Rushcliffe
Borough Council

Local Scheme of Validation

Information required when submitting planning applications to Rushcliffe Borough Council

January 2026

Rushcliffe Borough Council
Rugby Road, West Bridgford, NG2 7HY






RUSHCLIFFE - GREAT PLACE ▪ GREAT LIFESTYLE ▪ GREAT SPORT

Contents

1. Introduction
2. Validation Process
3. Using the application Grid
4. Application type grid requirements
5. List of National Requirements
6. List of Local Requirements
7. Rushcliffe Borough Council Planning Privacy Statement

1. Introduction

Rushcliffe Borough Council is committed to providing an effective and efficient planning service, with the aim of speeding up the service and improving performance and key to this is the quality of information submitted to the Borough Council accompanying applications. In this regard, certain information is required to validate an application, and these are mandatory national requirements and local requirements set by the Borough Council itself. This document sets out the National requirements and Rushcliffe Borough Council's local list of validation requirements which we consider reasonable and proportionate in requesting, in order to validate an application.

This list has taken into account the nature and scale of the development and what would be considered material to an application to enable the Council to make an informed decision. The list specifies when we require the document, what is required within the document, and the policy which supports the reasons for requesting it. There may be instances when we require further information, in this instance a member of the planning team will contact you. This list has been produced using current policy which is referenced within the document and is in addition to the national validation requirements as specified on the Gov.uk website.

The Local Scheme of Validation will be regularly reviewed and updated where it is considered necessary and in accordance with Government Guidance. The Local Scheme of Validation was adopted January 2024 and revised January 2026.

2. Validation Process

Validation is an important part of the application process and if the validation requirements as set out in this document are not met, the application can be recorded as invalid, and the Council can decline to determine it. This can occur if for example a fee is incorrect or not submitted or required information for the type of application submitted is not provided. If this occurs, you will be contacted and advised accordingly, and given 14 days to submit the additional information requested. Following the initial 14 days a 2nd letter will be sent, requesting any additional information. If this has not been submitted after 7 days (total 21 days) the application will be returned along with the fee.

Where an application is not accompanied by information required by the Borough Council, applicants should provide written justification with the application as to why it is considered not to be necessary in the circumstances, following procedures set out in Article 12 of The Town and Country Planning (Development Management Procedure)(England) Order 2015.

If the dispute in respect of the required information is not resolved, the applicant has the right to appeal the non-validation under section 78 of The Town and Country planning Act 1990 on the ground non-determination, once the statutory period for determining the application has expired.

Once an application has been validated it will be registered and the applicant or agent will be advised accordingly and further details including the application number and case officer.

3. Using the application type grid

The application grid is provided to set out the information requirement the Rushcliffe Borough Council as Local Planning Authority will need to process planning applications in a timely manner.

Across the top of the grid is a list of application types which the Council might expect to receive. Down the left-hand site of the grid is a list of information requirements needed to validate an application of that type. This lists national and local requirement. To use the grid, find the appropriate application type, at that point follow the grid column down until intersects a box which has an x in it, follow the grid row to the left, where it will identify the information required for that type of application. Clicking the requirement, will take you to further details about the requirement, including the policy driver and other useful links which will identify the policy background to the requirement and where other helpful information could be found, although the useful links are not exhaustive. Repeat this action until all the requirements for that application type have been identified.

4. Application Type Grid requirements

Validation Requirements / Application Type	Householder Application	Outline Application - Minor Residential (up to 0.5ha)	Outline Application - Minor Commercial (up to 1ha)	Outline Application - Major Residential (<0.5ha)	Outline Application - Commercial (<Major 1ha)	Outline Application - Other Major	Full Application - Minor Residential (-10 Dwellings)	Full Application - Minor Commercial (-1000sqm)	Full Application Minor Other	Full Application - Major Residential (+10 Dwellings	Full Application - Major Commercial (+1000sqm)	Full Application Major Other	Reserved Matters	Development in a Conservation Area	Listed Building Consent	Lawful Development Certificate Proposed	Lawful Development Certificate - Existing	Telecommunications Application	Advertisement Consent	Application for TPO Work	Discharge of Conditions	Non-Material Amendment	Relevant Demolition in a Conservation Area	Variation of Condition
National requirements																								
1. Active Travel Statement/Matrix			x	x	x	x				x	x	x	x											
2. Agricultural Holding Certificate (article 7)	x	x	x	x	x	x	x	x	x	x	x	x												x
3. Appropriate Fee	x	x	x	x	x	x	x	x	x	x	x	x	x	x		x	x	x	x		x	x	x	x
4. Application Form	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
5. Applications in respect of Crown land - only in relation to crown land	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x			x	
6. Design & Access Statement	x	x	x	x	x	x	x	x	x	x	x	x		x	x								x	x
7. Ownership Certificate (A, B, C or D as applicable)	x	x	x	x	x	x	x	x	x	x	x	x		x	x								x	
8. Site Location Plan	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x		x			x	
See Biodiversity Gain Statement and Biodiversity Metric																								
Local Requirements																								
1. Additional Plans	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x		x			x	x
2. Aerodrome Safeguarding Assessment		x	x	x	x	x	x	x	x	x	x	x	x					x						
3. Affordable Housing Statement				x		x				x														x
4. Agricultural Justification		x	x	x	x	x	x	x	x	x	x	x	x											
5. Agricultural Land Classification		x	x	x	x	x	x	x	x	x	x	x												
6. Archaeological Assessment	x	x	x	x	x	x	x	x	x	x	x	x	x	x										
7. Biodiversity Gain Statement		x	x	x	x	x	x	x	x	x	x	x											x	x
8. Biodiversity Metric		x	x	x	x	x	x	x	x	x	x	x											x	x
9. Block Plan	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
10. Building for a Healthy Life Assessment				x						x														
11. CIL Forms	x	x	x	x	x	x	x	x	x	x	x	x	x	x										
12. Design Code Compliance Statement	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x								x	x
13. Design Code Process Note				x	x	x				x	x	x	x											x
14. Design Statement National design guide		x	x	x	x	x	x	x	x	x	x	x	x	x	x									
15. Drainage Assessment / Drainage Strategy		x	x	x	x	x	x	x	x	x	x	x	x											x
16. Ecology Report	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x					x			x	x
17. Environmental Impact Statement				x	x	x			x	x	x	x												x

Application Type	Householder Application	Outline Application - Minor Residential (up to 0.5ha)	Outline Application - Minor Commercial (up to 1ha)	Outline Application - Major Residential (<0.5ha)	Outline Application - Commercial (<Major 1ha)	Outline Application - Other Major	Full Application - Minor Residential (-10 Dwellings)	Full Application - Minor Commercial (-1000sqm)	Full Application Minor Other	Full Application - Major Residential (+10 Dwellings	Full Application - Major Commercial (+1000sqm)	Full Application Major Other	Reserved Matters	Development in a Conservation Area	Listed Building Consent	Lawful Development Certificate Proposed	Lawful Development Certificate - Existing	Telecommunications Application	Advertisement Consent	Application for TPO Work	Discharge of Conditions	Non-Material Amendment	Relevant Demolition in a Conservation Area	Variation of Condition
18. Evidence Statement																	x	x		x				
19. External Lighting Scheme		x	x	x	x	x	x	x	x	x	x	x	x						x					
20. Fire Statement		x		x		x	x		x	x		x	x											
21. Flood Risk Assessment	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x									x
22. Glint and Glare		x	x	x	x	x	x	x	x	x	x	x	x	x	x									
23. Greenbelt Impact / Volume calculation	x																							
24. Heads of Terms		x	x	x	x	x	x	x	x	x	x	x	x	x	x									
25. Health Impact Assessment			x	x						x														
26. Heritage Statement (includes Archaeology)		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x							x	x
27. Land Contamination Assessment	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x								x
28. Landscaping Details		x	x	x	x	x	x	x	x	x	x	x	x	x				x			x			
29. Landscape Visual Impact Statement		x	x	x	x	x	x	x	x	x	x	x	x	x	x									
30. Levels and Cross Sections	x						x	x	x	x	x	x	x											
31. Light impact assessment							x	x	x	x	x	x	x	x	x				x					
32. Marketing Details									x							x	x							x
33. Master Plan		x	x	x	x	x	x	x	x	x	x	x	x											
34. Noise Impact Assessment (includes extract equipment)		x	x	x	x	x	x	x	x	x	x	x	x											x
35. Photographs and Photomontages	x																			x				
36. Planning Statement	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x			x	x					x
37. Renewable Energy Statement		x	x	x	x	x	x	x	x	x	x	x	x											
38. Secured by Design Assessment							x	x	x	x	x	x	x											
39. Sequential Test/Retail Impact*					x	x		x	x		x	x												
40. Site Survey Existing	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x		x				x	x
41. Site Waste Management Plan (where included in Neighbourhood plans)		x	x	x	x	x	x	x	x	x	x	x												x
42. Statement of Community Involvement		x	x	x	x	x	x	x	x	x	x	x	x											x
43. Structural Survey (Method statement)	x								x			x		x	x								x	x
44. Sustainability Statement (Climate Change, Carbon Emissions & Electric Charging Points)		x	x	x	x	x	x	x	x	x	x	x	x	x	x								x	x
45. Transport Assessment		x			x	x				x	x	x	x											x
46. Travel Plan		x			x	x				x	x	x	x											x
47. Tree Survey and Arboricultural Impact Assessment	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x					x	x	x	x	x
48. Vehicle Parking and Cycle Storage	x		x		x	x	x	x	x	x	x	x	x											x
49. Viability Assessment - Enabling development		x	x	x	x	x	x	x	x	x	x	x			x									x
50. Ventilation/Extraction statement			x		x	x			x		x	x	x		x									x

5. List of National Requirements

Active Travel Assessment

Back to Matrix

Information will need to be submitted to allow consideration of how the development makes walking, wheeling, and cycling the preferred choice for everyone to get around.
Local planning authorities will be required to consult Active Travel England (ATE) on planning applications where developments meet the following minimum thresholds (to be confirmed):

- 150 residential units (dwellings);
- 7,500m^2 commercial area; or
- The site having an area of 5 hectares or more.

