



## Local Validation Checklist

Full Planning Permission	2	<b><u>Combined Applications</u></b>	
Outline Planning Permission	10	Planning Permission and Listed Building Consent	36
Householder	16	Householder and Listed Building Consent	44
Listed Building Consent	19	Planning Permission and Conservation Area Consent	47
Conservation Area Consent	20	Householder and Conservation Area Consent	55
Advertisements	21	Planning Permission and Advertisement Consent	58
Reserved Matter	22	Listed Building and Advertising Consent	66
Removal or Variation of Condition	24	Tree Works (all types)	67
Lawful Development Certificate (existing)	29	Hedgerow Removal	68
Lawful Development Certificate (proposed)	30		
Prior notification Telecommunications	31		
Prior Notification Agricultural/Forestry Development	33		
Prior Notification of Demolition	34		

## VALIDATION CHECKLIST

### PART 2 - LOCAL REQUIREMENTS

In addition to the national requirements that MUST be submitted with your application, the following information may also be required:

#### APPLICATION FOR PLANNING PERMISSION

3 copies of all plans, drawings (A3 size where possible) and other documentation (plus original) unless submitted electronically  
All plans and drawings to indicate: paper size; key dimensions, scale bar indicating a minimum of 0-10m  
All plans and drawings to have a drawing number.

<u>DOCUMENTS/INFORMATION</u>	<u>WHEN REQUIRED</u>	<u>CONTACT</u>	<u>FURTHER INFORMATION</u>
Neighbour Notification Sheet	All applications, except where neighbouring addresses are unidentifiable	Planning Support: 01442 228339/228671	Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Planning Statement	All applications other than minor operations such as shop front alterations	Planning Support: 01442 228339/228671	Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Car Parking Layout including details of Cycle Storage and Refuse disposal	All applications other than minor operations such as shop front alterations	Hertfordshire County Council Highway Authority: 01992 556120	Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Details of Materials	All applications except change of use where no operational development involved	Planning Support: 01442 228339/228671	Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>

<u>DOCUMENTS/INFORMATION</u>	<u>WHEN REQUIRED</u>	<u>CONTACT</u>	<u>FURTHER INFORMATION</u>
Sustainability Appraisal	All applications except change of use where no operational development involved or minor operations such as shop front alterations	Planning Support: 01442 228339/228671	Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Energy Statement	All applications except change of use where no operational development involved or minor operations such as shop front alterations	Planning Support: 01442 228339/228671	PPS22: Renewable Energy Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a> Supplementary Planning Document for energy efficiency and conservation
Sustainable Urban Drainage System (SUDS) details	All applications involving hardstanding and car parking	Environment Agency: <a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a>	Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a> Supplementary Planning Document on Water Conservation
Foul Sewerage Assessment	Applications proposing septic tank or cesspit	Environment Agency: <a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a>	
Site Waste Management Plan	Major residential and industrial developments	Planning Support: 01442 228339/228671	DTI code of practice: Site Waste Management Plans; guidance for construction contractors and clients
Tree Survey/Arboricultural Report	Where there are existing trees on the site	Trees and Woodlands: 01442 228529	BS 5837: 2005 Trees in Relation to Construction Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>

<u>DOCUMENTS/INFORMATION</u>	<u>WHEN REQUIRED</u>	<u>CONTACT</u>	<u>FURTHER INFORMATION</u>
Landscaping scheme	Where landscaping is required as part of the proposal	Trees and Woodlands: 01442 228529	BS 5837: 2005 Trees in Relation to Construction Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Environmental Impact Statement	Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 (SI 1999 No. 293): Schedule 1 Development Schedule 2 Projects following Screening opinion that ES required	Planning Support: 01442 228339/228671	Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 (SI 1999 No. 293)
Traffic Statement	Residential development of between 50 and 80 units which would impact on the Trunk Road network	Highways Agency <a href="http://www.highways.gsi.gov.uk">www.highways.gsi.gov.uk</a> Hertfordshire County Council Highway Authority: 01992 55221	Department for Transport Guidance on Transport Assessments (March 2007) Department of Transport Circular 02/2007, Planning and Strategic Road Network PPG13: Transport Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Transport Assessment	All Large developments exceeding the following thresholds: 80 residential units 2500sqm B1 office development Other developments with equivalent Peak hour trip generation to above. Any development that materially adds to local congestion. Any development that may impact on the Trunk Road network	Highways Agency <a href="http://www.highways.gsi.gov.uk">www.highways.gsi.gov.uk</a> Hertfordshire County Council Highway Authority: 01992 55221	Department for Transport Guidance on Transport Assessments (March 2007) Department of Transport Circular 02/2007, Planning and Strategic Road Network PPG13: Transport Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>

DOCUMENTS/INFORMATION

WHEN REQUIRED

CONTACT

FURTHER INFORMATION

Draft Travel Plan

All large commercial developments i.e..  
Developments of 2500sqm or greater B1  
office floorspace or equivalent trip  
generations  
Development that would generate local  
traffic problems as identified through a  
Transport Assessment

Hertfordshire County Council  
Highway Authority: 01992 556221

Department for Transport  
Guidance on Transport  
Assessments (March 2007)  
Department for Transport  
Circular 02/2007 Planning and  
Strategic Road Network  
PPG13: Transport.  
Planning pages of DBC  
website: [www.dacorum.gov.uk](http://www.dacorum.gov.uk)

Structural Survey

Development affecting a listed building.  
Barn conversion applications

Design and Conservation Team:  
01442 228176

PPG15: Planning and the  
Historic Environment.  
PPG16 Archaeology  
and Planning

Heritage Statement (including Historical,  
archaeological features and Scheduled  
Ancient Monuments)

