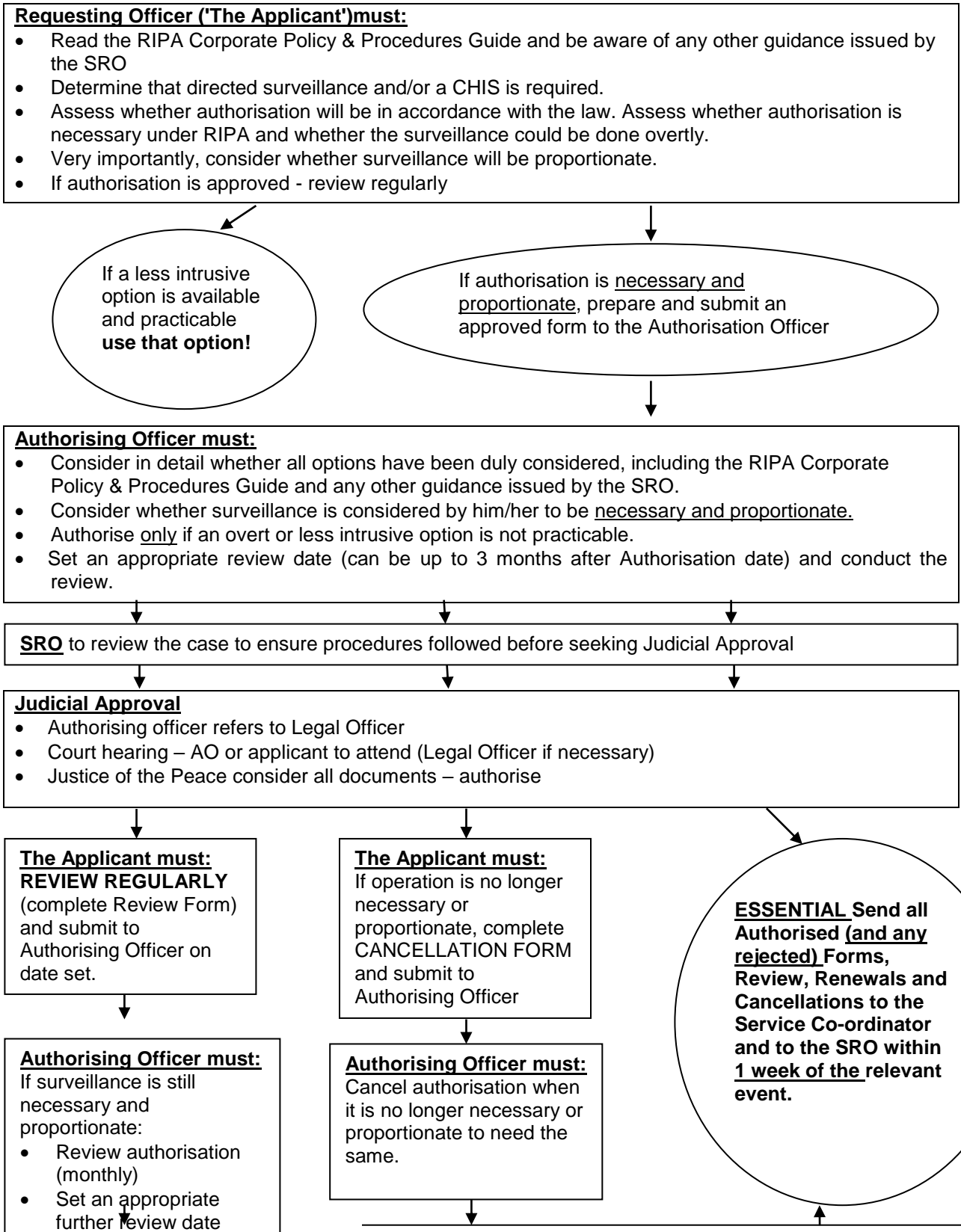
List of Authorising Officer Posts

<u>Post</u>	<u>Service Identifier</u>
Service Delivery People Manager	SSM
Director Service Delivery	DSD

IMPORTANT NOTES

- A. Even if a post is identified in the above list, the persons currently employed in such posts are not authorised to sign RIPA forms (including a renewal or cancellation) unless s/he has been certified by the SRO to do so by the issue of a RIPA Authorising Officer Certificate.
- B. Only the Chief Executive and the head of Paid services are authorised to sign forms relating to Juvenile Sources and Vulnerable Individuals (see paragraph G of this Guide).
- C. If a Service Manager wishes to add, delete or substitute a post, s/he must refer such request to the SRO for consideration.
- D. If in doubt, ask the SRO BEFORE any directed surveillance and/or CHIS is authorised, renewed, rejected or cancelled.

