

RUSHCLIFFE BOROUGH COUNCIL

Developer's Checklist

For all planning applications other than householder development



Updated February 2012

FUNDAMENTAL DOCUMENTS

The following forms, plans and information are compulsory and must be submitted with all planning applications:

- The appropriate application form clearly completed – Planning application forms are available at <http://www.rushcliffe.gov.uk/developmentcontrol/applyingforplanningpermission/formsandfees/>
- The correct fee (where one is necessary).
- Completed Certificate of Ownership and a copy of any relevant notices and an Agricultural Holdings Certificate.
- Four copies of an accurate, up to date location plan showing the site and all adjoining development and generally 2 named roads at a scale of 1:1250 or 1:2500 (usually an up to date OS plan). The properties shown should be numbered or named. The application site area must be outlined in red and any adjoining land in the same ownership must be outlined in blue. The plan should preferably be at A4 size.
- Four copies of a block plan accurately showing the site with the proposal (extensions or new buildings) coloured or otherwise clearly marked, the direction north, the boundaries (fences/walls etc) to the property, the immediately adjacent properties and any trees, hedges, accesses and parking at a scale of 1:500 or 1:200 with written dimensions, including to the boundaries, positions and spread of trees, the extent and type of hardsurfacing and boundary treatment. If neighbouring properties have had extensions these should be indicated as well as the positions of any windows on neighbouring properties..
- Four copies of all elevations both existing and proposed of the development and floor plans of all floors to a scale of 1:50 or 1:100 as appropriate. Critical dimensions should be marked on (i.e. width, length and height to eaves and ridge of building). Ideally plans should include a physical scale marker to allow viewing on the internet.
- Four copies of section drawings through the proposed buildings and through adjacent land and building(s), including existing and proposed levels.
- Four copies of a Design and Access statement where required.

The above information is required as it constitutes necessary information for the purposes of S.3(1)(b) of the Town and Country Planning (Applications) Regulations 1988 and accords with Best Practice Guidance on the Validation of Planning Applications, ODPM, 2005.

HOW TO USE THE DEVELOPER'S CHECKLIST

The Borough Council encourages developers and their agents to enter into pre-application discussions regarding development proposals. This will ensure that the planning application submitted has the best chance of succeeding and that all relevant information is provided for the Borough Council to determine the application, thereby speeding up the decision making process.

This checklist gives a summary of the various information that may be required to accompany a planning application. References are given to appropriate Planning Policy Guidance Notes (PPGs), Planning Policy Statements (PPS's), Supplementary Planning Guidance Notes (SPGs) and other guidance where appropriate, links to which are available from the Borough Council's website at <http://www.rushcliffe.gov.uk/planningpolicy>. The checklist also lists the different types of developer contributions that may be required, with contact details for pre-application negotiations. It is designed to be used as reference for ensuring that all matters are covered when an application is submitted.

The following pages detail further information, assessments and contributions that should be submitted with planning applications, depending on their type and scale. Four copies of all documents will be required to enable full consultation to be carried out. Ideally at least one set should be in a ring folder rather than bound, so that it can be dismantled easily for scanning and copying. More than four copies of documents may be required for applications where a significant amount of consultation will be carried out. Information should be typed using a 'sans serif' font of at least 11 point and using dense black ink, on A4 size paper wherever possible. Please avoid using sleeves or other bindings that do not add value or cover sheets that do not add information which would create unnecessary scanning.

A summary checklist is on the back page. This should be submitted with your planning application, identifying the information that you have provided. Reasons should be given if any information that is required is not submitted, i.e. if a contact has agreed that it is not required. In these cases a copy of a letter from the relevant contact is required. This summary checklist can also be used in pre-application discussions with Planning Officers, in order to agree on the information required for your individual development.

1 Supporting Planning Statement

A statement demonstrating how the proposed development accords with policies in the Development Plan, Supplementary Planning Guidance/Documents (including the Rushcliffe Design Guide, adopted 10 February 2009), Development Briefs, including details of consultations with the Borough Council and wider community/statutory consultees prior to submission. The Development Plan currently consists of the East Midlands Regional Plan March 2009 and the saved policies of the Rushcliffe Borough Local Plan 1996. Other documents that require consideration include the Rushcliffe Borough Non-Statutory Replacement Local Plan December 2006 and Rushcliffe Interim Planning Statement. The Statement of Community Involvement has been produced (http://www.rushcliffe.gov.uk/media/rushcliffe/media/documents/pdf/planningandbuilding/Adopted_SCI_June_07.pdf). The Core Strategy issues and options document will be out to consultation 15 June 2009. This document has been, in large, drawn up in partnership with the Greater Nottingham authorities of Ashfield (Hucknall), Broxtowe, Erewash, Gedling and Nottingham City with support from officers from Nottinghamshire and Derbyshire County council. More information can be viewed at <http://www.rushcliffe.gov.uk/planningpolicy>