Development affecting LBs or within areas  
of archaeological significance

Design and Conservation Team:  
01442 228176  
Hertfordshire County Council  
Archaeologist: 01992 555244

PPG15: Planning and the  
Historic Environment  
PPG16: Archaeology and  
Planning  
Planning pages of DBC  
website: [www.dacorum.gov.uk](http://www.dacorum.gov.uk)

Conservation Area Appraisal

Development within or adjoining  
Conservation Areas

Design and Conservation Team:  
01442 228176

PPG15: Planning and the  
Historic Environment  
Planning pages of DBC  
website: [www.dacorum.gov.uk](http://www.dacorum.gov.uk)

Listed Buildings Appraisal

Development affecting listed buildings or  
setting of a Listed Building

Design and Conservation Team:  
01442 228176

PPG15: Planning and the  
Historic Environment  
Planning pages of DBC  
website: [www.dacorum.gov.uk](http://www.dacorum.gov.uk)

DOCUMENTS/INFORMATION

WHEN REQUIRED

CONTACT

FURTHER INFORMATION

Protected Species Survey and Assessment

See Table 1 at Annex A

Hertfordshire Biological Records Centre: 01992 555220  
Association of Local Government Ecologists: [www.alge.org.uk](http://www.alge.org.uk)  
Herts & Middx Wildlife Trust: 01727 858901  
Natural England: 01206 796666

PPS9: Biodiversity and Geological Conservation  
ODPM Circular 06/2005: Biodiversity and Geological Conservation

Ecological /Geological Survey and Assessment

See Tables 2 and 3 at Annex A

Hertfordshire Biological Records Centre: 01992 555220  
Association of Local Government Ecologists: [www.alge.org.uk](http://www.alge.org.uk)  
Herts & Middx Wildlife Trust: 01727 858901  
Natural England: 01206 796666

PPS9: Biodiversity and Geological Conservation  
ODPM Circular 06/2005: Biodiversity and Geological Conservation

Land Contamination Assessment Phase I Report

Sites on or within the vicinity of potentially contaminated former land uses (e.g. any industrial use including gas works, chemical works/storage, landfill sites, bulk fuel storage facilities (including petrol filling stations), sewage works) and/or sites with a sensitive end use that could be particularly vulnerable to the presence of any contamination (e.g. housing with gardens, schools, nurseries or allotments)

Environmental Health: 01442 228863  
Environment Agency: [www.environment-agency.gov.uk](http://www.environment-agency.gov.uk)

PPS23: Planning and Pollution Control.  
Planning pages of DBC website: [www.dacorum.gov.uk](http://www.dacorum.gov.uk)

Phase II Report and Remediation Statement

When Phase I Report shows that site is likely to be affected by land contamination

Planning Support: 01442 228339/228671

Appendix 8 of Dacorum Borough Local Plan  
Institute of Lighting Engineers: Reduction of Light Pollution Guidance Note

Lighting Assessment

Applications involving external lighting

<u>DOCUMENTS/INFORMATION</u>	<u>WHEN REQUIRED</u>	<u>CONTACT</u>	<u>FURTHER INFORMATION</u>
Lighting Scheme	Applications involving external lighting	Planning Support: 01442 228376	Appendix 8 of Dacorum Borough Local Plan Institute of Lighting Engineers: Reduction of Light Pollution Guidance Note
Air Quality Assessment	Development proposals that impact on air quality or are potential pollutants	Environmental Health: 01442 228863	PPS23: Planning and Pollution Control
Noise Impact Assessment	Development proposals that raise issues of disturbance or are considered to be a noise sensitive development	Environmental Health: 01442 228863	PPG24: Planning and Noise
Sound Insulation Details	Applications involving buildings in multiple residential use or mixed use schemes	Environmental Health: 01442 228863	
Flood Risk Assessment	If site is within an area liable to flooding If site within flood zones 2 and 3 Operational development of 1ha or greater	Environment Agency: <a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a>	PPS25: Development and Flood Risk Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Employment/Regeneration Statement	Development proposals impacting on the local economy or conflicts with policy	Development Plans: 01442 228660	PPG4: Industrial, commercial development and small firms  Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Retail Impact Assessment and Sequential Test	Development proposals for retail development on edge of or outside of town centre locations	Development Plans: 01442 228660	PPS6: Planning for Town Centres. Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>

<u>DOCUMENTS/INFORMATION</u>	<u>WHEN REQUIRED</u>	<u>CONTACT</u>	<u>FURTHER INFORMATION</u>
Sport/Recreation/Leisure Use Appraisal	Development proposals involving new leisure uses or loss of existing use/land	Development Plans: 01442 228660	PPG17: Planning for Open Space, Sport and Recreation. Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Open Space Assessment	Development proposals involving new public open space provision or loss of existing open space	Parks and Open Spaces Manager: 01442 228788	PPG17: Planning for Open Space, Sport and Recreation. Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Affordable Housing Statement	On appropriately sized housing sites as set out in the Dacorum Borough Local Plan	Development Plans: 01442 228660 Housing Enabling Officer: 01442 228526	PPS3: Housing Policy 20 of the Dacorum Borough Local Plan Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Daylight/Sunlight Assessment	Applications where there is likely impact on current levels of sunlight/daylight of adjacent buildings	Planning Support: 01442 228339/228671	Building Research Establishment (BRE) guidelines on daylighting assessments Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Ventilation/Extraction Statement	Applications involving the preparation of hot food e.g. restaurants, takeaways etc.	Environmental Health: 01442 228863	Planning pages of DBC web site: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Crime Prevention Measures to be included within the Design and Access Statement	All applications requiring a Design and Access Statement	Crime Prevention Officer: 01442 271045	Planning pages of DBC web site: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Safer Places Statement	All major planning applications	Crime Prevention Officer: 01442 271045	Planning pages of DBC web site: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>