RIPA FLOW CHART



NB: If in doubt, ask the SRO BEFORE any directed surveillance and/or CHIS is authorised, renewed, cancelled, or rejected. Appropriate Managers will designate one of their staff to be a Service Co-ordinator for the purpose of RIPA and advise the SRO accordingly. CHIS forms are not to be used without prior legal approval.



SOUTH SOMERSET DISTRICT COUNCIL
RIPA AUTHORISING OFFICER CERTIFICATE
No. [] / 22

I HEREBY CERTIFY that the Officer whose personal details are given below is an Authorising Officer for the purposes of authorising covert surveillance and the use and/or conduct of Covert Human Intelligence Sources ('CHIS') under the provisions of the Regulation of Investigatory Powers Act 2000.

It is further certified that this Officer has received training to perform such authorisation procedures.

Certificate issued to: [Full name of Officer]

Job Title:

Service:

Location:

Certificate date:

(signed)

Jill Bryon
Senior Responsible Officer
Director Place
South Somerset District Council

(PLEASE NOTE: This certificate and the authorisation granted by it is personal to the officer named in it and cannot be transferred. Any change in personal details must be notified in writing to the SRO immediately. This certificate can be revoked at any time by the Director of Service Delivery by written revocation issued to the officer concerned. It is the named officer's personal responsibility to ensure full compliance with RIPA authorisation procedures and to ensure that s/he is fully trained in such procedures and that such training is kept up to date).

MAGISTRATES' COURTS IN AVON AND SOMERSET OTHER THAN BRISTOL

Procedure for dealing with Applications/Warrants out-of-hours

i.e. between: **5pm and 8.30 am Mondays – Thursdays**
 5pm on Friday and 8.30am Monday
 Bank Holidays

(but please note the at the Magistrates Court sits at Bristol and Taunton on Saturdays and Bank Holidays at 10am and where possible applications should be made to the Court rather than using the Out of Hours procedures on these days)

PLEASE MAKE EVERY EFFORT TO RESTRICT APPLICATIONS TO THOSE OF EXTREME URGENCY. NON URGENT APPLICATIONS MAY NEED TO BE REFUSED.

APPLICATIONS BY OTHER AGENCIES

- **Agencies may only make contact with a Legal Adviser via the Avon and Somerset Constabulary Force Control Inspector Telephone 08454 567000**
- Force Control Inspector/his staff shall contact a Legal Adviser working in the area where the application is sought giving contact details of the agency to enable the Legal Adviser to contact the person requesting the warrant/making the application under the Children Act 1989. **Agency staff must not retain any contact details.**
- Where the officer is unable to contact a legal adviser in his/her area, he/she should make contact with a Legal Adviser in nearest proximity.
- The person making the application/requesting the warrant will give the Legal Adviser a summary of the nature of the application and its urgency.
- Legal Adviser then to make contact with a Magistrate who is able to hear the application.
- Arrangements to be agreed between the Legal Adviser and the agency regarding the venue and time the application to be heard.
- Agency staff may be required to collect the Legal Adviser from his/her home address and then go to the Magistrates home, returning the Legal Adviser thereafter. The Legal Adviser will have the discretion to make other arrangements where the need arises.
- Applications under the children Act 1989: The list of Legal Advisers states who can deal with these applications. (Only Legal Advisers with delegated powers are able to deal with applications for emergency process under Part IV of the Children Act, 1989). Please direct the application in the first instance to a Legal Adviser working in the area where the order sought.

Equality Impact Relevance Check Form



The Public Sector Equality Duty requires us to eliminate discrimination, advance equality of opportunity and foster good relations with protected groups. This tool will identify the equalities relevance of a proposal, and establish whether a full Equality Impact Assessment will be required.