- PPS12 Local Spatial Planning
- East Midlands Regional Plan March 2009
<http://www.gos.gov.uk/goem/planning/regional-planning/>
- Rushcliffe Design Guide SPD
http://www.rushcliffe.gov.uk/media/rushcliffe/media/documents/pdf/planningandbuilding/Residential_design_guidance.pdf
- Rushcliffe Planning Policy pages
<http://www.rushcliffe.gov.uk/planningpolicy>
- Rushcliffe Interim Planning Statement
http://www.rushcliffe.gov.uk/media/rushcliffe/media/documents/pdf/planningandbuilding/Interim_Planning_Statement.pdf
- Government Planning Policy – PPS's and PPG's
<http://www.communities.gov.uk/planningandbuilding/planning/planningpolicyguidance/planningpolicystatements/>

Contact: Mail: *Liz Beardsley, Planning Policy Officer, Planning Policy, Rushcliffe Borough Council
Civic Centre, Pavilion Road, West Bridgford, Nottingham, NG2 5FE*

Tel: 0115 9148457 **Fax:** 0115 9148452
E-Mail: localdevelopment@nottscc.gov.uk

2 Housing Developments

Housing developments should be designed in accordance with the 20 **Building For Life** questions together with the Rushcliffe Design Guide SPD. Details of your design approach in accordance with the Building For Life questions can then be incorporated into the Design and Access Statement where required or in a separate statement.

- Building for Life – led by CABE and the HBF
<http://www.buildingforlife.org/>
- Urban Design Compendium 1 and 2
<http://www.urbandesigncompendium.co.uk/>
- Rushcliffe Design Guide SPD
<http://www.rushcliffe.gov.uk/planningpolicy/localdevelopmentframework/supplementaryplanning/>

3 Design and Access Statement

Design and access statements will generally be required for applications for both outline and detailed planning permission. There will, however be no requirement for a statement for:

- Engineering or mining operations.

- Development within the curtilage of a single dwelling house (extensions etc), where no part of that dwelling or curtilage is within a designated area such as a conservation area.
- A change of use of the land or buildings.
- Advertisement applications.
- Applications related to tree preservation orders.
- Applications related to the storage of hazardous substances.

A statement accompanying an outline application must explain how the applicant has considered the proposal, and understanding of what is appropriate and feasible for the site in its context. It should clearly explain and justify the design and access principles that will be used to develop future details of the scheme, taking into the account the Rushcliffe Design Guide Supplementary Planning Document. The level of detail required in a statement will depend upon the scale and complexity of the application. Statements should be proportional to the complexity of the application.



- Rushcliffe Design Guide SPD

http://www.rushcliffe.gov.uk/media/rushcliffe/media/documents/pdf/planningandbuilding/Residential_design_guidance.pdf



- Department for Communities and Local Government (DCLG) Circular 01/2006 "Guidance on Changes to the Development Control System"



- Rushcliffe Information note relating to changes 10 August 2006.

4 Design Statement

In terms of scale and design, a statement demonstrating how the scheme has regard to the townscape and landscape of the wider locality, taking into account the local pattern of streets, spaces, buildings, traditions, materials and ecology. This will be required with applications for new residential or commercial development, and where the development is in a Conservation Area, near a listed building or is taller than surrounding development. The policy reasons for releasing land for development should also be spelt out, ie. sequential approach, loss of employment land or brown field development and regard for the Rushcliffe Design Guide SPD.



- Planning Policy Statement 3: Housing



- By Design, Urban Design in the Planning System: Towards Better Practice (DETR, 2001)



- Rushcliffe Design Guide SPD

http://www.rushcliffe.gov.uk/media/rushcliffe/media/documents/pdf/planningandbuilding/Residential_design_guidance.pdf

5 Sustainability Appraisal

Sustainability should be taken into account in all development proposals and a sustainability appraisal should accompany applications for major development, outlining elements of the scheme that address sustainable development issues, including:-

- positive environmental, social and economic implications;
- reduction of car based travel;
- reduction of energy use and inclusion of renewable energy measures;
- re-use of materials;
- sustainable waste management;
- sustainable drainage systems (SUDS);
- environmental management.

The Council wishes to see all new development exceed the requirements of the existing building regulations and would like to see low energy development, as set out within the Code for Sustainable Homes, brought forward as soon as possible. It wishes to see housing development that is at least one level ahead of the Government's timescale for the implementation of zero carbon development by 2016, starting with the aim that, at the very least, all dwellings meet or exceed level 3 of the code with immediate effect, rather than in 2010.