DOCUMENTS/INFORMATION

WHEN REQUIRED

CONTACT

FURTHER INFORMATION

Planning Obligations -Draft Heads of Terms

To be ascertained at pre-application stage involving: Any application requiring financial contributions  
Applications requiring provision of affordable housing  
Any application requiring provision of social or community facility  
Applications involving transfer of land or facilities  
Any application involving off-site works/improvements or provision of off-site facilities

Crime Prevention Officer: 01442 271045

Planning pages of DBC web site: [www.dacorum.gov.uk](http://www.dacorum.gov.uk)

Statement of Community Involvement

Major applications

Planning Support: 01442 228339/228671

Creating Local Development Frameworks: A Companion Guide to PPS12 (Chapter 12)  
Planning pages of DBC web site:  
[www.dacorum.gov.uk](http://www.dacorum.gov.uk)

Other Supporting Docs e.g. Photographs, Photomontages, Artists Impressions, Street Scenes, Computer Generated Images

Any proposal where additional information would be beneficial

Planning Support: 01442 228339/228671

## VALIDATION CHECKLIST

### PART 2 - LOCAL REQUIREMENTS

In addition to the national requirements that MUST be submitted with your application, the following information may also be required:

#### APPLICATION FOR OUTLINE PLANNING PERMISSION (with all or some matters reserved)

3 copies of all plans, drawings (A3 size where possible) and other documentation (plus original) unless submitted electronically  
All plans and drawings to indicate: paper size; key dimensions, scale bar indicating a minimum of 0-10m  
All plans and drawings to have a drawing number

<u>DOCUMENTS/INFORMATION</u>	<u>WHEN REQUIRED</u>	<u>CONTACT</u>	<u>FURTHER INFORMATION</u>
Neighbour Notification Sheet	All applications, except where neighbouring addresses are unidentifiable	Planning Support: 01442 228339/228671	Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Planning Statement	All applications	Planning Support: 01442 228339/228671	Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Sustainability Appraisal	All applications	Planning Support: 01442 228339/228671	Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Energy Statement	All applications	Planning Support: 01442 228339/228671	PPS22: Renewable Energy Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a> Supplementary Planning Document for Energy Efficiency and Conservation Supplementary Planning Document on Water Conservation

<u>DOCUMENTS/INFORMATION</u>	<u>WHEN REQUIRED</u>	<u>CONTACT</u>	<u>FURTHER INFORMATION</u>
Foul Sewerage Assessment	Applications proposing septic tank or cesspit	<a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a>	
Site Waste Management Plan	Major residential and industrial developments	Planning Support: 01442 228339/228671	DTI code of practice: Site Waste Management Plans; guidance for construction contractors and clients
Tree Survey/Arboricultural Report	Where there are existing trees on the site	Trees and Woodlands: 01442 228529	BS 5837: 2005 Trees in Relation to Construction Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Environmental Impact Statement	Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 (SI 1999 No. 293):  Schedule 1 Development Schedule 2 Projects following screening opinion that ES required	Planning Support: 01442 228339/228671	Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 (SI 1999 No. 293)
Traffic Statement	Residential development of between 50 and 80 units which would impact on the Trunk Road network	Highways Agency <a href="http://www.highways.gsi.gov.uk">www.highways.gsi.gov.uk</a> Hertfordshire County Council Highway Authority: 01992 55221	Department for Transport Guidance on Transport Assessments (March 2007) Department of Transport Circular 02/2007, Planning and Strategic Road Network PPG13: Transport Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>

<u>DOCUMENTS/INFORMATION</u>	<u>WHEN REQUIRED</u>	<u>CONTACT</u>	<u>FURTHER INFORMATION</u>
Transport Assessment	All Large developments exceeding the following thresholds: 80 residential units 2500sqm B1 office development Other developments with equivalent Peak hour trip generation to above. Any development that materially adds to local congestion. Any development that may impact on the Trunk Road network	Highways Agency <a href="http://www.highways.gsi.gov.uk">www.highways.gsi.gov.uk</a> Hertfordshire County Council Highway Authority: 01992 55221	Department for Transport Guidance on Transport Assessments (March 2007) Department of Transport Circular 02/2007, Planning and Strategic Road Network PPG13: Transport Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Draft Travel Plan	All large commercial developments i.e.. Developments of 2500sqm or greater B1 office floorspace or equivalent trip generations Development that would generate local traffic problems as identified through a Transport Assessment	Hertfordshire County Council Highway Authority: 01992 556221	Department for Transport Guidance on Transport Assessments (March 2007) Department for Transport Circular 02/2007 Planning and Strategic Road Network PPG13: Transport. Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Archaeological Assessment	Application involving alterations at ground level in area of archaeological significance	Hertfordshire County Council Archaeologist: 01992 555244	PPG16: Archaeology and Planning
Protected Species Survey and Assessment	See Table 1at Annex A	Hertfordshire Biological Records Centre: 01992 555220 Association of Local Government Ecologists: <a href="http://www.alge.org.uk">www.alge.org.uk</a> Herts & Middx Wildlife Trust: 01727 858901 Natural England: 01206 796666	PPS9: Biodiversity and Geological Conservation ODPM Circular 06/2005: Biodiversity and Geological Conservation