Useful information can be found on the Gov.uk website.

Policy Driver: The Town and Country Planning (Development Management Procedure) (England) (Amendment) Order 2023 (DMPO)
Useful Links: Active Travel England: planning application assessment toolkit
Active Travel England: development management

Agricultural holding certificate (article 7)

Back to Matrix

This part of the application form must be signed to either confirm the land to which the application relates is not part of an agricultural holding; or if it is that you have notified any tenants

Policy Driver: Article 13 of the General Permitted Development Procedure Order 2015
Article 14 of the General Permitted Development Procedure Order 2015
Schedule 2 of the General Permitted Development Procedures Orde 2015
Useful Links: Ownership Certificate Guidance

Appropriate fee

Back to Matrix

A fee is required for all applications unless an exemption applies, details of the scale of fees are available to view online.
Assistance in calculating the appropriate fee can be found on the planning portal website: Planning Application Fee Calculator

Policy Driver: The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended)

In circumstances where professional, impartial advice is required to appraise and assess the viability assessment (by an independent consultant) these fees must be paid for by the applicant. This should be discussed in more detail with the case officer.

Application Form

Back to Matrix

There are a number of application forms for various types of applications (please ensure the correct form is used) and Guidance on how to fill out the various forms can be found at the planning portal website.

Policy Driver: Article 7 (1) (a) of the General Permitted Development Procedure Order 2015

Applications in respect of Crown land

Back to Matrix

An application for planning permission in respect of Crown Land, must be accompanied by—
(a) a statement that the application is made in respect of Crown land; and
(b) where the application is made by a person authorised in writing by the appropriate authority, a copy of that authorisation.

Policy Driver: The Town and Country Planning (Development Management Procedure) (England) Order 2015 Article 8

Design & Access Statement

Back to Matrix

Design and access statements will be required for following application types of application:

- Applications for major development
- Applications for development in a designated area, where the proposed development consists of
  i. One or more dwellings; or
  ii. A building or buildings with a floor space of 100 square metres or more
  iii. Applications for listed building consent

For the purposes of design and access statements, a designated area means a world heritage site or a conservation area.

For **householder** applications, a Design and Access Statement will only be required where the above criteria triggers the need for one.

A Design and Access Statement must:

- Explain the design principles and concepts that have been applied to the proposed development; and
- Demonstrate the steps taken to appraise the context of the proposed development, and how the design of the development takes that context into account

A development's context refers to the particular characteristics of the application site and its wider setting. These will be specific to the circumstances of an individual application and a design and access statement should be tailored accordingly.
Design and access statements must also explain the applicant's approach to access and how relevant local plan policies have been taken into account. They must detail any consultation undertaken in relation to access issues, and how the outcome of this consultation has informed the proposed development. Applicants must also explain how any specific issues which might affect access to the proposed development have been addressed.

Policy Driver: The Town and Country Planning (Development Management Procedure) (England)
LPP2 Policy 1 Development requirements

Useful Links: Government's Planning Practice Guidance Section – Making an application.
Design and access statements

Ownership certificate (A, B, C, or D as applicable)

Back to Matrix

Guidance on how to fill out these forms can be found at the Planning Portal web site: www.planningportal.co.uk. One of the ownership certificates must be signed. (If part of your proposal overhangs or forms a party wall on your neighbours land you are required to submit certificate B)

Policy Driver: Article 13 of the General Permitted Development Procedure Order 2015
Article 14 of the General Permitted Development Procedure Order 2015
Schedule 2 of the General Permitted Development Procedures Orde 2015

Useful Links: Ownership Certificate Guidance

Site location plan

Back to Matrix

An up-to-date site location plan at a scale of either 1:1250 or 1:2500 which identifies the site and the surrounding area and shows at least two roads and the north point.
The site should be outlined in red on all copies and any other land owned by the applicant in blue. It should include all land necessary to carry out the proposed development (for example, changes to access arrangements, visibility splays, car parking and open areas around buildings).
(Please note that if you are using a plan based on Ordnance Survey data you must have either purchased the map specifically for this purpose or have a licence which allows you to do so. The Borough Council cannot accept copies of plans (such as your title deeds) that were created for other purposes and submission of such plans will make your application invalid).

Policy Driver: Article 7 of the General Permitted Development Procedure Order 2015

Useful Links: Plans and Drawing Guidance
Government's Planning Practice Guidance Section – Making an application.

6. List of Local Requirements

Additional Plans

Back to Matrix

Should be submitted with all planning applications.
All plans should contain an individual reference that identifies the individual plan, the version number and date of production (any amended plans submitted at a later date should follow the same reference format).

- Location plan – Preferably electronically or on paper size less than A2 and at a typical scale of 1:1250 clearly outlining the site in red, and any other adjoining or nearby land in the ownership or control of the applicant, outlined in blue.
- Site Layout Plans – Preferably on paper size less than A2 and at a typical scale of 1:200 or 1:500 clearly marking on the proposed development, these plans should have critical dimensions marked for easy reference and to check scale.
- Existing site survey - A survey of the existing site is required which includes all existing features, for example trees/hedges positions, size and species, any structures building on site access point, levels boundary treatments etc.
- Elevations if required - Preferably on paper size less than A2 and at a typical scale of 1:50 or 1:100, (existing & proposed should be at a similar scale to aid comparative study) scale annotated on the plan. Full elevations showing all sides of the development even if they do not contain windows/door openings. These plans should have critical dimensions marked for easy reference and to check scale.
- Roof Plan - A roof plan is used to show the shape of the roof and is typically drawn at a scale smaller than the scale used for the floor plans. Details such as the roofing material and their location are typically specified on the roof plan.
- Internal Layouts - Preferably on paper size less than A2 and at a typical scale of 1:50 or 1:100, (existing & proposed should be at a similar scale to aid comparative study) scale annotated on the plan. Plans showing the proposed internal layout of each unit type.
- Landscaping if required - Plans showing details of the proposed landscaping scheme.
- Street Scene Plans if required - Plans indicating or including at least 1 existing house either side of the proposed development.
- Cross-sections - Showing the relationship between the development and any other structures on adjacent sites and in particular where there are level differences.
- For advertisement applications clearly showing method of illumination.
- Extraction Details – if extraction details proposed, elevational drawings showing all external ductwork and termination points, if possible, include adjacent buildings. Confirmation that the system discharges vertically and showing that it will be one metre higher than the highest residential window or one metre higher than eaves level.

Policy Driver: Town and Country Planning (Development Management Procedure (England) (Order) 2015 article 7(1)(c)(ii)
Nottinghamshire County Council Highway Design Guide
Useful Links: Maps, Plans and Planning Applications; What to Submit

Aerodrome Safeguarding Assessment

Back to Matrix

For any development involving buildings or works which would infringe on protected surfaces, obscure runway approach lights, or have the potential to affect the performance or navigation aids, radio aids or telecom system, an Aerodrome Safeguarding Assessment should be submitted. This is a particularly important issue for development in close proximity to East Midlands Airport.
Major housing developments, lighting and other development such as solar power systems or wind turbines that have the potential to increase bird hazard risk would also require the submission of an Aerodrome Safeguarding Assessment.

Policy Driver: The town and country planning (safeguarded aerodromes, technical sites and military explosives storage areas) direction 2002
Useful Links: What is safeguarding

Affordable Housing Statement

Back to Matrix

In accordance with the NPPF and NPPG this applies to all applications proposing: 11-units or 1000 sq. gross floor space or more.

- Specialist housing developments for older people, where falling within Use Class C3;
- Developments of Age Restricted/Sheltered Housing or similar housing; and
- Developments of Assisted Living/Extra Care Housing

The Council will require information concerning both the affordable housing and any open market housing through the submission of a 'Heads of Terms' pro-forma on affordable housing contributions for the Section 106 legal agreement required by Policy H2 criterion h)'. The Head of Terms Pro-forma is included at appendix 8 of the SPD.

Such information shall include details of the number of residential units, the mix of units and the proposed tenure. If different levels or types of affordability or tenure are proposed for different units, this should be

clearly and fully explained. Where a financial contribution in lieu of onsite affordable housing is proposed, the Affordable Housing Statement should clearly state this as well as the reasons why this is considered acceptable.

Where the applicant considers the development will not support the level of affordable housing required under the Councils polices then a Viability Assessment will be required.