In respect of all development, not just housing, the Council wishes to ensure that opportunities are maximised for renewable energy generation and the Council wishes to see 10% of total energy requirements generated on-site, as far as practicable. This accords with government targets within Planning Policy Statement (PPS22) on Renewable Energy and its companion guide.

-  ● The Code for Sustainable Homes sets out the national standard for new dwellings
http://www.planningportal.gov.uk/uploads/code_for_sust_homes.pdf
-  ● Nottingham Energy Partnership website
<http://www.nottenergy.com/>
-  ● Sustainable Developer Guide for Nottinghamshire
<http://www.nottinghamshire.gov.uk/atoz/s/sustainable-development/>
-  ● PPS 22 Renewable Energy
<http://www.communities.gov.uk/publications/planningandbuilding/pps22>
<http://www.communities.gov.uk/publications/planningandbuilding/planningrenewable>

6 Energy Statements

An energy statement is required with all major applications and all planning applications should illustrate how renewable energy has been taken into account in the formulation of the application. The energy statement should be included within the Design and Access Statement, taking into account the energy efficiency standards described within the Interim Planning Statement.

-  ● Towards a Sustainable Energy Policy for Nottinghamshire – Policy Framework: Consultation Draft, February 2009. Nottinghamshire Sustainable Energy Planning Partnership
-  ● Government’s Planning Policy Statement on Climate Change (a supplement to PPS1 “Delivering Sustainable Development”)
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/ppsclimatechange.pdf>
-  ● National Energy Foundation
<http://www.nef.org.uk/>
-  ● Rushcliffe Interim Planning Statement
http://www.rushcliffe.gov.uk/media/rushcliffe/media/documents/pdf/planningandbuilding/Interim_Planning_Statement.pdf

7 Proposed Development within the Green Belt

Appropriate development within the Green Belt is defined in Policy EN14 of the Rushcliffe Borough Non-Statutory Replacement Local Plan. If you propose to carry out development on Green Belt land, you will need to submit a statement explaining why a Green Belt site has been chosen and what measures you intend to take to mitigate any adverse impact the proposal may have on the Green Belt. Inappropriate development in the Green Belt will not normally be allowed unless very special circumstances exist which outweigh the harm to the Green Belt. If such special circumstances exist for the development you are proposing to undertake, full details should be included in the statement referred to above.

-  ● Planning Policy Guidance Note 2: Green Belts

8 Street Montages/Section

Street montages and cross sections to scale, will be required for new residential/commercial development with the proposal accurately shown in relation to nearby properties, demonstrating how the proposal fits into the surrounding area. This should include an outline of any existing buildings to be demolished and should indicate key dimensions. These are of particular importance in a Conservation Area or where the development is taller than surrounding development.

9 Schedule of Development

A schedule of the development will be required with all applications for new residential development. This should state the site area in hectares, the density of development and the number of bedrooms for each dwelling, the number of car parking spaces (specifying whether in garages or not) and the number of cycle parking spaces for each dwelling.

10 Transport Assessment

A Transport Assessment will be required for major residential or commercial developments, particularly where the development is accessed from a Trunk or major A Road. Information should include existing and proposed vehicular movements to and from the site, loading, manoeuvring and parking areas should be shown on the plans. The assessment should describe and analyse existing transport conditions, how the development would affect those conditions and any measures to overcome any problems

-  ● Planning Policy Guidance Note 13: Transport
-  ● Circular 02/2007 'Planning and the Strategic Road Network' sets out revised policy for the Highways Agency's role within the national spatial planning system and describes how the Agency will participate at all stages in the planning process.
<http://www.dft.gov.uk/pgr/regional/strategy/policy/circular207planningandstrategic>
-  ● Guidance on Transport Assessment (published jointly with the Department for Communities and Local Government) gives advice on the content and preparation of a transport assessment for submission with a planning application.
<http://www.dft.gov.uk/pgr/regional/transportassessments/guidanceonta>

Contact: Mail: *Paul Ghattaora, Principal Officer, Nottinghamshire County Council, Highways, Trent Bridge House, Fox Road, West Bridgford, Nottingham, NG2 6BJ*

Tel: 0115 977 2117

E-Mail:

Contact Mail: *Owen Walters, NS East Midlands, Highways Agency, 5 Broadway, Broad Street, Birmingham, B15 1BL*

Tel: 0121 6788345

E-mail: SpatialPlanningEM@highways.gsi.gov.uk

11 Highway Layout

Nottinghamshire County Council's Highway Design Guide and The Manual for Streets are used in the consideration of highways layouts. The Manual for Streets supersedes Design Bulletin 32 and Places, Streets and Movement, which are now withdrawn. It aims to increase the quality of life through good design which creates more people-orientated streets. It is a central government document and is currently being incorporated into new regional Highways guidance being prepared by Nottinghamshire, Leicestershire and Derbyshire County Councils, due to be published next year.