What is the proposal?	
Name of the proposal	Regulation of Investigatory Powers Act 2000
Type of proposal (new or changed Strategy, policy, project, service or budget):	Update Policy and Procedure review authorisations
Brief description of the proposal:	Annual review of RIPA
Name of lead officer:	Paula Goddard

You should consider whether the proposal has the potential to negatively impact on citizens or staff in the following ways:

- Access to or participation in a service,
- Levels of representation in our workforce, or
- Reducing quality of life (i.e. health, education, standard of living)

A negative impact is any change that could be considered detrimental. If a negative impact is imposed on any citizens or staff with protected characteristics, the Council has a legal duty to undertake a full Equality Impact Assessment.

Could your proposal negatively impact citizens with protected characteristics? (This includes service users and the wider community)	NO
Could your proposal negatively impact staff with protected characteristics? (i.e. reduction in posts, changes to working hours or locations, changes in pay)	NO

Is a full Equality Impact Assessment required?	NO
If Yes, Please provide a brief description of where there may be negative impacts, and for whom. Then complete a full Equality Impact assessment Form	
If No, Please set out your justification for why not.	
The report includes an update on policy changes of which the only change is an update of authorising officers, but otherwise simply informs members of the number of authorisations within the last year of which there have been none.	
Service Director / Manager sign-off and date	Jill Byron - 11 March 2022
Equalities Officer sign-off and date	Dave Crisfield 11 th March 2022



District Executive Forward Plan

Executive Portfolio Holder: Val Keitch, Leader, Strategy and Housing
Strategic Director: Nicola Hix, Strategy and Support Services
Lead Officer: Angela Cox, Democratic Services Specialist
Contact Details: angela.cox@southsomerset.gov.uk or (01935) 462148

Purpose of the Report

1. This report informs Members of the current Executive Forward Plan, provides information on Portfolio Holder decisions and on consultation documents received by the Council that have been logged on the consultation database.

Public Interest

2. The District Executive Forward Plan lists the reports due to be discussed and decisions due to be made by the Committee within the next few months. The Consultation Database is a list of topics which the Council's view is currently being consulted upon by various outside organisations.

Recommendations

3. That District Executive recommend that the Chief Executive agree to:
 - a) approve the updated Executive Forward Plan for publication as attached at Appendix A

Executive Forward Plan

4. The latest Forward Plan is attached at Appendix A. The timings given for reports to come forward are indicative only, and occasionally may be re scheduled and new items added as new circumstances arise.

Consultation Database

5. The Council has agreed a protocol for processing consultation documents received by the Council. This requires consultation documents received to be logged. There are no consultation documents requiring a response at the current time.

Background Papers

6. None.

Appendix A - SSSC Executive Forward Plan - April 2022

Date of Decision	Decision	Portfolio	Service Director	Contact	Committee(s)
April 2022 May 2022	Planning - Changes to the Scheme of Delegation to increase the efficiency of the Planning Service	Portfolio Holder - Protecting Core Services	Director Service Delivery Director Service Delivery	John Hammond, Lead Specialist (Built Environment)	District Executive South Somerset District Council
April 2022 May 2022	Planning - Planning Application Validation Requirements; Revised Validation Checklist	Portfolio Holder - Protecting Core Services	Director Service Delivery	John Hammond, Lead Specialist (Built Environment)	District Executive South Somerset District Council
April 2022 May 2022	Planning - Discretionary fees for Pre-application advice and associated services	Portfolio Holder - Protecting Core Services	Director Service Delivery	John Hammond, Lead Specialist (Built Environment)	District Executive South Somerset District Council
April 2022	Annual review of the Regulation of Investigatory Powers Act 2000 (RIPA)	Portfolio Holder - Finance, Legal & Democratic Services	Director (Support Services & Strategy)	Paula Goddard, Specialist (Legal Services)	District Executive
April 2022	Briefing on Local Government Reorganisation (Confidential)	Portfolio Holder - Strategy & Housing	Chief Executive	Jane Portman, Chief Executive	District Executive