Policy Driver: Local Plan Part 1: Policy 8 – Housing Size, Mix and Choice.
NPPF 15 Conserving and enhancing the natural environment
Useful Links: Rushcliffe Affordable Housing Supplementary Planning Document 2022
Housing Association Homes

Agricultural Land Classification

Back to Matrix

Required for all applications proposing development on former or existing agricultural land.
The Agricultural Land Classification assesses the quality of farmland to enable informed choices to be made about its future use within the planning system.
Agricultural Land Classification uses a grading system to assess and compare the quality of agricultural land at national, regional and local levels. It assesses the potential for land to support different agricultural uses, such as growing crops for food. It doesn't consider the land's current use and intensity of use. There are five grades of agricultural land, with Grade 3 subdivided into 3a and 3b.

Policy Driver: NPPF 15 Conserving and enhancing the natural environment
LPP2 Policy 1 Development requirements
Useful Links: Guide to assessing development proposals on agricultural land

Agricultural Justification

Back to Matrix

Required where the proposed development is for the erection of a dwelling in the countryside for agricultural or equestrian purposes.
An Agricultural Justification should be written by a qualified practitioner and include:

- The extent of the holding that the proposed dwelling would serve
- The nature of the agricultural use that the dwelling will be linked to
- Appraisal justifying the need for the dwelling. This should include:

a. For dwellings to serve new businesses, or new activities within established businesses, proposals will need to be accompanied by a business plan that demonstrates the following:
   i. Clear evidence of a firm intention and ability to develop the enterprise concerned. This could include significant investment in new buildings or permanently sited equipment
   ii. A functional need is demonstrated by showing a dwelling is essential for the proper functioning of the enterprise for one or more workers to be readily available at most times. This may arise from the need to be on site day and night in case animals or agricultural processes require essential care at short notice or to deal quickly with emergencies that could otherwise cause serious loss of crops or products
   iii. Clear evidence that the proposed enterprise has been planned on a sound financial basis
   iv. The functional need described at ii) could not be fulfilled by another existing dwelling on the unit, or any other existing accommodation in the area which is suitable and available for occupation by the workers concerned.

b. For dwellings to serve existing businesses on well-established units, applications will need to be accompanied by the preceding 3 years audited accounts. Proposals will also need to demonstrate:
   i. There is a clearly established existing functional need showing a dwelling is essential for the proper functioning of the enterprise for one or more workers to be readily available at most times. This may arise from the need to be on site day and night in case animals or agricultural processes require essential care at short notice or to deal quickly with emergencies that could otherwise cause serious loss of crops or products
   ii. The need relates to a full-time worker and does not relate to a part-time requirement
   iii. The unit and activity concerned have been established for at least three years, have been profitable for at least one of them, are currently financially sound, and have a clear prospect of remaining so the functional need could not be fulfilled by another existing dwelling on the unit, or any other existing accommodation in the area which is suitable and available for occupation by the workers concerned.

Please note there is a separate fee, payable in addition to the standard planning fee, for applications requiring a viability assessment. The fee is to cover the Council's costs in appointing an independent professional to evaluate the assessment submitted.

Policy Driver: Local Plan Part 2:Policy 22 Development within the Countryside.
LPP2 Policy 1 Development requirements

Archaeological Assessment

Back to Matrix

When any proposed development includes new building or ground disturbance on or adjoining a designated or non-designated heritage asset of archaeological interest or development upon a site which has the potential for heritage assets of archaeological interest. This can include sites in close proximity to a Scheduled Ancient Monument, sites in close proximity to church yards, sites containing or close to known undesignated remains as identified on the Nottinghamshire Historic Environment Record.

The information submitted with an application must include an archaeological desk-based assessment. Where a desk-based assessment identifies the potential for heritage assets of archaeological interest it may be appropriate for the applicant to additionally include an archaeological field evaluation or historic building recording. The County Council's archaeological advisor should be contacted to advise on what is appropriate. Assessments, evaluations and building recording must be undertaken by a suitably qualified heritage practitioner and must be in accordance with the Standards and Guidance of the Chartered Institute for Archaeologists.

Policy Driver: Local Plan Part 1: Policy 11: Historic Environment
Local Plan Part 2: Policy 28 Conserving and Enhancing Historic Assets
National Planning Policy Framework (Chapter 16. Conserving and enhancing the historic environment)

Useful Links: Standards and guidance about archaeological assessments and evaluation.
Historic England Advice Notes
Guidance Historic environment
Chartered Institute for Archaeologists Codes, regulations and Standards, and guidance
Access and Charging Policy - Nottinghamshire Historic Environment Record

Biodiversity Gain Statement – see also Biodiversity Metric

Back to Matrix

For all Major Developments and Small developments Bio-diversity Net Gain (BNG) must be provided unless your development is exempt. You must demonstrate how biodiversity has been considered in your proposal and the Biodiversity gain statement must be completed.

In the event changes to legislation take place, then this will be reviewed accordingly.

Policy Driver: Local Plan Part 2: Policy 38: Non-Designated Biodiversity Assets and the Wider ecological Network.
LPP2 Policy 1 Development requirements
NPPF 15 Conserving and enhancing the natural environment
Environment Act 2021 (legislation.gov.uk)

Useful Links: ODPM Circular 06/2005
The conservation of Habitats and Species Regulations 2017 (as amended)
Natural Environment and Rural Communities Act 2006
Biodiversity Net Gain
Ecology in Planning and Biodiversity Net Gain
Understanding biodiversity net gain

Biodiversity Metric

Back to Matrix

All Major Developments and Small developments must be supported by Bio-diversity Net Gain (BNG)

A Biodiversity Metric should be submitted in accordance with DEFRA's latest biodiversity metric. An accompanying statement should also be submitted explaining the relevant inputs and metric score. The expectation is that Bio-diversity Net Gain is secured within the development site in accordance with the 'Mitigation Hierarchy'. The hierarchy sets out the preferred approach to delivery of BNG in sequential order:

- Avoid harm to biodiversity.
- Minimise harm and address issues on-site where impacts are unavoidable.
- Compensation off site.

Where impacts cannot be avoided or minimized on site compensation should be delivered offsite and should be encouraged to contribute the Nature Recovery Network. In exceptional cases, where 10% BNG cannot be achieved on site, the applicant may explore measures for the creation of compensatory biodiversity units on separate land to the application site. This is known as biodiversity offsetting. Part 15 of the NPPF 13 Guidance indicates that such off-site measures can be secured on other land in the control of the developer or other party or through 'habitat banks' which comprise areas of enhanced or created habitats which generate biodiversity unit credits. The Biodiversity Net Gain Metric should also be accompanied by a Bio-diversity Management Plan (BMP) to set out goals for biodiversity (species and habitats), the means by which these goals will be achieved, their maintenance and monitoring. Planning conditions or section 106 legal agreements will be used to ensure compliance with the BMP.

All developments unless exempt will need to supply a Biodiversity Metric. Residential developments below 0.5ha OR 1ha where applying for 9 or less dwellings and for non-residential development that are under 1ha in area or below 1,000m2 in floor space; and where there are no priority habitats (high / v high distinctiveness excluding hedgerows and arable margins), protected sites and priority species within the development site and no offsetting is to be used, may use the small sites metric in place of the full Secretary of States metric.

Exemptions for Biodiversity Net Gain can be found here.
If the works are for a self-build property, the self-build pro forma will need completing and submitting with your application.

In the event changes to legislation take place, then this will be reviewed accordingly.

Policy Driver: Local Plan Part 2: - Policy 38: Non-Designated Biodiversity Assets and the Wider ecological Network.
LPP2 Policy 1 Development requirements
NPPF 15 Conserving and enhancing the natural environment
Environment Act 2021 (legislation.gov.uk)

Useful links: ODPM Circular 06/2005
The conservation of Habitats and Species Regulations 2017 (as amended)
Natural Environment and Rural Communities Act 2006
Biodiversity Net Gain
Understanding biodiversity net gain
Calculate biodiversity value using the biodiversity metric

Block Plan

Back to Matrix

One copy of the block plan should accompany any application and should be at a standard scale e.g., 1:200 or 1:500. The block plan shall include the following:

- The direction north;
- The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including,
  I. the proposal itself,
  II. those to the boundaries and
  III. the position and crown spread of all trees (to scale) where applicable within the application site or within falling distance of the application site.

The block plan should also include the following, unless these would not influence or be affected by the proposed development:

- identification of surrounding buildings and/or roads on land adjoining the site including access arrangements;
- All public rights of way crossing or adjoining the site;
- The extent and type of any hard surfacing;
- Boundary treatments including walls or fencing both existing and where proposed;
- Where the proposal includes a new access, visibility splays to the highway authority's standards;
- Proposed / existing vehicle parking facilities;
- A linear scale bar to assist with electronic scaling / measuring; and
- A unique plan / drawing reference number.

Policy Driver: Article 7 of the General Permitted Development Procedure Order 2015
Nottinghamshire County Council Highway Design Guide

Building for a Healthy Life Assessment

Back to Matrix

The National Planning Policy Framework attaches great importance to design and Building for Life has been updated to follow the framework. All major residential developments in Rushcliffe areas require an assessment following the Building for Life 12 national standard for well-designed homes and neighbourhoods. This may be included and clearly identified, where appropriate, in the Design and Access Statement. The National Design Guide is also an important reference document to consider.

Policy Driver: NPPF chapter 12: Achieving well-designed places
Useful Links: Streets for a Healthy Life
Building for Life 12

CIL Forms

Back to Matrix

The CIL tariff came into effect on 7th October 2019, it is to be charged on the 'gross internal floor space' of the proposed development. However, some developments can be exempted, including minor development of less than 100 sqm of net internal floor space unless it will comprise of one or more dwellings, new affordable housing and development for charitable purposes. Further information is available on the Councils website - Community Infrastructure Levy.