-  ● Nottinghamshire County Council's Highway Design Guide
http://www.nottinghamshire.gov.uk/home/traffic_and_travel/roads/highwayshelpline/highwaydesignguide.htm

-  ● Manual For Streets
<http://www.dft.gov.uk/pgr/sustainable/manforstreets/>

Contact: Mail: *Paul Ghattaora, Principal Officer, Nottinghamshire County Council, Highways, Trent Bridge House, Fox Road, West Bridgford, Nottingham, NG2 6BJ*

Tel: 0115 977 2117

E-Mail:

12 Green Travel Plan

A Green Travel Plan will be required in connection with developments comprising jobs, shopping, leisure, services and school facilities.

-  ● Planning Policy Guidance Note 13: Transport
-  ● Using the planning process to secure Travel Plans : Best Practice Guide ODPM and Dft 2002.

Contact: Mail: *Kevin Sharman, Service Manager, Local Transport Plan, Nottinghamshire County Council, Environment, Trent Bridge House, Fox Road, West Bridgford, Nottingham, NG2 6BJ*

Tel: 0115 9772970 **Fax:** 0115 9774674
E-Mail: transport.strategy@nottscc.gov.uk

13 Flood Risk Assessment/Drainage Strategy

A flood risk assessment may be required if the site lies within an area identified to be at risk of flooding on the Environment Agency's Flood Maps or the site is over one hectare in size. Information should be submitted with certain types of application to allow the Borough Council to undertake the Sequential Test as required by Planning Policy Statement 25 Development and Flood Risk. Further information is available under the Flood Risk Standing Advice on the Environment Agency's website <http://www.environment-agency.gov.uk/research/planning/82584.aspx>

A Strategic Flood Risk Assessment (SFRA) has been undertaken and was published in June 2008. The SFRA represents the best currently available flooding information for parts of Rushcliffe and is available to view at the Councils Offices or the Environment Agency.

A drainage assessment may be required where the water table is high, if surface water is to drain into streams or rivers or if the proposal incorporates non mains drainage. The Borough Council encourages the use of sustainable forms of surface water management in preference to traditional forms of drainage. Further advice can be found in the Construction Industry Research and Information Association (CIRIA) publication SUDs Design Manual for England and Wales or www.ciria.org/suds/

-  ● Planning Policy Statement 25: Development and Flood Risk
-  ● Improving the flood performance of new buildings: flood resilient construction http://www.planningportal.gov.uk/uploads/br/flood_performance.pdf
-  ● The Environment Agency Guide for Developers <http://www.environment-agency.gov.uk/business/444304/502508/1506471/>

Contact: Mail: *Stuart Taylor, Planning Liaison Officer, Environment Agency Scarrington Road, West Bridgford, Nottingham, NG2 5FA*

Tel: 0115 846 3654 **Fax:** 0115 846 3681
E-Mail: stuart.taylor1@environment-agency.gov.uk

14 Contamination Survey

A survey of the site may be required to establish the degree of contamination and remedial measures may be required, depending on previous uses on the site. This is likely to be required when the site has been previously occupied by a non-residential use.

-  ● Planning Policy Statement 23: Planning and Pollution Control
-  ● A Guide to submitting planning applications for land that may be contaminated, available at: <http://www.rushcliffe.gov.uk/environmentalhealth/pollution/contaminatedland/>
-  ● Contaminated Land Information Leaflets <http://www.rushcliffe.gov.uk/environmentalhealth/pollution/contaminatedland/>

Contact: Mail: *John Pembrington, Technical Officer (Contaminated Land), Borough Public Protection, Rushcliffe Borough Council, Civic Centre, Pavilion Road, West Bridgford, Nottingham, NG2 5FE*

Tel: 0115 914 8566
E-Mail: envhealth@rushcliffe.gov.uk

15 Archaeological Survey

An Archaeological Survey and/or scheme for a watching brief may be required when a development is in an Archaeological Important Area, especially if it involves major earthworks.