<u>DOCUMENTS/INFORMATION</u>	<u>WHEN REQUIRED</u>	<u>CONTACT</u>	<u>FURTHER INFORMATION</u>
Ecological /Geological Survey and Assessment	See Tables 2 and 3 at Annex A Involving tree felling and lopping of trees >100yrs old or 1.5m in girth 1m from ground.	Hertfordshire Biological Records Centre: 01992 555220 Association of Local Government Ecologists: <a href="http://www.alge.org.uk">www.alge.org.uk</a> Herts & Middx Wildlife Trust: 01727 858901 Natural England: 01206 796666	PPS9: Biodiversity and Geological Conservation ODPM Circular 06/2005: Biodiversity and Geological Conservation
Land Contamination Assessment Phase I Report	Sites on or within the vicinity of potentially contaminated former land uses (e.g. any industrial use including gas works, chemical works/storage, landfill sites, bulk fuel storage facilities (including petrol filling stations), sewage works) and/or sites with a sensitive end use that could be particularly vulnerable to the presence of any contamination (e.g. housing with gardens, schools, nurseries or allotments)	Environmental Health: 01442 228863 Environment Agency: <a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a>	PPS23: Planning and Pollution Control Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Phase II Report and Remediation Statement	When Phase I Report shows that site is likely to be affected by land contamination		
Lighting Assessment	Applications involving external lighting	Environmental Health: 01442 228863	Appendix 8 of Dacorum Borough Local Plan Institute of Lighting Engineers: Reduction of Light Pollution guidance Note
Air Quality Assessment	Development proposals that impact on air quality or are potential pollutants	Environmental Health: 01442 228863	PPS23: Planning and Pollution Control

<u>DOCUMENTS/INFORMATION</u>	<u>WHEN REQUIRED</u>	<u>CONTACT</u>	<u>FURTHER INFORMATION</u>
Noise Impact Assessment	Development proposals that raise issues of disturbance or are considered to be a noise sensitive development	Environmental Health: 01442 228863	PPG24: Planning and Noise
Flood Risk Assessment	If site is within an area liable to flooding If site within flood zones 2 and 3 Operational development of 1ha or greater	Environment Agency: <a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a>	PPS25: Development and Flood Risk Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Employment/Regeneration Statement	Development proposals impacting on the local economy	Development Plans: 01442 228660	PPG4: Industrial, commercial development and small firms
Retail Impact Assessment and Sequential Test	Development proposals for retail development on edge of or outside of town centre locations	Development Plans: 01442 228660	PPS6: Planning for Town Centres
Sport/Recreation/Leisure Use Appraisal	Development proposals involving new leisure uses or loss of existing use/land	Development Plans: 01442 228660	PPG17: Planning for Open Space, Sport and Recreation
Open Space Assessment	Development proposals involving new public open space provision or loss of existing open space	Parks and Open Spaces Manager: 01442 228788	PPG17: Planning for Open Space, Sport and Recreation Planning pages of DBC web site: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Crime Prevention Measures to be included within the Design and Access Statement	All applications requiring a Design and Access Statement	Crime Prevention Officer: 01442 271045	Planning pages of DBC web site: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Safer Places Statement	All major planning applications	Crime Prevention Officer: 01442 271045	Planning pages of DBC web site: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>

<u>DOCUMENTS/INFORMATION</u>	<u>WHEN REQUIRED</u>	<u>CONTACT</u>	<u>FURTHER INFORMATION</u>
Affordable Housing Statement	On appropriately sized housing sites as set out in the Dacorum Borough Local Plan	Development Plans: 01442 228660 Housing Enabling Officer: 01442 228526	PPS3: Housing Policy 20 of the DBLP Planning pages of DBC web site: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Planning Obligations - Draft Heads of Terms	To be ascertained at pre-application stage involving: Any application requiring financial contributions Applications requiring provision of affordable housing Any application requiring provision of social or community facility Applications involving transfer of land or facilities Any application involving off-site works/improvements or provision of off-site facilities	Pre-app case officer For procedural matters - Planning Solicitor: 01442 228236	Planning pages of DBC web site: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Other Supporting Docs e.g. Photographs, Photomontages, Artists Impressions, Street Scenes, Computer Generated Images	Any proposal where additional information would be beneficial	Planning Support: 01442 228339/228671	

## VALIDATION CHECKLIST

### PART 2 - LOCAL REQUIREMENTS

In addition to the national requirements that MUST be submitted with your application, the following information may also be required:

#### HOUSEHOLDER APPLICATION FOR PLANNING PERMISSION

3 copies of all plans, drawings (A3 size where possible) and other documentation (plus original) unless submitted electronically  
All plans and drawings to indicate: paper size; key dimensions, scale bar indicating a minimum of 0-10m  
All plans and drawings to have a drawing number

<u>DOCUMENTS/INFORMATION</u>	<u>WHEN REQUIRED</u>	<u>CONTACT</u>	<u>FURTHER INFORMATION</u>
Neighbour Notification Sheet	All applications, except where neighbouring addresses are unidentifiable	Planning Support: 01442 228339/228671	Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Car Parking Layout	All applications	Hertfordshire County Council Highway Authority: 01992 556120	Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Details of Materials	All applications	Planning Support: 01442 228339/228671	Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Tree Survey/Arboricultural Report	Where there are existing trees on the site likely to be affected by the development	Trees and Woodlands: 01442 228529	BS 5837: 2005 Trees in Relation to Construction Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>