Our local validation requirements have been revised to include information required for CIL, to include: CIL additional information form (where applicable). CIL assumption of liability form (where applicable).

Details of the CIL Rates and Charging Zones are set out in the CIL Charging Schedule which can be viewed on the Council's website - Charging Schedule.

Policy Driver: Community Infrastructure Levy Regulations 2010
Useful Links: Planning Portal CIL Forms

Design Code Compliance Statement

Back to Matrix

All applications are required to be accompanied by a compliance statement to demonstrate their compliance or non-compliance with the Rushcliffe Design Code SPD.

Policy Driver: Rushcliffe Design Code Supplementary Planning Document

Design Code Process Note

Back to Matrix

Proposals for major applications must be accompanied by a Design Code Statement that includes a detailed account of how the proposal has been developed following each of the nine stages of the Planning and Design Process design note as set out in the Rushcliffe Design Code SPD, Code 0.1. This can be included within the Design and Access Statement.

Policy Driver: Rushcliffe Design Code Supplementary Planning Document

Design Statement National design guide

Back to Matrix

Applicants must proactively ensure good design principles are followed in the development of their proposals prior to submission including early discussions between applicants, the local planning authority and the local community. Tools and processes for improving the design of developments include workshops to engage the local community, seeking design advice and referral to design review panels. In assessing proposals, the Borough Council will have regard to the outcomes from these processes, including any recommendations made by design review panels. The Borough Council envisages this process being most appropriate for major developments, such as major residential development, new or replacement schools, and other significant community facilities but also developments which wish to try and demonstrate the design of isolated dwellings is of exceptional quality. Where appropriate any such statement should provide evidence of having gone through a design review panel, including setting out how any panel recommendations have been considered and incorporated into the final design, along with details of how any engagement with the local community has influenced the proposal. For all built developments a statement demonstrating how a design would be in compliance with Local Plan design policies, and, where relevant, Neighbourhood Plans and Local Design Guides will be required. Proposals will also be expected to be consistent with the principles set out in the National Design Guide, the National Model Design Code and any locally produced design guides and codes. Although Design and Access Statements are not required for all types of development this does not mean that high quality design should not be a material consideration in the planning application process for all applications. All design considerations and assessments should be incorporated into the Design and Access Statement or the Supporting Planning Statement where a Design and Access Statement is not required but where design is an important and material consideration.

Policy Driver: NPPF Chapter 12: Achieving well designed places .
Useful Links: Planning Practice Guidance: National Design Guide)

Drainage Assessment / Drainage Strategy – see also Flood Risk Assessment

Back to Matrix

Required for all the below:

- All major applications
- Applications adjacent to areas at risk of flooding.
- Developments creating new areas of hardstanding

- Developments involving the disposal of foul sewage effluent other than to the public sewer
- Developments involving the disposal of trade waste

And must include Details of Sustainable Drainage systems proposed.

Type of permeable surfacing proposed Where the surface is permeable, how the surface water will be directed (soakaway, etc). Where discharges to a public sewer, a justification as to why an alternative means is not viable. In developments involving trade effluent, a description of the type, quantities, methods of storage, treatment and means of disposal of any trade waste or effluent should be provided.

Policy Driver: LPP1: Rushcliffe Core Strategy - Policy 2 Climate Change
LPP2: Policy 1 Development requirements
LPP2: Policy 17 Managing Flood Risk
LPP2: Policy 18 Surface Water Management
LPP2: Policy 19 Development affecting Watercourses
Sustainable Drainage Systems
NPPF Chapter 14 Meeting the challenge of climate change, flooding and coastal change

Useful Links: Foul drainage assessment form
Sustainable Urban Drainage Systems
Flood Risk Assessment in Flood Zones 2 and 3

Ecology Report

Back to Matrix

Required with all developments in or adjacent to:

- European Site (i.e. SAC/SPA/Ramsar)
- Site of Special Scientific Interest (SSSI)
- In or adjacent to National Nature Reserve (NNR)
- Local Wildlife Sites (LWS)
- Regionally Important Geological Sites (RIGS)
- Local Nature Reserve (LNR)
- Wildlife Corridors (except for householders)
- Priority Habitats (except for householders)
- Development of greenfield sites
- Redevelopment of disused, redundant or buildings in disrepair in the main urban area

This needs to include the following, information on existing biodiversity interests on the land affected by the proposed development as well as on adjoining or nearby land that may be affected by the proposed development;

- information on possible impacts on the biodiversity interests; and
- details on avoidance, mitigation and/or compensation measures.

The level of information required will be proportionate to the scale of development proposed and the likely impact on biodiversity. In most cases a request for data from the Nottinghamshire Biological Records Centre should be undertaken, data hosted by National Biodiversity Network is not usually sufficient on its own as their records do not contain the depth of data held by the Nottinghamshire Biological Records Centre". In most cases a Preliminary Ecological Appraisal (PEA) should be provided and inform further survey requirements. Where a proposal is likely to affect protected species, the applicant must submit a Protected Species Survey and Assessment. Any survey should be undertaken and prepared by competent persons with suitable qualifications and experience and must be carried out at an appropriate time and month of year, in suitable weather conditions, over a sufficient period of time and using nationally recognised survey guidelines/methods where available and as appropriate.

Bat roost and bird nesting surveys are required in relation to applications proposing the removal of the whole roof or raising of the roof height, poorly maintained roofs and eaves. Also any derelict or unused buildings that are being converted. Photographs (external and internal) of the roofs and eaves may be sufficient to demonstrate that the bat roost and bird nesting surveys may not be required.

Ecological Information should:

- record which habitats, features and species are present or likely to be present on and, where appropriate, around the site;
- identify the extent/ area/ length/ numbers (where appropriate) present;
- map the habitat/ features distribution on site and/or in the surrounding area shown on an appropriate scale plan; species distribution and use of the area, site, structure or feature (e.g. for feeding, shelter, breeding).

Any ecological report must identify and describe potential development impacts likely to harm designated sites, priority habitats, other biodiversity and geological features, protected/notable 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 should be submitted to show:

- how alternative 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.

In addition, an ecological report will need to include information on proposed works that will enhance, restore or add to designated sites, priority habitats and features or habitats used by protected species. The Assessment should also give an indication of likely changes to habitats and/or how species numbers may be affected, if at all, after development, e.g., whether there will be a net loss or gain.

Policy Driver: Local Plan Part 2: Policy 38: Non-Designated Biodiversity Assets and the Wider ecological Network.
LPP2 Policy 1 Development requirements
NPPF Chapter 15 Conserving and enhancing the natural environment

Useful Links: ODPM Circular 06/2005
The conservation of Habitats and Species Regulations 2017 (as amended)
Natural Environment and Rural Communities Act 2006
Environment Act 2021 (legislation.gov.uk)
Bat Conservation Trust
Ecology in Planning and Biodiversity Net Gain
Nottinghamshire Insight Mapping

Environmental Impact Statement

Back to Matrix

Required for:

Schedule 1

- Major developments for which an EIA is required.

Schedule 2

- If project is in a specific sensitive location.
- If project would have significant environmental effects by virtue of nature, size or location.

Changes or extensions to Schedule 1 or Schedule 2 development

- May require an EIA if it has a significant adverse effect on the environment

Additional criteria and thresholds for Schedule 2 projects can be found on the Government website.

Where development falls under Schedule 2 it is recommended that a Screening Opinion is sought. Where an Environmental Statement is required, a Scoping Opinion should first be sought to identify areas of concerns. The Environmental Statement should then seek to comprehensively cover all issues identified in the scoping opinion.

Screening Opinion and Scoping Opinion

If you want to request a Screening or Scoping Opinion from the Borough Council, you will need to submit the following:

- A plan sufficient to identify the land
- Brief description as to the nature and purpose of the development and its possible effects on the environment

Policy Driver: Town and Country Planning (Environmental Impact Assessment) Regulations 2017
LPP2 Policy 1 Development requirements
Useful Links: Environmental Impact Assessment - Guidance

External Lighting Scheme

Back to Matrix

Required for all proposals involving floodlighting, to assess the impact on neighbours and the wider area.

To include:

- Details of the survey of the surrounding night environment
- Identification of critical viewpoints
- Establishment and calculation of existing lighting conditions
- Summary of baseline measurements and/or calculations
- Analysis of task lighting level recommendations
- Establishment of environmental light control limits
- Statement of new lighting design quality objectives
- Calculated measurement of task working areas
- Calculated measurement of overspill areas
- Obtrusive light calculation of property intrusion
- Viewed source intensities including nominal glare assessment
- Direct upward light ratio
- Comparison of design achievement with baseline values
- Designers critique of final design constraints
- Viewpoint visualisation
- Virtual walkthrough of illuminated site
- Schedule of model reflection factors
- Schedule of luminaire mounting heights and aiming angles
- Layout plan with beam orientation indication

Policy Driver: LPP2 Policy 40 Pollution and Land Contamination
LPP2 Policy 1 Development requirements
Useful Links: Artificial Lighting and Wildlife
Designing, Installing and Maintaining an External Lighting Scheme

Evidence Statement

Back to Matrix

For various types of application there will be a need to submit supporting evidence by way of a written statement to demonstrate a need or in the case of Lawful Development Certificates for an existing development or use to prove a use or development has been operational in place for the requisite amount of time.