 ● Planning Policy Guidance Note 16: Archaeology and Planning

Contact: Mail: *Dr C Robinson, Assistant Archaeological Officer, Nottinghamshire County Council, Environment, Trent Bridge House, Fox Road, West Bridgford, Nottingham, NG2 6BJ*

Tel: 0115 977 2131
Fax: 0115 977 2418
E-Mail: chris.robinson@nottscc.gov.uk

16 Environmental Impact Assessment

An Environmental Impact Assessment will be required for major developments over a certain size where the development would impact on a sensitive environment such as a SSSI or where there are significant impacts on the local environment.

 ● Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999, SI 1999 No 293

 ● Circular 02/99: Environmental Impact Assessment

17 Structural Survey

With all applications for the conversion of barns or other buildings outside settlements, a structural survey will be required. This should give an appraisal of the structural stability of the building, together with a schedule of the work that is required to convert the building and a method statement for carrying out the work. This should be accompanied by coloured plans indicating the repairs and alterations required.

Contact: Mail: *John Neal, Building Control Manager, Borough Public Protection, Rushcliffe Borough Council, Civic Centre, Pavilion Road, West Bridgford, Nottingham, NG2 5FE*

Tel: 0115 914 8448 **Fax:** 0115 914 8452
E-Mail: BuildingControl@rushcliffe.gov.uk

18 Noise Assessment

A Noise Assessment is required with all applications for potentially noise-producing developments and uses. Noise Assessments are also required for applications on sites adjacent to noise producing sites, i.e. residential development adjacent to a railway line or industrial use. A Noise Assessment should include information and measurement of existing and proposed noise levels where relevant and should recommend a scheme of measures to mediate noise impact.

 ● Planning Policy Guidance Note 24: Planning and Noise

Contact: Mail: *Gary Pickering, Senior EHO, Borough Public Protection, Rushcliffe Borough Council, Civic Centre, Pavilion Road, West Bridgford Nottingham, NG2 5FE*

Tel: 0115 914 8276 **Fax:** 0115 914 8574
E-Mail: envhealth@rushcliffe.gov.uk

19 Ecological Survey

For most redevelopment sites a survey will be required taking into account PPG9. With all applications for the conversion of redundant or agricultural buildings a Nature Survey will be required. This survey should identify the existence of any bats/barn owls or other protected species and, if appropriate, specify remediation measures. Nature Surveys may also be required with applications involving works to trees. A list of potential ecological consultants operating in the East Midlands area can be obtained from Borough Development on 0115 9148259.



● Planning Policy Statement 9: Biodiversity and Geological Conservation

Contact: Mail: *Nick Crouch, Communities Department, County Ecologist, Nottinghamshire County Council, Trent Bridge House, Fox Road, West Bridgford, Nottingham, NG2 6BJ*

Tel: 0115 9774557 **Fax:** 0115 9992914
E-Mail: conservation.en@nottscc.gov.uk

Contact: Mail: *Gaynor Jones-Jenkins, Conservation Officer, Nottinghamshire Wildlife Trust, The Old Ragged School, Brook Street, Nottingham, NG1 1EA Nottingham, NG2 5FE*

Tel: 0115 958 8242 **Fax:** 0115 924 3175
E-Mail: info@nottswt.co.uk

Contact: Mail: *Caroline Harrison, Planning and Conservation Advisor Natural England, Block 7, Government Buildings, Chalfont Drive, Nottingham, NG8 3SN*

Tel: 0115 9005300 **Fax:** 0115 9294886 (general)
E-Mail: eastmidlands@naturalengland.org.uk

20 Tree Survey / Arboricultural Statement

Where a development involves works that affect trees a Tree Survey will be required. This would comprise a plan with the trees and their canopies plotted accurately, a schedule of the species and condition of each tree, with recommendations for work if appropriate, and a plan identifying trees to be felled. A statement of measures to protect retained trees during works should be submitted.



● BS5837 : 2005 "A Guide for Trees in relation to Construction - Recommendations"

Contact: Mail: *Mr T Pettit, Landscape Officer, Planning and Place Shaping, Rushcliffe Borough Council, Civic Centre, Pavilion Road, West Bridgford, Nottingham, NG2 5FE*

Tel: 0115 914 8558 **Fax:** 0115 914 8452
E-Mail: Design&Conservation@rushcliffe.gov.uk

21 Affordable Housing

On site provision of affordable housing will be required for developments of 15 dwellings or more or where the site is 0.5 of a hectare or more in area or on an allocated site. The rate of provision will normally be 30% of the number of dwellings proposed and usually will be for rent through a registered Social Landlord.



● Circular 06/98: Planning Affordable Housing



● Rushcliffe Borough Council Housing Strategy 2004 – 2007, updated 15/11/05, copies available from contact below.