Date of Decision	Decision	Portfolio	Service Director	Contact	Committee(s)
May 2022	Extension to existing Dog Control Public Space Protection Order (PSPO)	Portfolio Holder - Environment	Director Service Delivery	Paul Huntington, Specialist (Compliance & Enforcement)	District Executive
May 2022	Covid Recovery & Renewal Strategy annual progress report	Portfolio Holder - Strategy & Housing	Director Place and Recovery	Peter Paddon, Acting Director (Place and Recovery)	District Executive
May 2022	Equalities Progress Report	Portfolio Holder - Strategy & Housing	Director Place and Recovery	David Crisfield, Specialist (Strategic Planning)	District Executive
May 2022	Quarterly Corporate Performance Report	Portfolio Holder - Strategy & Housing	Director (Support Services & Strategy)	Brendan Downes, Lead Specialist - People, Performance & Change	District Executive
May 2022	Briefing on Local Government Reorganisation (Confidential)	Portfolio Holder - Strategy & Housing	Chief Executive	Jane Portman, Chief Executive	District Executive
May 2022	Appointment of Member Level Bodies 2022/23	Portfolio Holder - Strategy & Housing	Monitoring Officer	Angela Cox, Specialist (Democratic Services)	South Somerset District Council
June 2022	Investment Assets Six Monthly update report	Portfolio Holder - Economic Development including Commercial Strategy	Director Commercial Services & Income Generation	Robert Orrett, Commercial Property. Land & Development Manager	District Executive

Date of Decision	Decision	Portfolio	Service Director	Contact	Committee(s)
June 2022	Phosphates Update	Portfolio Holder - Protecting Core Services	Director Service Delivery	John Hammond, Lead Specialist (Built Environment)	District Executive
June 2022	Briefing on Local Government Reorganisation (Confidential)	Portfolio Holder - Strategy & Housing	Chief Executive	Jane Portman, Chief Executive	District Executive
July 2022	Capital & Revenue Budget Outturn reports for Quarter 4	Portfolio Holder - Finance, Legal & Democratic Services	Director (Support Services & Strategy)	Karen Watling, Chief Finance Officer (S151 Officer)	District Executive
July 2022	Briefing on Local Government Reorganisation (Confidential)	Portfolio Holder - Strategy & Housing	Chief Executive	Jane Portman, Chief Executive	District Executive
August 2022	Quarterly Corporate Performance Report	Portfolio Holder - Strategy & Housing	Director (Support Services & Strategy)	Brendan Downes, Lead Specialist - People, Performance & Change	District Executive
August 2022	Briefing on Local Government Reorganisation (Confidential)	Portfolio Holder - Strategy & Housing	Chief Executive	Jane Portman, Chief Executive	District Executive

Date of Decision	Decision	Portfolio	Service Director	Contact	Committee(s)
TBC	Update on the delivery of the Economic Development Strategy and funding delivery	Portfolio Holder - Economic Development including Commercial Strategy	Director Commercial Services & Income Generation	Robert Orrett, Commercial Property. Land & Development Manager	District Executive
TBC	Review of the Local Plan	Portfolio Holder - Strategy & Housing	Director (Support Services & Strategy)	Jo Wilkins, Specialist (Strategic Planning)	District Executive

Date of Next Meeting

Members are asked to note that the next meeting of the District Executive will take place on **Thursday, 12th May 2022** as a virtual consultation meeting via Zoom meeting software commencing at 9.30 a.m.

This meeting is one week later than usual due to the County, Town and Parish elections taking place on 5th May 2022.



Exclusion of Press and Public

The District Executive is asked to agree that the following item (agenda item 13) be considered in Closed Session by virtue of the Local Government Act 1972, Schedule 12A under paragraph 3:

“Information relating to the financial or business affairs of any particular person (including the authority holding that information).”

It is considered that the public interest in maintaining the exemption from the Access to Information Rules outweighs the public interest in disclosing the information.



Briefing on Local Government Reorganisation (Confidential)

Executive Portfolio Holder:	Val Keitch, Strategy and Housing
Chief Executive:	Jane Portman
Strategic Director:	Jan Gamon, Place and Recovery
Lead Officer:	Jan Gamon, Director – Place and Recovery
Contact Details:	Jan.gamon@southsomerset.gov.uk or 01935 462095

The Chief Executive and Director for Place and Recovery will provide Members with a verbal update on any matters relating to the future of Local Government in Somerset.