Applications for a Certificate of Lawful development or use must be accompanied by evidence to support the application as it is the applicants responsibility prove the case and appropriate evidence could be, but not exclusively:

- Building Control Records
- Council Tax Records
- Photographs
- Sworn Affidavits or Statutory Declarations

Other applications may need to be supported by;

- A business case
- Evidence in the case of a workers dwelling that there is no suitable alternative accommodation

Works to trees

- a full and clear specification of the works to be carried out
- statement of reasons for the proposed work
- evidence in support of statement of reasons
- report by a tree professional (arboriculturist) or other appropriately qualified person

Telecommunication applications for planning permission should be supported by the necessary evidence to justify the proposed development. This should include:

- the outcome of consultations with organisations with an interest in the proposed development, in particular with the relevant body where a mast is to be installed near a school or college, or within a statutory safeguarding zone surrounding an aerodrome, technical site or military explosives storage area; and
- for an addition to an existing mast or base station, a statement that self-certifies that the cumulative exposure, when operational, will not exceed International Commission guidelines; or
- for a new mast or base station, evidence that the applicant has explored the possibility of erecting antennas on an existing building, mast or other structure
- and a statement that self-certifies that, when operational, International Commission guidelines will be met

Policy Driver: Town and Country Planning Act 1990 as amended by section 10 of the Planning and Compensation Act 1991
NPPF 10. Supporting high quality communications

Useful links: Lawful Development Certificates – User's Guide
Tree Preservation Orders and trees in conservation areas
Tree Preservation Orders: A Guide to the Law and Good Practice

Fire Statement

Back to Matrix

Required when the provision of one or more relevant buildings (residential or educational establishments of 7 or more storeys or 18m in height), or the development of an existing relevant building or Development within the curtilage of a relevant building. Includes change of use applications. Exemptions apply.

Fire statements must be submitted on a form published by the Secretary of State (or a form to similar effect) contain the particulars specified or referred to in the form, which includes information about (not exhaustive list):

- the principles, concepts and approach relating to fire safety that have been applied to each building in the development
- the site layout
- emergency vehicle access and water supplies for firefighting purposes
- what, if any, consultation has been undertaken on issues relating to the fire safety of the development; and what account has been taken of this
- how any policies relating to fire safety in relevant local development documents have been taken into account

Policy Driver: Town and Country Planning (Development Management Procedure and Section 62A Applications) (England) (Amendment) Order 2021 ("the 2021 Order")

Useful Links: Planning application and fire statement forms: templates - GOV.UK (www.gov.uk)
Planning Practice Guidance: Fire Statement
Fire Statement Guidance

Flood Risk Assessment

Back to Matrix

All applications which fall within any on the below criteria will need to be supported by a Flood Risk Assessment:

- Every application in Flood Zones 2 and 3 including change of use to a more vulnerable use
- Any application with a site area greater than 1 Hectare
- All new buildings, significant extensions and changes of use within the floodplain or adjacent to a Main River
- In an area within flood zone 1 which has critical drainage problems as notified by the Environment Agency

The detail and technical complexity of a FRA will reflect the scale, nature, and location of the development.

Depending on the type of development and flood zone, the FRA may need to include evidence relating to the Sequential and Exception Tests as set out in the Government's National Planning Policy Framework document. Proposals will need to include mitigation measures which protect the site and manage any residual flood risk, such as flood resistance/resilience measures and the provision of safe access and escape routes.

For householder developments within Flood Zone 2 and 3, the Minor Extensions Environment Agency Form is required.

Policy Driver: RBC Local Plan Part 1: Policy 2 Climate Change
LPP2 Policy 1 Development requirements
RBC LPP2: Policy 17 Managing Flood Risk
NPPF 14. Meeting the challenge of climate change, flooding and coastal change

Useful Links: Flood Risk Assessment Guidance:
Planning Practice Guidance:
Interactive flood risk map:
Minor extensions form

Glint and Glare

Back to Matrix

Glint is a momentary flash of bright light produced as a direct reflection of the sun on the surface of the photovoltaic panel. Glare is a continuous source of reflective brightness. Solar panels are designed to absorb not reflect solar irradiation, but glint and glare may still be a resultant impact of large arrays of photovoltaic panels. Some systems are designed to track the path of the sun and have greater potential impact for glint and glare in the surrounding area and for aircraft navigation as well as rail and road users.

An assessment will be required where any development where solar or photovoltaic panels are part of a proposal, which could impact on the surrounding land uses and "sensitive receptors" and should include:

- An identification of all potential receptors and undertaking of geometric calculations to determine whether solar reflection may occur and if so where and when.
- An assessment of whether these impacts could be detrimental and how they could be mitigated.

Policy Driver: LPP2 Policy 1 Development requirements
Useful Links: Renewable and Low Carbon Energy
BRE: BRE Publication for Solar or PV panel
Aerodrome safeguarding assessment

Greenbelt Impact / Volume calculation

Back to Matrix

The green belt is a specially designated area of countryside protected from most forms of development. It is protected to help stop urban sprawl, preserve the character of existing settlements and encourage development within existing built-up areas.

A greenbelt impact assessment will be required for the following types of applications:

- Householder applications located within the greenbelt which involve extending the dwelling or include the addition of outbuildings
- Development for demolition of dwellings and replacement dwellings within the greenbelt
- All applications which involve the addition of dwellings within the greenbelt
- All Development within the green belt

Volume calculations and floor space calculations for the following:

- The original* building
- Any existing buildings structures that are not original* to the building
- Any proposed extensions/ buildings

The Greenbelt Impact Assessment should also include justification for the works and set out any "Very Special Circumstances" if required as set out by the NPPF.

*Original – any building constructed on or after 01/07/1948. Any replacement dwelling is not considered original and any calculations must be based size of the dwelling first built on the site.

Policy Driver: Local Plan Part 2 Policy 21 Green Belt

LPP2 Policy 1 Development requirements
National Planning Policy Framework Chapter 13 Protecting Green Belt land

Useful Links: Green Belt Guidance

Heads of Terms

Back to Matrix

Planning obligations are legal obligations entered into to mitigate the impacts of a development. A planning obligation may be sought where a requirement is identified that cannot be met by the imposition of a planning condition. Planning obligations must only be sought where they meet all three tests as set out in the CIL Regulations and the NPPF –

a) necessary to make the development acceptable in planning terms;

b) directly related to the development; and

c) fairly and reasonably related in scale and kind to the development.

A planning obligation can be entered into under section 106 of the Town and Country Planning Act 1990 by a person with an interest in the land and the Borough Council; or via a unilateral undertaking entered into by a person with an interest in the land without the Borough Council. Planning obligations run with the land, are legally binding and enforceable.

Where considered essential by the Borough Council the draft heads of terms for a Section 106 agreement or unilateral undertaking should be provided with the submission of a planning application. Draft heads of terms will only be required for validation purposes where this has been made clear during discussions at the pre-application stage or where required by policy or supplementary planning guidance.

Policy Driver: LPP1. Policy 12 Local Services and Healthy Lifestyles
LPP1. Policy 19 Developer Contributions
LPP2. Policy 43 Planning Obligations Threshold
National Planning Policy Framework Chapter 4. Decision-making

Useful Links: Guidance – Planning Obligations

Health Impact Assessment

Back to Matrix

Required for the following developments:

- Residential development of 50 dwellings or more
- Non-residential developments of 5,000 square metres or more
- Any other developments which are likely to have a significant impact on health and well-being provision.

The assessment should consider the environmental impact upon health of the development, as well as the wider impact upon healthy living and the demands that are placed upon health services and facilities arising from the development. The assessment can be incorporated in the EIA and or Planning Statement.

Policy Driver: LPP1 Policy 12 Local Services and Healthy Lifestyles
LPP2.Policy 39 Health impacts of development
LPP2 Policy 1 Development requirements
NPPF Chapter 8. Promoting healthy and safe communities

Useful Links: Planning Practice Guidance: Health Impact Assessment in spatial planning
Healthy and safe communities

Heritage Statement (includes Archaeology)

Back to Matrix

For all applications that include the following:

- Development Within a Conservation Area (only required if the householder is in connection to a Listed Building)
- Archaeological Sites (applicants must consult Nottinghamshire Historic Environment Record prior to applying)
- Development to a Listed Building
- Development neighbouring / adjacent to a Listed Building
- Development to Scheduled Ancient Monument

A heritage statement should be proportionate to the scale and nature of the proposed works and should include:

- Identification of the historic features that are on or adjacent to the application site
- Description of the significance of the heritage asset and the contribution of its setting
- The impact of the development on the significance of the heritage asset and/ or its setting in terms of sustaining or enhancing the heritage asset
- Clear and convincing justification of any harm to a heritage asset
- Proposed mitigation of any negative impact upon the significance of the heritage asset and/or its setting.
- Refer to relevant sources of local information including Conservation Area Appraisals, the Historic Environment Record, the Heritage Strategy and other relevant studies.
- Discussion of archaeological implications and any mitigation when an archaeological site is present, which can be confirmed by Nottinghamshire County Council's archaeologists and/or the local authority.

Heritage Statements for Listed Building Consent should also include:

- A detailed schedule of all works, including all internal and external works to the building(s)
- An audit of features of importance that will be affected by the proposals. This needs to include photographs of such features
- The principles of and justification for the proposed works which have a harmful impact on the special character of the building, archaeological site or Scheduled Ancient Monument, and its setting

Further information regarding Heritage statements is available as part of the government's guidance on making an application.