● Rushcliffe Borough Council Supplementary Planning Guidance: Affordable Housing, adopted April 2003, available via link:

http://www.rushcliffe.gov.uk/media/rushcliffe/media/documents/pdf/planningandbuilding/supplementary_planning_guidance_affordable_housing.pdf



● Rushcliffe Borough Council Draft Affordable Housing SPD, January 2006, available via link:

http://www.rushcliffe.gov.uk/media/rushcliffe/media/documents/pdf/planningandbuilding/drafts_aff_housing.pdf

Contact: Mail: Donna Dwyer, Housing Development and Strategy Manager, Housing Services, Rushcliffe Borough Council, Civic Centre, Pavilion Road, West Bridgford, Nottingham, NG2 5FE

Tel: 0115 914 8275
E-Mail: Strategichousing@rushcliffe.gov.uk

22 Education Contributions

A contribution towards the provision of education facilities in the locality, to address demand created by the development, may be required on sites greater than 1 hectare in area or developments of 25 dwellings or more. You are advised to contact the education service provider direct, prior to submitting a planning application, to discuss what may be required.

 ●Circular 01/97: Planning Obligations

 ●Rushcliffe Borough Council Supplementary Planning Guidance: Developer Requirements, adopted December 2003, available at http://www.rushcliffe.gov.uk/media/rushcliffe/media/documents/pdf/planningandbuilding/Supplementary_Planning_Guidance_development_requirements.pdf

Contact: Mail: Lynn Gilhooley, Education Officer – PFI Projects, Nottinghamshire County Council, County Hall, West Bridgford, Nottingham, NG2 7QP

Tel: 0115 977 3587 **Fax:** 0115 977 4149
E-Mail: lynn.gilhooley@nottsc.gov.uk

23 Health Contributions

A contribution towards the provision of health services in the locality, to address demand created by the development, may be required on sites of 1 hectare or more in area or developments of 25 dwellings or more. You are advised to contact the health service provider direct, prior to submitting a planning application, to discuss what may be required

 ●Circular 01/97: Planning Obligations

 ●Rushcliffe Borough Council Supplementary Planning Guidance: Developer Requirements, adopted December 2003, available at www.rushcliffe.gov.uk/upload/public/attachments/32/TAdvelopmentrequirements.pdf

Contact: Mail: Lynne Sharp, Project Manager, Principa, Easthorpe House, 165 Loughborough Road, Ruddington, NG11 6LG

Tel: 0115 883 7866 **Fax:** 0115 9560316
E-Mail: lynne.sharp@nottspct.nhs.uk

24 Integrated Transport Measures

A contribution towards Integrated Transport Measures for residential developments of over 0.4 hectares in area or comprising 50 bedrooms or more and for other developments based on gross floor area will be required.

 ●Planning Policy Guidance Note 13: Transport

 ●Nottinghamshire County Council Interim Transport Planning Statement – Integrated Transport Measures and Developers' Contributions, available at: http://www.nottinghamshire.gov.uk/home/traffic_and_travel/strategy-policy/itps.htm

Contact: Mail: Paul Chamberlain, Principal Officer, Notts County Council Environment Trent Bridge House, Fox Road, West Bridgford, Nottingham, NG2 6BJ

Tel: 0115 977 3963 **Fax:** 0115 977 4054
E-Mail: highwaysouth.en@nottsc.gov.uk

25 Leisure/Recreation Contributions

A contribution towards the provision of community, play and amenity facilities in the locality, to address demand created by the development, on sites of 1 hectare or more in area or developments of 25 dwellings or more may be required.

●Circular 01/97:Planning Obligations

●Planning Policy Guidance Note 17: Planning for Open Space, Sport and Recreation

●Rushcliffe Borough Council Supplementary Planning Guidance: Developer Requirements, adopted December 2003, available at http://www.rushcliffe.gov.uk/media/rushcliffe/media/documents/pdf/planningandbuilding/Supplementary_Planning_Guidance_development_requirements.pdf

Contact: Mail: *Craig Taylor, Cultural Services Manager, Borough Development, Rushcliffe Borough Council, Civic Centre, Pavilion Road, West Bridgford, Nottingham, NG2 5FE*

Tel: *0115 914 8345*

E-Mail: *ctaylor@rushcliffe.gov.uk*

26 Open Space and Future Maintenance

Plans should show open space to meet the standards in the Rushcliffe Borough Local Plan. If the developer does not wish to carry out maintenance of open space/landscaped areas and the Council agrees to take over these areas a commuted sum will be required. If the developer intends to carry out maintenance, a statement of Future Landscape Management is required. Mr Luxton can provide information on the commuted sum calculation, open space maintenance and the transfer of land to the council. You must, however, contact the development control section to discuss the area of open space required for the development.