<u>DOCUMENTS/INFORMATION</u>	<u>WHEN REQUIRED</u>	<u>CONTACT</u>	<u>FURTHER INFORMATION</u>
Landscaping scheme	Where landscaping is required as part of the proposal	Trees and Woodlands: 01442 228529	BS 5837: 2005 Trees in Relation to Construction Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Level survey showing existing and proposed levels	Where there are level changes within site or between site and adjoining land	Planning Support: 01442 228339/228671	
Archaeological Assessment	Application involving alterations at ground level in area of archaeological significance	Hertfordshire County Council Archaeologist: 01992 555244	PPG16: Archaeology and Planning
Protected Species Survey and Assessment	See Table 1 at Annex A	Hertfordshire Biological Records Centre: 01992 555220 Association of Local Government Ecologists: <a href="http://www.alge.org.uk">www.alge.org.uk</a> Herts & Middx Wildlife Trust: 01727 858901 Natural England: 01206 796666	PPS9: Biodiversity and Geological Conservation ODPM Circular 06/2005: Biodiversity and Geological Conservation
Ecological /Geological Survey and Assessment	See Tables 2 and 3 at Annex A	Hertfordshire Biological Records Centre: 01992 555220 Association of Local Government Ecologists: <a href="http://www.alge.org.uk">www.alge.org.uk</a> Herts & Middx Wildlife Trust: 01727 858901 Natural England: 01206 796666	PPS9: Biodiversity and Geological Conservation ODPM Circular 06/2005: Biodiversity and Geological Conservation
Conservation Area Appraisal	Development within or adjoining Conservation Areas	Design and Conservation Team: 01442 228176	PPG15: Planning and the Historic Environment Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>

<u>DOCUMENTS/INFORMATION</u>	<u>WHEN REQUIRED</u>	<u>CONTACT</u>	<u>FURTHER INFORMATION</u>
Listed Buildings Appraisal	Development affecting listed buildings or setting of a Listed Building	Design and Conservation Team: 01442 228176	PPG15: Planning and the Historic Environment Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Flood Risk Assessment	If site is within an area liable to flooding If site within flood zones 2 and 3	Environment Agency: <a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a>	PPS25: Development and Flood Risk Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Daylight/Sunlight Assessment	Applications where there is likely impact on current levels of sunlight/daylight of adjacent buildings	Planning Support: 01442 228339/228671	Building Research Establishment (BRE) guidelines on daylighting assessments Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Other Supporting Docs e.g. Photographs, Photomontages, Artists Impressions, Street Scenes, Computer Generated Images	Any proposal where additional information would be beneficial	Planning Support: 01442 228339/228671	

## VALIDATION CHECKLIST

### PART 2 - LOCAL REQUIREMENTS

In addition to the national requirements that MUST be submitted with your application, the following information may also be required:

#### APPLICATION FOR LISTED BUILDING CONSENT

3 copies of all plans, drawings (A3 size where possible) and other documentation (plus original) unless submitted electronically  
All plans and drawings to indicate: paper size; key dimensions, scale bar indicating a minimum of 0-10m  
All plans and drawings to have a drawing number

<u>DOCUMENTS/INFORMATION</u>	<u>WHEN REQUIRED</u>	<u>CONTACT</u>	<u>FURTHER INFORMATION</u>
Details of Materials	All applications except change of use where no operational development involved	Planning Support: 01442 228339/228671	Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Structural Survey	Development involving demolition and barn conversion applications	Design and Conservation Team: 01442 228176	PPG15: Planning and the Historic Environment Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Listed Buildings Appraisal	All applications	Design and Conservation Team: 01442 228176	PPG15: Planning and the Historic Environment Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)	All applications	Design and Conservation Team: 01442 228176 Hertfordshire County Council Archaeologist: 01992 555244	PPG15: Planning and the Historic Environment PPG16: Archaeology and Planning Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Other Supporting Docs e.g. Photographs, Photomontages, Artists Impressions, Street Scenes, Computer Generated Images	Any proposal where additional information would be beneficial	Planning Support: 01442 228339/228671	

## VALIDATION CHECKLIST

### PART 2 - LOCAL REQUIREMENTS

In addition to the national requirements that MUST be submitted with your application, the following information may also be required:

#### APPLICATION FOR CONSERVATION AREA CONSENT

3 copies of all plans, drawings (A3 size where possible) and other documentation (plus original) unless submitted electronically

All plans and drawings to indicate: paper size; key dimensions, scale bar indicating a minimum of 0-10m

All plans and drawings to have a drawing number

<u>DOCUMENTS/INFORMATION</u>	<u>WHEN REQUIRED</u>	<u>CONTACT</u>	<u>FURTHER INFORMATION</u>
Structural Survey	All applications	Design and Conservation Team: 01442 228176	PPG15: Planning and the Historic Environment Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Conservation Area Appraisal	All applications	Design and Conservation Team: 01442 228176	PPG15: Planning and the Historic Environment Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)	All applications	Design and Conservation Team: 01442 228176 Hertfordshire County Council Archaeologist: 01992 555244	PPG15: Planning and the Historic Environment PPG16 Planning and Archaeology Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Other Supporting Docs e.g. Photographs, Photomontages, Artists Impressions, Street Scenes, Computer Generated Images	Any proposal where additional information would be beneficial	Planning Support: 01442 228339/228671	

## VALIDATION CHECKLIST

### PART 2 - LOCAL REQUIREMENTS

In addition to the national requirements that MUST be submitted with your application, the following information may also be required:

#### APPLICATION FOR CONSENT TO DISPLAY AN ADVERTISEMENT(S)

3 copies of all plans, drawings (A3 size where possible) and other documentation (plus original) unless submitted electronically

All plans and drawings to indicate: paper size; key dimensions, scale bar indicating a minimum of 0-10m

All plans and drawings to have a drawing number

<u>DOCUMENTS/INFORMATION</u>	<u>WHEN REQUIRED</u>	<u>CONTACT</u>	<u>FURTHER INFORMATION</u>
Lighting Assessment	Where illuminated advertisements are proposed	Environmental Health: 01442 228863 Hertfordshire County Council Highway Authority: 01992 556120	Appendix 8 of Dacorum Borough Local Plan Institute of Lighting Engineers: Reduction of Light Pollution Guidance Note
Other Supporting Docs e.g. Photographs, Photomontages, Artists Impressions, Street Scenes, Computer Generated Images	Any proposal where additional information would be beneficial	Planning Support: 01442 228339/228671	