Policy Driver: LPP1 Policy 10 Design and enhancing local identity and Policy 11 Historic Environment LPP2 Policy 1 Development requirements
LPP2 Policy 28 (Historic Environment: Conserving and Enhancing Heritage Assets) and Policy 29 (Development Affecting Archaeological Sites).
National Planning Policy Framework Chapter 16 Conserving and Enhancing the Historic Environment
Planning Practice Guidance: Historic Environment

Useful Links: Conservation Principles, Policies and Guidance
National Heritage List for England (Listed Building entries).
Listed Buildings Advice
Conservation Areas, including Conservation Area Plans, Appraisals and Management Plans and Townscape Appraisals
Nottinghamshire County Council HER

Land Contamination Assessment

Back to Matrix

Where the development site is known or suspected to be affected by land contamination (e.g. has previously been used for industrial purposes or is a landfill site). All developments vulnerable to the effects of contamination (residential housing, schools and preschool nurseries).

The assessment should examine the likelihood of the presence of land contamination, its nature and potential risk to the proposed development, and what further measures are required to ensure the site is suitable for use. The minimum required is a report of a desk top study and site walk-over.

Policy Driver: LPP2 Policy 40 Pollution and Contamination.
LPP2 Policy 1 Development requirements
NPPF Chapter 15. Conserving and enhancing the natural environment

Useful Links: Land Contamination Risk Management
Contaminated Land Inspection Strategy 2018-23
Dealing with contaminated land in England

Landscaping Details

Back to Matrix

Applications should be accompanied by landscaping details and include proposals for long term maintenance and landscape management. There should be reference to landscaping and detailed landscaping proposals which follow from the design concept in the Design and Access Statement, if required. Existing trees and other vegetation should, where practicable, be retained in new developments and protected during the construction of the development.

The Landscaping Scheme should be proportionate to the size of the scheme and its impacts, and should include (where relevant):

- a plan detailing the proposed external works including existing and proposed levels/topography
- existing features to be retained and removed
- hard and soft landscape proposals and all other measures that will become landscape features (these can be shown on the proposed site plan), such as any trees/planting
- flood management measures

- roads/paths, fencing/walls, screening, noise bunds
- an evaluation of the importance of the existing landscape features to the character and function of the area and how the proposal maintains and enhances the area, and mitigates any negative impacts measures taken to protect and improve existing valued landscape features (e.g. important trees and hedges)
- planting specifications (including soil preparation, planting method, spacing, seed types, plant species, stock size, means of protection/ support, timing of planting) evidence that the ground is suitable for the proposed vegetation /habitat type (i.e. soil type, pH, nutrient status and condition) construction details/materials for landscape features e.g. hedge banks, walls, fencing, surfacing, tree pits in hard landscapes details of maintenance of proposed vegetation during the first 5 years to ensure successful establishment, including replacement of plant failures, weed control, and the period of aftercare The location, species selection, stock size, establishment method and means of protection of proposed trees should be informed by good practice guidance on seeking the right tree in the right place and should take into account the expected mature size of the tree once fully grown.

Policy Driver: NPPF Chapter 15
LPP2 Policy 1 Development requirements
LPP2 Policy 22 - Development within the Countryside
The Town and Country Planning (Environmental Impact Assessment) Regulations 2017

Landscape Visual Impact Statement

Back to Matrix

Required for the following developments:

- major development on undeveloped land outside settlement boundaries;
- development that will have a more than insignificant impact on valued landscapes and their visual amenity;
- major, tall or bulky development, including open storage, in the open countryside.

The assessment should identify the different elements that give a place its unique character -landform, woodlands and specimen trees, hedgerows, land use, historic artefacts, building styles and settlement patterns. From this assessment, it should be demonstrated to what extent the proposed development may alter the fabric, quality and character of the landscape.

The assessment should also identify where the proposed development can be seen from (and record this information on a map with accompanying photographs/photomontages from the various viewpoints) demonstrating.

- the extent to which those views would be occupied by the proposed development (degree of visual intrusion),
- the distance of the viewpoint from the site, and
- whether views would focus on the proposed development due to proximity or whether the proposed development would form one element in a panoramic view.

Consideration should be given to seasonal differences arising from the degree of vegetative screening and filtering of views that will arise in summer/winter; and also, to any cumulative effect of the proposals. From this assessment the change in the character of the landscape resulting from the proposed development and the change in views/visual amenity may be determined. The assessment should also clearly set out mitigation measures to address any adverse landscape and/or visual effects identified.

The LPA's Landscape Appraisals should be consulted as the starting point to understand significance and assess impact.

Policy Driver: NPPF Chapter 15
LPP2 Policy 1 Development requirements
LPP2 Policy 22 - Development within the Countryside
The Town and Country Planning (Environmental Impact Assessment) Regulations 2017

Levels and Cross Sections

Back to Matrix

Detailed information showing existing and proposed site levels and how proposed buildings and/or other structures relate to the existing site levels and neighbouring development and/or land. Such plans should relate to a fixed datum point off site and be drawn to an accurate standard metric scale that includes finished floor and site levels and major dimensions. In the case of householder development, the levels may be evident from floor plans and elevations, but particularly in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified. Levels should also be taken into account in the formulation of design and access statements.

Policy Driver: The Town and Country Planning (Development Management Procedure) (England) Order 2015
LPP2 Policy 1 Development requirements

Useful Links Making an application - GOV.UK (www.gov.uk)

Light impact assessment

Back to Matrix

Proposals which include external floodlighting and illuminated advertisements.

This assessment should include:

- A technical specification, layout plan/lighting orientation plan with beam orientation and a schedule of the equipment in the design
- Lighting contour/spread plan
- Hours of operation and details of lighting spill (to include a polar luminance diagram based on vertical luminance at the nearest sensitive premises)
- Reasons why the lighting is proposed
- Mitigation measures

It should include details and any impact upon:

- The amenity of neighbouring properties, specifically if light has the potential to extend beyond the boundary of the site
- Roads/ highway safety
- The character of the area and the wider landscape, specifically Conservation Areas, Listed Buildings, Designated Areas (SSSI, AONB) or rural areas with little background light
- Ecology, specifically European protected species.

Policy Driver: LPP2 Policy 40 Pollution and Land Contamination.
LPP2 Policy 1 Development requirements
NPPF 15 Conserving and enhancing the natural environment
Useful Links: Artificial Lighting Guidance

Marketing Details

Back to Matrix

Required where the proposal:

- Would result in the loss of an existing employment use/site or an existing commercial community facility.
- Seeks the removal of a rural workers or similar occupancy condition
- Involves the loss of a community use.
- Where the proposal includes total loss or substantial harm to the heritage asset

Marketing evidence should cover a reasonable period of time and show the property has been marketed at a realistic price or rent to shown there is no longer a demand. If you intend to use viability as a reason to justify failure to meet a policy requirement, you must also provide viability evidence to support your application

Policy Driver: LPP2 Policy 22 Development in the Countryside
LPP2 Policy 15 Employment Development
LPP2 Policy 30 Protection of Community Facilities
NPPF Chapter 16 Conserving and Enhancing the Historic Environment

Master Plan

Back to Matrix

A masterplan provides a model by which the proposed development will be carried out. The masterplan can be used to:

- Show how different areas of the neighbourhood are to be connected
- Define heights, massing and bulk of buildings
- Determine the distribution of activities/uses that will be allowed
- Identify network of movement patterns for pedestrians, cyclists, cars and other vehicles
- Set out the basis for provision of other infrastructure, such as utilities

Policy Driver: LPP2 Policy 1 Development requirements
Rushcliffe Borough Council Low Carbon and Sustainable Design Supplementary Planning Document

Rushcliffe Design Code SPD
Useful Links: National Design Guide

Minerals Statement

Back to Matrix

Major Applications in Mineral Safeguarding and Consultation Areas.

Development within minerals safeguarding areas will have to demonstrate that mineral resources of economic importance will not be needlessly sterilised as a result of the development and that the development would not pose a serious hindrance to future extraction in the vicinity. Where this cannot be demonstrated, and where there is a clear and demonstrable need for the non-mineral's development, prior extraction will be sought where practicable.

Policy Driver: LPP2 Policy 42 Safeguarding Minerals
Useful Links : Nottinghamshire Minerals Local Plan

Noise Impact Assessment (includes extract equipment)

Back to Matrix

A Noise Impact Assessment is required to determine whether a proposed development will have a significant impact on existing noise levels or whether, when all appropriate forms of mitigation have been considered, the existing noise environment will adversely affect the proposed development. They are required for the following types of development:

- Proposed developments that have the potential to generate noise, for example, industrial units, installation of external air conditioning and ventilation / exhaust system / flue units, workshops, day nurseries, nightclubs, public houses, restaurants/takeaways, schools/colleges, outdoor sports facilities etc.
- Proposed developments located next to an existing noise source, for example, next to an industrial site, a busy road, or railway line.

A noise impact assessment should include the following information:

- Existing background noise levels measured over a 24-hour period (including the cumulative noise levels of all existing units)
- Proposed noise levels (including the cumulative noise levels of all proposed units)
- Any proposed measures to reduce noise from the proposed development
- The system manufacturer's specification of any proposed equipment to be installed, altered or replaced
- Details of the method used to compile the report and examples of the calculations and assumptions made. Please note that you cannot carry out a noise impact and sound insulation assessment yourself. It must be completed by a qualified acoustician.