A formula for calculating commuted sums is available in the following document:

●Rushcliffe Borough Council Supplementary Planning Guidance: Developer Requirements, adopted December 2003, available at: http://www.rushcliffe.gov.uk/media/rushcliffe/media/documents/pdf/planningandbuilding/Supplementary_Planning_Guidance_development_requirements.pdf

Contact: Mail:

Tel: *0115 914 8347* **Fax:** *0115 914 8452*

E-Mail: *Design&Conservation@rushcliffe.gov.uk*

27 Legal Agreement

Where developer contributions are involved, a legal agreement/unilateral obligation is required. This will require the developer to prove title to the site and all landowners will normally be party to the agreement. A draft legal agreement together with proof of title should be provided with the submission of the planning application. The Legal Agreement will need to be signed before the target date for determination of the application, (8 or 13 weeks from the date the application is valid depending on the scale of the proposals) and in most cases before the meeting of the Development Control Committee at which the application is to be considered. If these deadlines are not met it is likely that the application will be refused on the target date.

●Rushcliffe Borough Council Supplementary Planning Guidance: Developer Requirements, adopted December 2003, available at http://www.rushcliffe.gov.uk/media/rushcliffe/media/documents/pdf/planningandbuilding/Supplementary_Planning_Guidance_development_requirements.pdf

28 Designing Out Crime

Design Statements submitted with planning applications should show how crime and disorder and designing out crime have been taken into account in the layout and design of the development.

● Circular 05/94: Planning Out Crime

● www.securedbydesign.com

● Safer Places: The Planning System and Crime Prevention (ODPM, 2004), available at <http://www.communities.gov.uk/publications/planningandbuilding/saferplaces>

● Building Safer Places in New Developments in Rushcliffe: Good Practice Guide July 2004.

Contact: Mail: *Mr K Brown, Nottinghamshire Police Crime Reduction Force, Architectural Liaison Officer, HQ (CYRR) Police Headquarters, Sherwood Lodge, Nottingham*

Tel: 0115 9672645

E-Mail: Kevin.Brown@nottinghamshire.pnn.police.uk

29 Access Statements

A Disabled Access Statement should be submitted with planning applications for residential development and all types of development which will be accessed by the public. The statement should demonstrate the developer's commitment to inclusive design through the layout and design of the development.

● Office of the Deputy Prime Minister: Planning & Access for Disabled People – A Good Practice Guide – available at:

<http://www.communities.gov.uk/index.asp?id=1144644>

Contact: Mail: *Ms S Dempsey, Conservation Officer, Planning and Place Shaping, Rushcliffe Borough Council, Civic Centre, Pavilion Road, West Bridgford, Nottingham, NG2 5FE*

Tel: 0115 914 8251

Fax: 0115 914 8452

E-Mail: Developmentcontrol@rushcliffe.gov.uk

30 Waste and Recycling

The Borough Council operates a triple wheelie bin scheme. Developers should incorporate arrangements for bin storage into new residential developments, to minimize the visual impact of wheelie bins. In larger developments, space may need to be allocated in the layout for recycling sites. Information on the dimensions of waste containers and recommended rates of provision for new development are available from the Borough Council.

Contact: Mail: *Dave Thomas, Recycling2go Co-ordinator, Rushcliffe Borough Council, Central Works Depot, Abbey Road, West Bridgford, Nottingham, NG2 5NE*

Tel: 0115 914 8396

Fax: 0115 914 8401 (Refuse Office)

E-Mail: dthomas@rushcliffe.gov.uk

31 Rights of Way

Developers should ensure that, where a development affects a public footpath or right of way, it is made clear in the application plans and information is provided regarding how the right of way will be dealt with. Developers may also need to obtain a Diversion Order from Nottinghamshire County Council.

Contact: Mail: *Rights of Way Section, Environment, Nottinghamshire County Council, Trent Bridge House, Fox Road, West Bridgford, Nottingham, NG2 6BJ*

Tel: 0115 977 4942

Fax: 0115 977 2414

E-Mail: countrysideaccess@nottscc.gov.uk

32 Cycle Parking

The Borough Council requires provision for cycle parking to be made in all new residential developments at a rate of 1 space per dwelling. Halls of residence and development in other Use Classes require different rates of provision. Application plans should clearly show the location and design of cycle parking facilities. 'Sheffield' stands are recommended by CTC, the UK's national cycling organisation.