## VALIDATION CHECKLIST

### PART 2 - LOCAL REQUIREMENTS

In addition to the national requirements that MUST be submitted with your application, the following information may also be required:

#### APPLICATION FOR APPROVAL OF RESERVED MATTERS FOLLOWING OUTLINE APPROVAL

3 copies of all plans, drawings (A3 size where possible) and other documentation (plus original) unless submitted electronically  
All plans and drawings to indicate: paper size; key dimensions, scale bar indicating a minimum of 0-10m  
All plans and drawings to have a drawing number

<u>DOCUMENTS/INFORMATION</u>	<u>WHEN REQUIRED</u>	<u>CONTACT</u>	<u>FURTHER INFORMATION</u>
Neighbour Notification Sheet	All applications, except where neighbouring addresses are unidentifiable	Planning Support: 01442 228339/228671	Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Car Parking Layout including access and details of Cycle Storage and Refuse Disposal	All applications where layout and/or access is/are to be approved	Hertfordshire County Council Highway Authority: 01992 556120	Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Details of Materials	All applications where appearance is a detail to be approved	Planning Support: 01442 228339/228671	Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Details of height, width and length of each building proposed in relation to its surroundings	All applications where scale and/or appearance is/are details to be approved	Planning Support: 01442 228339/228671	
Sustainable Urban Drainage System (SUDS) details	All applications where such details to be approved involve access and layout showing hardstanding and car parking	Environment Agency: <a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a>	Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a> Supplementary Planning Document on Water Conservation

<u>DOCUMENTS/INFORMATION</u>	<u>WHEN REQUIRED</u>	<u>CONTACT</u>	<u>FURTHER INFORMATION</u>
Landscaping scheme	All applications where landscaping is a detail to be approved	Trees and Woodlands: 01442 228529	BS 5837: 2005 Trees in Relation to Construction Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Air Quality Assessment	Applications where the layout may give rise to impact on air quality	Environmental Health: 01442 228863	PPS23: Planning and Pollution Control
Noise Impact Assessment	Applications where the layout may raise issues of noise and disturbance	Environmental Health: 01442 228863	PPG24: Planning and Noise
Daylight/Sunlight Assessment	All applications where layout showing the relationship of buildings to one another is a detail to be approved	Planning Support: 01442 228339/228671	Building Research Establishment (BRE) guidelines on daylighting assessments Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Safer Places Statement	All applications where layout and/or access is/are to be approved	Crime Prevention Officer: 01442 271045	Planning pages of DBC web site: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Other Supporting Docs e.g. Photographs, Photomontages, Artists Impressions, Street Scenes, Computer Generated Images	Any reserved matter detail where additional information would be beneficial, particularly for details of layout and scale	Planning Support: 01442 228339/228671	

## VALIDATION CHECKLIST

### PART 2 - LOCAL REQUIREMENTS

In addition to the national requirements that MUST be submitted with your application, the following information may also be required:

#### APPLICATION FOR REMOVAL OR VARIATION OF A CONDITION FOLLOWING GRANT OF PLANNING PERMISSION

3 copies of all plans, drawings (A3 size where possible) and other documentation (plus original) unless submitted electronically

All plans and drawings to indicate: paper size; key dimensions, scale bar indicating a minimum of 0-10m

All plans and drawings to have a drawing number

<u>DOCUMENTS/INFORMATION</u>	<u>WHEN REQUIRED</u>	<u>CONTACT</u>	<u>FURTHER INFORMATION</u>
Neighbour Notification Sheet	All applications, except where neighbouring addresses are unidentifiable	Planning Support: 01442 228339/228671	Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Statement explaining reason for removal or variation of condition	All applications	Planning Support: 01442 228339/228671	
Existing and proposed plans (elevations, floorplans and site survey) to a scale of 1:50 or 1:100	If relevant to condition to be removed or varied	Planning Support: 01442 228339/228671	Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Car Parking Layout including details of Cycle Storage and Refuse Disposal	If relevant to condition to be removed or varied	Hertfordshire County Council Highway Authority: 01992 556120	Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Details of Materials	If relevant to condition to be removed or varied	Planning Support: 01442 228339/228671	Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>



<u>DOCUMENTS/INFORMATION</u>	<u>WHEN REQUIRED</u>	<u>CONTACT</u>	<u>FURTHER INFORMATION</u>
Tree Survey/Arboricultural Report	If relevant to condition to be removed or varied	Trees and Woodlands: 01442 228529	BS 5837: 2005 Trees in Relation to Construction Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Landscaping scheme	If relevant to condition to be removed or varied	Trees and Woodlands: 01442 228529	BS 5837: 2005 Trees in Relation to Construction Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Draft Travel Plan	If relevant to condition to be removed or varied	Hertfordshire County Council Highway Authority: 01992 556221	PPG13: Transport Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Structural Survey	If relevant to condition to be removed or varied	Design and Conservation Team: 01442 228176	PPG15: Planning and the Historic Environment PPG16: Archaeology and Planning Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)	If relevant to condition to be removed or varied	Design and Conservation Team: 01442 228176 Hertfordshire County Council Archaeologist: 01992 555244	PPG15: Planning and the Historic Environment PPG16 Planning and Archaeology Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Protected Species Survey and Assessment	If relevant to condition to be removed (see Table 1 at Annex A)	Hertfordshire Biological Records Centre: 01992 555220 Association of Local Government Ecologists: <a href="http://www.alge.org.uk">www.alge.org.uk</a> Herts & Middx Wildlife Trust: 01727 858901 Natural England: 01206 796666	PPS9: Biodiversity and Geological Conservation ODPM Circular 06/2005: Biodiversity and Geological Conservation