Policy Driver: LPP2 Policy 40 Pollution and Contamination.
LPP2 Policy 1 Development requirements
NPPF – Chapter 15. Conserving and enhancing the natural environment
Useful Links: Government Guidance on Noise

Planning Statement

Back to Matrix

A planning statement can help support most types of planning application through providing justification for the development in relation to a number of issues, aiming to demonstrate how the development will fit into this. Any pre-application advice or consultation which has taken place may also be included. A planning statement identifies the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national, regional and local planning policies. Planning Statement setting out comments in support of proposals can be submitted with any planning application.

However, a statement will be required for:

- all major planning applications
- applications that are not in accordance with the development plan
- proposals that require detailed policy consideration
- Planning statements should include all comments the applicant(s) wants the Council to consider in support of the proposal. In particular statements should: explain why:
  the proposal complies with relevant development plan policies; or if not in accordance with such policies;
  - when the applicant(s) consider permission should be granted if contrary to development plan policies.

Planning statements may also usefully include additional information, such as suggested planning conditions and expand on information provided on the application form.

There are a number of Neighbourhood Plans in place in Rushcliffe Borough Councils Area, which sets out their own policies and requirements. These should be given appropriate weight when preparing an application and clearly set out how they are complied with, within the Planning Statement.

It will also be appropriate as part of the planning statement to include a business case where proposals include development associated with a business and include evidence of need for example in the case of additional agricultural workers dwellings, dwellings associated with small holdings.

Policy Driver: LPP2 Policy 1 Development requirements
Useful Links: Planning Portal

Photographs and Photomontages

Back to Matrix

Photographs and photomontages can provide useful background information and can help to show how developments can be satisfactorily integrated within the street scene.

These will be required for

- advertisement applications and should include superimposed proposals,
- listed building applications, to help record existing features and those to be affected by proposals,
- certificates of lawful development, used as supporting evidence.

This is not an exhaustive list and can be submitted for any application to help support a proposal.

Policy Driver: LPP2: Policy 1 Development requirements

Renewable Energy Statement

Back to Matrix

Required for major applications and all applications for renewable energy production. The statement and can be submitted as part of the sustainability statement.

A statement should be submitted showing how the relevant measures detailed in Policy 16 Local Plan Part 2 have been considered/incorporated.

Policy Driver: NPPF Chapter 2 and 14
LPP2 Policy 16 Renewable Energy
LPP2 Policy 1 Development requirements
Useful Links: National Policy Statement for Renewable Energy Infrastructure (EN-3)

Secured by Design Assessment

Back to Matrix

For all major applications a statement should be submitted assessing the scheme against secured by design principles and what measures have been undertaken to reduce crime and fear of crime. This may be set out in the Planning Statement.

Policy Driver: LPP2 Policy 1 Development requirements
NPPF Chapter 12.
Useful Links: Secured by design guidance

Sequential Assessment/Retail Impact

Back to Matrix

A Sequential Assessment should look at whether there are any sequentially preferable sites that exist and demonstrate why such sites are not practical in terms of their availability, suitability and viability. Retail Impact Assessment is required for retail developments of more than 200sqm net outside defined Centres. Assessment of the retail impact of proposed development on the Central Shopping Area will only be required where the retail floorspace proposed exceeds 525 sq. m. net. Retail proposals that are over 525 sq. m net will be required to undertake a Retail Impact Assessment on all Defined Centres (including the Central Shopping Area) in the catchment area. Retail proposals that are between 200 and 525 sq. m. over 200 sq. m net will be required to undertake a Retail Impact Assessment on District and Local Centres in the catchment area.

A Sequential Assessment should clearly demonstrate that preferable locations (in centre, then edge of centre locations – as defined in the NPPF and Rushcliffe Borough Council Local Plan Core Strategy and Local Plan Part 2: Land and Planning Policies have been assessed and can be appropriately discounted as unavailable or unsuitable. The area of search should be informed by the geographical catchment that the use is intended to serve, and full consideration should be given to sites that are suitable, viable and available or could become available within a reasonable timescale.

Retail Impact Assessment Retail Impact Assessment should consider:

- The impact of the proposal on existing, committed and planned public and private investment in a Defined Centre in the catchment area of the proposal, taking account of cumulative impact.
- The impact of the proposal on the vitality and viability of Defined Centres, including local consumer choice and trade in the town centre and wider area, up to five years from the time the application is made. For major developments where the full impact will not be realised in five years, the impact should also be assessed up to ten years from the time the application is made.

The scope of these assessments should be agreed with the local planning authority in accordance with local and national planning policy principles. A Retail Impact Assessment can be a complex piece of work depending on your proposal and location and you are likely to need an appropriate consultant to carry out the work for you.

Policy Driver: NPPF 7. Ensuring the vitality of Town Centres
LPP2 Policy 1 Development requirements
LPP2 Policy 8. Retail and Settlement Centres, Policy 25 Development within District Centres and Local Centres, Policy 26 Development within centres of neighbourhood importance and Policy 27 Main Town Centre uses outside District Centres or Local Centres

Useful Links: Town centres and retail guidance

Statement of Community Involvement

Back to Matrix

Required for all applications where pre-application consultation has taken place with the local community.

The National Planning Policy Framework advises local planning authorities to encourage developers to engage with the local community before submitting their planning application. The Council will encourage developers to undertake early community consultation particularly for planning proposals that may give rise to local controversy, those that are on sensitive sites or those that are significant in scale. Where pre-application community consultation takes place (which may include local public exhibitions, notices in the press and around the site, notification to local councillors and Parish Councils), a statement should be submitted to describe how, when and where consultation has taken place; a summary of the level and content of responses; and, any changes that have been made to the proposed scheme to take account of those responses.

Policy Driver: NPPF Chapter 4 Decision-making

Site Waste Management Plan (where included in Neighbourhood plans)

Back to Matrix

All applications for residential or commercial development (including changes of use) that will have an impact on the generation of waste. A plan that indicates the location of bin storage and provides details of the size of bins and the design and materials of any proposed bin enclosure.

Policy Driver: LPP2 Policy 1 Development requirements

Structural Survey (Method statement)

Back to Matrix

All applications that involve:

- The change of use or conversion of a timber framed building.
- The demolition a listed building or any part of a listed building.
- The demolition or partial demolition of any building which is locally listed or positively contributes to the character of a conservation area.

A structural survey is required for applications that affect the structural integrity of the building and involve the substantial conversion, demolition, extension or alteration of:

- a listed building or non-designated heritage asset
- the conversion of a former agricultural building to a new use
- the demolition (including any part demolition) of an agricultural building
- Structural surveys should be carried out by a suitably qualified professional and should, where appropriate, identify any remedial works to ensure the retention of the building.

A structural survey submitted in relation to a heritage asset (designated or otherwise) must include an extensive photographic survey detailing the current structural condition, and, where applicable, a schedule of repairs necessary to make the building structurally sound.

A full structural survey by a structural engineer or suitably qualified professional. This should include each of the following where appropriate:

- General description and age of building.
- Condition - structural integrity, foundations, damp proofing, walls, joinery, timbers, roof structure and roof covering.
- Assessment of repairs necessary to ensure retention of the building.

- Assessment of structural and other alterations necessary to implement the proposed conversion.
- Assessment of percentage of building that needs to be rebuilt - including walls and timbers.
- Opinion as to the suitability of building for proposed conversion.
- Photographs showing areas to have works undertaken or are affected.
- A schedule of works necessary to preserve the building.
- A schedule of works necessary to carry out the applicant's proposals (including those necessary to meet building regulation approval).

Policy Driver: LPP1 Policy 11 Historic Environment
LPP2 Policy 1 Development requirements
LPP2 Policy 28 Conserving and Enhancing Heritage Assets
LPP2 Policy 29 Development affecting Archaeological Sites
NPPF Chapter 16 - Conserving and enhancing the historic environment

Useful Links: Historic England Advice Finder

Sustainability Statement (Climate Change, Carbon Emissions & Electric Charging Points)

Back to Matrix

A sustainability statement that explains and illustrates how sustainability considerations have influenced scheme design. This assessment should outline the approach taken to ensure new development achieves a high standard of environmental sustainability in accordance with Policies below. A statement to demonstrate how sustainable design and construction have been addressed, including reducing energy consumption and carbon emissions, minimising waste and increasing recycling, conserving water resources, incorporating green infrastructure and sustainable drainage minimising pollution, maximising the use of sustainable materials and adaptation to Climate Change. As part of this submission, any layout of the scheme should identify details of electric charging points for each plot.

Policy Driver: LPP1 Policy 14 Managing Travel Demand
LPP2 Policy 1 Development Requirements.
LPP2 Policy 12 Housing Standards.
NPPF Chapter 2 - Achieving sustainable development
NPPF Chapter 14 - Meeting the challenge of climate change, flooding and coastal change
Low Carbon and Sustainable Design Supplementary Planning Document

Transport Assessment

Back to Matrix

Required for all major residential and commercial developments where the development is accessed from a Trunk or Major A Road.