- Nottinghamshire County Council – Parking Provision for New Developments – June 2002 Integrated Transport Measures and Developers' Contributions
- <http://www.ctc.org.uk/resources/campaigns/cycleparkinfo.pdf>

Contact: Mail:

Tel: 0115 9772210 **Fax:** 0115 9774054
E-Mail: highwayssouth.en@nottscc.gov.uk

33 Listed Building Appraisal and Conservation Area Appraisal

A written statement which includes a schedule of works to the listed building(s) and an analysis of the significance of archaeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact on the special character of the listed building or structure, its setting and the setting of adjacent listed buildings may be required. Photographs should be provided. The scope and degree of detail necessary in the written justification will vary according to the particular circumstances of each application. Applicants are advised to discuss proposals with either a planning officer or a conservation officer before any application is made.

- Planning Policy Guidance Note 15 'Planning and the Historic Environment', paragraphs 3.16 to 3.19 and paragraphs 4.25 to 4.49.

Contact: Mail: *Mr T Street, Conservation Officer, Planning and Place Shaping, Rushcliffe Borough Council, Civic Centre, Pavilion Road, West Bridgford, Nottingham, NG2 5FE*

Tel: 0115 914 8344 **Fax:** 0115 914 8452
E-Mail: Design&Conservation@rushcliffe.gov.uk

34 Retail Assessments

The assessment should include justification of the need for the retail development in the proposed location and at the scale proposed. Where the site is away from a local shopping area, it should be demonstrated that there are no sites available in or close to a centre. It should also be demonstrated that there are no unacceptable impacts on existing centres and the location proposed is accessible and sustainable.

- Planning Policy Statement 6 : Planning for Town Centres
- Draft Planning Policy Statement 6: Planning for Town Centres.

35 Air Quality

Where a development is proposed in, or adjacent to, an Air Quality Management Area, or where development proposals would conflict with elements of the Borough Council's Air Quality Strategy, an Air Quality Impact Assessment will be required.

- Development Control: Planning for Air Quality (NSCA)
http://www.nasca.org.uk/assets/qa_dev_control_guidance.pdf
- Rushcliffe Borough Council Air Quality Strategy July 2003, available at:
[http://www.rushcliffe.gov.uk/media/rushcliffe/media/documents/pdf/environmentandwaste/airquality/Air%20Quality%20Strategy%20\(2003\).pdf](http://www.rushcliffe.gov.uk/media/rushcliffe/media/documents/pdf/environmentandwaste/airquality/Air%20Quality%20Strategy%20(2003).pdf)
- Planning Policy Statement 23: Planning and Pollution Control, available at :
<http://www.communities.gov.uk/index.asp?id=1143916>

- 🔗 ● Rushcliffe Air Quality Management Areas, details available at:
<http://www.rushcliffe.gov.uk/environmentalhealth/pollution/airquality/airqualitymanagementareas/>
- 📖 ● 'Development Control : Planning for Air Quality' – Guidance from NSCA (National Society for Clean Air and Environmental Protection) on dealing with air quality concerns from the Development Control process.

- 🔗 ● NCSA homepage
<http://www.nasca.org.uk/pages/index.cfm>

Contact: Mail: *Martin Hickey, Technical Officer (Air Quality) Borough Public Protection, Rushcliffe Borough Council, Civic Centre, Pavilion Road, West Bridgford, Nottingham, NG2 5FE*

Tel: 0115 914 8566 **Fax:** 0115 914 8574
E-Mail: envhealth@rushcliffe.gov.uk

36 Lifetime Homes

'Lifetime Homes' should be taken into account in the formation of schemes, in accordance with both 'Building For Life' question 18 and the 16 'Lifetime Homes' criteria.

- 🔗 ● Lifetime Homes homepage
<http://www.lifetimehomes.org.uk/>
- 🔗 ● Building for Life, question 18
<http://www.buildingforlife.org/criteria/18>

37 Biodiversity

Contact: Mail: *Nick Crouch, Communities Department, Nottinghamshire County Council, Trent Bridge House, Fox Road, West Bridgford, Nottingham, NG2 6BJ*

Tel: 0115 9774557 **Fax:** 0115 9772414

DEVELOPER'S CHECKLIST SUMMARY

Fundamental documents (see front page of checklist)

	Yes	No	Notes
1. Supporting Planning Statement			
2. Housing Developments			
3. Design and Access Statement			
4. Design Statement			
5. Sustainability Appraisal			
6. Energy Statements			
7. Proposed development within the Green Belt			
8. Street Montages / Section			
9. Schedule of Development			
10. Transport Assessment			
11. Highway Layout			
12. Green Travel Plan			
13. Flood Risk Assessment / Drainage Strategy			
14. Contamination Survey			
15. Archaeological Survey			
16. Environmental Impact Assessment			
17. Structural Survey			
18. Noise Assessment			
19. Ecological Survey			
20. Tree Survey / Arboricultural Statement			
21. Affordable Housing			

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