<u>DOCUMENTS/INFORMATION</u>	<u>WHEN REQUIRED</u>	<u>CONTACT</u>	<u>FURTHER INFORMATION</u>
Ecological /Geological Survey and Assessment	See Tables 2 and 3 at Annex A	Hertfordshire Biological Records Centre: 01992 555220 Association of Local Government Ecologists: <a href="http://www.alge.org.uk">www.alge.org.uk</a> Herts & Middx Wildlife Trust: 01727 858901 Natural England: 01206 796666	PPS9: Biodiversity and Geological Conservation ODPM Circular 06/2005: Biodiversity and Geological Conservation
Land Contamination Assessment Phase I Report  Phase II Report and Remediation Statement	If relevant to condition to be removed or varied	Environmental Health: 01442 228863 Environment Agency: <a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a>	PPS23: Planning and Pollution Control
Lighting Assessment	If relevant to condition to be removed or varied	Environmental Health: 01442 228863	Appendix 8 of Dacorum Borough Local Plan Institute of Lighting Engineers: Reduction of Light Pollution Guidance Note
Lighting Scheme	If relevant to condition to be removed or varied	Planning Support: 01442 228339/228671	Appendix 8 of Dacorum Borough Local Plan Institute of Lighting Engineers: Reduction of Light Pollution Guidance Note
Air Quality Assessment	If relevant to condition to be removed or varied	Environmental Health: 01442 228863	PPS23: Planning and Pollution Control
Noise Impact Assessment	If relevant to condition to be removed or varied	Environmental Health: 01442 228863	PPG24: Planning and Noise
Sound Insulation Details	If relevant to condition to be removed or varied	Environmental Health: 01442 228863	

<u>DOCUMENTS/INFORMATION</u>	<u>WHEN REQUIRED</u>	<u>CONTACT</u>	<u>FURTHER INFORMATION</u>
Flood Risk Assessment	If relevant to condition to be removed or varied If relevant to condition to be removed or varied	Environment Agency: <a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a>	PPS25: Development and Flood Risk Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a> Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Employment/Regeneration Statement	If relevant to condition to be removed or varied	Development Plans: 01442 228660	PPG4: Industrial, commercial development and small firms Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Retail Impact Assessment and Sequential Test	If relevant to condition to be removed or varied	Development Plans: 01442 228660	PPS6: Planning for Town Centres Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Sport/Recreation/Leisure Use Appraisal	If relevant to condition to be removed or varied	Development Plans: 01442 228660	PPG17: Planning for Open Space, Sport and Recreation Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Open Space Assessment	If relevant to condition to be removed or varied	Parks and Open Spaces Manager: 01442 228788	PPG17: Planning for Open Space, Sport and Recreation Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Affordable Housing Statement	If relevant to condition to be removed or varied	Development Plans: 01442 228660 Housing Enabling Officer: 01442 228526	PPS3: Housing Policy 20 of the Dacorum Borough Local Plan Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>

<u>DOCUMENTS/INFORMATION</u>	<u>WHEN REQUIRED</u>	<u>CONTACT</u>	<u>FURTHER INFORMATION</u>
Daylight/Sunlight Assessment	If relevant to condition to be removed or varied	Planning Support: 01442 228339/228671	Building Research Establishment (BRE) guidelines on daylighting assessments Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Ventilation/Extraction Statement	If relevant to condition to be removed or varied	Environmental Health: 01442 228863	
Crime Prevention Measures	If relevant to condition to be removed or varied	Crime Prevention Officer: 01442 271045	Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Safer Places Statement	If relevant to condition to be removed or varied	Crime Prevention Officer: 01442 271045	Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Other Supporting Docs e.g. Photographs, Photomontages, Artists Impressions, Street Scenes, Computer Generated Images	Any proposal where additional information would be beneficial	Planning Support: 01442 228339/228671	

## VALIDATION CHECKLIST

### PART 2 - LOCAL REQUIREMENTS

In addition to the national requirements that MUST be submitted with your application, the following information may also be required:

APPLICATION FOR A LAWFUL DEVELOPMENT CERTIFICATE (existing use, operation or activity and in breach of planning condition)

3 copies of all plans, drawings (A3 size where possible) and other documentation (plus original) unless submitted electronically

All plans and drawings to indicate: paper size; key dimensions, scale bar indicating a minimum of 0-10m

All plans and drawings to have a drawing number

<u>DOCUMENTS/INFORMATION</u>	<u>WHEN REQUIRED</u>	<u>CONTACT</u>	<u>FURTHER INFORMATION</u>
Existing plans (elevations, floorplans and site survey) to a scale of 1:50 or 1:100	All applications except where no operational development involved	Planning Support: 01442 228339/228671	Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Supporting Information (e.g. sworn affidavits from people with personal knowledge of site and use)	All applications where applicable	Planning Support: 01442 228339/228671	
Planning Statement explaining why development considered lawful	All applications	Planning Support: 01442 228339/228671	Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Other Supporting Docs e.g Photographs, Photomontages, Artists Impressions, Street Scenes, Computer Generated Images	Any proposal where additional information would be beneficial	Planning Support: 01442 228339/228671	Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>

## VALIDATION CHECKLIST

### PART 2 - LOCAL REQUIREMENTS

In addition to the national requirements that MUST be submitted with your application, the following information may also be required:

#### APPLICATION FOR A LAWFUL DEVELOPMENT CERTIFICATE (proposed use or development)

3 copies of all plans, drawings (A3 size where possible) and other documentation (plus original) unless submitted electronically