An assessment including:

- An analysis of existing transport conditions
- Total travel demand
- Patterns of public transport in the area and how development impacts upon them
- How infrastructure or services could be improved to address impacts
- Ways in which the need to travel will be minimised, especially by car
- How best possible use will be made of existing transport infrastructure.
- addresses adverse impacts of traffic generated on the transport network to protect the travelling public
- Improvements to sustainable transport choices
- Accessibility of the location
- Ways of mitigating residual impacts
- Other measures to assist in influencing travel behaviour

If the Highway Authorities parking requirements cannot be met for a specific development, justification for failing those requirements should be submitted.

Policy Driver: LPP1 Policy 14 Managing Travel Demand
LPP2 Sustainable Development Policy 1 Development Requirements.
NPPF Chapter 2 - Achieving sustainable development
NPPF Chapter 9 - Promoting sustainable transport

NPPF Chapter 14 - Meeting the challenge of climate change, flooding and coastal change

Useful Links: Nottinghamshire County Council Local Transport Plan
Government Guidance
Nottinghamshire County Council Highway Design Guide

Travel Plan

Back to Matrix

- All major developments, specifically those which generate significant amounts of movement;
- Applications for New and expanded school facilities

Travel Plans should include:

- Identify the specific required outcomes, targets and measures aimed at promoting more environmentally friendly travel choices.
- Set out clear future monitoring and management arrangements and additional measures which may be required should the outlined targets not be met

Policy Driver: LPP1 Policy 14 Managing Travel Demand
LPP2 Policy 1 Development Requirements.
NPPF Chapter 9 - Promoting sustainable transport

Useful Links: Government Guidance

Tree Survey and Arboricultural Impact Assessment

Back to Matrix

Required for all applications where trees or hedges within or adjacent to the application site may be affected

The Tree survey should include:

- A survey of the trees which should detail their current condition and the potential impact of the development,
- A concise list of trees to be removed/ retained
- Details of how the tree and tree roots would be protected during construction.
- Future issues on the growth of the tree and the development.
- Details of species and location of new tree planting
- Details of the potential impact of proposed hard and soft landscaping
- Maintenance regime

The Arboricultural Impact assessment should be carried out by a qualified arboriculturalist and include:

- details of the accurate position of all the trees/hedgerows both on the site and those on adjacent land (including canopy spread and root area)
- species of all trees/hedgerows on the site and those on adjacent land and an assessment of their health, vigour and amenity value
- schedule of trees/hedgerows proposed to be retained or removed and why
- tree protection measures during the construction process and life of the development should also be identified.

Policy Driver: NPPF 15 – Conserving and enhancing the natural environment
LPP2 Policy 1 Development Requirements.
LPP2 Policy 37 Trees and Woodlands

Useful Links: Tree Preservation Orders and trees in conservation areas
The Town and Country Planning (Tree Preservation) (England) Regulations 2012

Vehicle Parking and Cycle Storage

Back to Matrix

When car, motorcycle and/ or bicycle spaces are proposed or will be impacted upon, in order to ensure that car parking functions in a safe manner that minimises carbon emissions, a parking management scheme should be submitted. This should include:

- The number of car, motorcycle and cycle spaces proposed indicating how the car parking will be designed and managed.

- details of measures to manage their use (i.e. ensuring that informal parking does not take place in any other areas of the site not dedicated as parking spaces)
- details of measures to control potential on-street parking
- details of replacement parking facilities where existing parking is affected as a result of a householder application.
- details of monitoring and review (in relation to car and/or cycle parking)

Policy Driver: LPP2 Policy 1 Development Requirements.
Useful Links: Nottinghamshire County Council Highway Design Guide

Viability Assessment - Enabling development

Back to Matrix

Required for applications where contributions expected from the development are not financially possible.

It is up to the applicant to demonstrate whether particular circumstances justify the need for a viability assessment at the application stage. The National Planning Practice Guidance sets out the government's recommended approach to viability assessment for planning.

Any viability assessment should follow the government's recommended approach to assessing viability as set out in the National Planning Practice Guidance. When preparing the assessment, you should be aware all viability assessments will be made available to view on the Council's website, therefore a redacted copy should also be submitted removing any sensitive information and any personal data you do not want published on our website.

In circumstances where professional, impartial advice is required to appraise and assess the viability assessment (by an independent consultant) **these fees must be paid for by the applicant**. This should be discussed in more detail with the case officer.

The assessment should demonstrate you have maximised planning contributions as far as is viable. The assessment should:

- generate a residual land value,
- include a benchmark land value against which the viability of the development can be assessed,
- include evidence to support all values and costs included in the assessment, including the benchmark land value,
- identify and justify all the assumptions used in the viability assessment model,
- provide a viability assessment model capable of full interrogation by the Council and its advisors

Policy Driver: LPP1 Policy 19 Developer Contributions
LPP2 Policy 43 Planning Obligations Threshold
Developer Contributions SPD

Ventilation/Extraction statement

Back to Matrix

As part of the planning Application documents, details of the position and technical specifications of the design of ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics, are required to accompany all applications for the use of premises for purposes within use classes:

E (b) (i.e. Restaurants and cafes – use for the sale of food and drink for consumption on the premises)

E(g)(iii) (any industrial process, being a use, which can be carried out in any residential area without detriment to the amenity of that area by reason of noise, vibration, smell, fumes, smoke, soot, ash, dust or grit)

B2 (general industrial)

Sui generis (p) (use as a public house, wine-bar or other drinking establishment)

(q) (as a drinking establishment with expanded food provision)

(r) (as a hot food takeaway for the sale of hot food where consumption of that food is mostly undertaken off the premises)

This information will also be required for significant retail, business, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.

Policy Driver: LPP2 Policy 1 Development Requirements.

7. Rushcliffe Borough Council- Planning Privacy Notice

This privacy notice explains how we use information in the course of our work as a local planning authority. This work includes:

- Making decisions and providing advice on planning applications
- Making planning policies and local plans
- Working with neighbourhoods on their plans
- Working with neighbouring authorities on strategic policies
- Responding to allegations of unlawful development
- Monitoring development
- Entering legal agreements, serving notices and promoting the best use of land

If you have questions about data or privacy, contact our data protection officer,

- By post: Data Protection Officer, Rushcliffe Borough Council, Rushcliffe Arena, Rugby Road, West Bridgford, Nottingham, NG2 7YG.
- By email: customerservices@rushcliffe.gov.uk
- By Telephone: 0115 981 9911

How we get your information

We get applicant information in two ways – it is supplied to us directly (or via a planning agent on their behalf) or we receive it from a third-party website that provides a transaction service (for example The Planning Portal).

We also receive comments, representations, allegations and questions via email, letter, and through our online platform.

What we do with your information

"In a small number of circumstances individuals will provide us with 'special category data' in support of their application (e.g. evidence of medical history). We would not publish any special category personal data however we will use this information provided to us to make decisions about the use of land in the public interest. The lawful basis for this is known as a 'public task' and is why we do not need your explicit consent for your information to be used to make decisions. Some personal information you provide use, we are legally obliged to make available on planning registers. This is a permanent record of our planning decisions that form part of the planning history of a site, along with other facts that form part of the 'land search'."

How we share your information

We do not sell your information to other organisations. We do not move your information beyond the UK. We do not use your information for automated decision making. We make details of planning applications we receive available online so that other people can contribute their comments.

Please note:

- We do publish the name of the person applying for planning permission along with the address
- We don't publish their signature, contact details
- We do publish comments received on planning applications by members of the public. We redact some details of the comments
- We do publish comments received on planning applications by town and parish councils / amenity groups / statutory consultees

We send some planning applications to our statutory consultees for their advice on safety, infrastructure and other matters. We will sometimes need to share the information we have with other parts of the council – for example, to establish how long a building has been used as a dwelling. In circumstances where a planning application is appealed, we are required to share data from a planning application with the Planning Inspectorate, which includes any comments made by statutory consultees and members of the public. We also share information with the Planning Inspectorate when they examine our local plan. This includes the names of site promoters and people submitting representations on the plan.

We also send out a follow-up 'how did we do?' survey to a sample of people using our service (e.g. by submitting or commenting on a planning application) to see how we can improve it.

Redaction (‘blanking things out’)
We operate a policy where we routinely redact the following details before making forms and documents available online:
• Personal contact details for the applicant, e.g. telephone numbers, email addresses
• Signatures
• Special Category Data – e.g. supporting statements that include information about health conditions or ethnic origin
• Information agreed to be confidential. Sometimes we might decide it is necessary, justified and lawful to disclose data that appears in the list above. In these circumstances we will let you know of our intention before we publish anything.

If you are submitting supporting information which you would like to be treated confidentially or wish to be specifically withheld from the public register, please let us know as soon as you can – ideally in advance of submitting the application. The best way to contact us about this issue is by contacting the planning service at email: planningandgrowth@rushcliffe.gov.uk.

Retention (‘how long we keep your information for’)
We process many different types of information according to our retention policy and by law we are required to maintain a register of planning decisions and enforcement actions for ever. Some supporting documents relating to developments may not be destroyed but instead removed from public registers.

Complaints and problems
Making decisions on planning matters is a public task and you do not have the right to withdraw consent for your data to be processed. However, if you think we have got something wrong or there is a reason you would prefer for something to not be disclosed, please ask us by email to planningandgrowth@rushcliffe.gov.uk
If you need to make a complaint specifically about the way we have processed your data, you should in the first instance use our corporate complaints policy. If we fail to respond properly you can direct your concerns to the Information Commissioner.