All plans and drawings to indicate: paper size; key dimensions, scale bar indicating a minimum of 0-10m

All plans and drawings to have a drawing number

<u>DOCUMENTS/INFORMATION</u>	<u>WHEN REQUIRED</u>	<u>CONTACT</u>	<u>FURTHER INFORMATION</u>
Existing and proposed plans (elevations, floorplans and site survey) to a scale of 1:50 or 1:100	All applications except change of use or where no operational development involved	Planning Support: 01442 228339/228671	Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Planning Statement explaining why development considered lawful	All applications	Planning Support: 01442 228339/228671	Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Other Supporting Docs e.g Photographs, Photomontages, Artists Impressions, Street Scenes, Computer Generated Images	Any proposal where additional information would be beneficial	Planning Support: 01442 228339/228671	Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>

## VALIDATION CHECKLIST

### PART 2 - LOCAL REQUIREMENTS

In addition to the national requirements that MUST be submitted with your application, the following information may also be required:

#### APPLICATION FOR PRIOR NOTIFICATION OF PROPOSED DEVELOPMENT BY TELECOMMUNICATIONS CODE SYSTEM OPERATORS

3 copies of all plans, drawings (A3 size where possible) and other documentation (plus original) unless submitted electronically  
 All plans and drawings to indicate: paper size; key dimensions, scale bar indicating a minimum of 0-10m  
 All plans and drawings to have a drawing number

<u>DOCUMENTS/INFORMATION</u>	<u>WHEN REQUIRED</u>	<u>CONTACT</u>	<u>FURTHER INFORMATION</u>
Neighbour Notification Sheet	All applications, except where neighbouring addresses are unidentifiable	Planning Support: 01442 228339/228671	Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Planning Statement	All applications	Planning Support: 01442 228339/228671	Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Area of search	All applications	Planning Support: 01442 228339/228671	PPG8: Telecommunications
Details of alternative sites rejected with justification for rejecting them or explanation if no alternatives considered	All applications	Planning Support: 01442 228339/228671	PPG8: Telecommunications
Map showing relation ship of site to schools	All applications	Planning Support: 01442 228339/228671	PPG8: Telecommunications
Map showing relationship of site to other telecommunications equipment in area including coverage plots	All applications	Planning Support: 01442 228339/228671	PPG8: Telecommunications
Signed declaration that equipment and installation fully complies with	All applications	Planning Support: 01442 228339/228671	PPG8: Telecommunications

<u>ICNIRP requirements DOCUMENTS/INFORMATION</u>	<u>WHEN REQUIRED</u>	<u>CONTACT</u>	<u>FURTHER INFORMATION</u>
Supplementary Information Template (as Annex F of Code of Best Practice on Mobile Phone Network Development)	All applications	Planning Support: 01442 228339/228671	PPG8: Telecommunications
Technical Information including the frequency, modulation characteristics, power output and height of the proposed antenna	All applications	Planning Support: 01442 228339/228671	PPG8: Telecommunications
Technical justification - details about the purpose of the site and why the particular development is required	All applications	Planning Support: 01442 228339/228671	PPG8: Telecommunications
Visual Impact Assessment including plans/drawings showing details of the structures and installation	All applications	Planning Support: 01442 228339/228671	PPG8: Telecommunications
Details of enclosure	All applications	Planning Support: 01442 228339/228671	Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Details of means of access	All applications	Hertfordshire County Council Highway Authority: 01992 556120	Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Impact assessment on trees and wildlife	All applications	Trees and Woodlands: 01442 228529	Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Statement of Community Involvement	All applications	Planning Support: 01442 228339/228671	Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Other Supporting Docs e.g Photographs, Photomontages, Artists Impressions, Street Scenes, Computer Generated Images	Any proposal where additional information would be beneficial	Planning Support: 01442 228339/228671	Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>



## VALIDATION CHECKLIST

### PART 2 - LOCAL REQUIREMENTS

In addition to the national requirements that MUST be submitted with your application, the following information may also be required:

#### APPLICATION FOR PRIOR NOTIFICATION OF AGRICULTURAL OR FORESTRY DEVELOPMENT (excavation/waste material, proposed building, proposed fish tank (cage), proposed road)

3 copies of all plans, drawings (A3 size where possible) and other documentation (plus original) unless submitted electronically

All plans and drawings to indicate: paper size; key dimensions, scale bar indicating a minimum of 0-10m

All plans and drawings to have a drawing number

<u>DOCUMENTS/INFORMATION</u>	<u>WHEN REQUIRED</u>	<u>CONTACT</u>	<u>FURTHER INFORMATION</u>
Existing and proposed plans (elevations, floorplans and site survey) to a scale of 1:50 or 1:100	All applications	Planning Support: 01442 228339/228671	Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Planning Statement explaining agricultural need for development	All applications	Planning Support: 01442 228339/228671	Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Details of means of access	All implications	Hertfordshire County Council Highway Authority: 01992 556120	Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Visual Impact Assessment	If site within Chilterns AONB or other sensitive location	Planning Support: 01442 228339/228671	Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Other Supporting Docs e.g Photographs, Photomontages, Artists Impressions, Street Scenes, Computer Generated Images	Any proposal where additional information would be beneficial	Planning Support: 01442 228339/228671	Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>

## VALIDATION CHECKLIST

### PART 2 - LOCAL REQUIREMENTS

In addition to the national requirements that MUST be submitted with your application, the following information may also be required:

#### APPLICATION FOR PRIOR NOTIFICATION OF PROPOSED DEMOLITION

3 copies of all plans, drawings (A3 size where possible) and other documentation (plus original) unless submitted electronically  
All plans and drawings to indicate: paper size; key dimensions, scale bar indicating a minimum of 0-10m  
All plans and drawings to have a drawing number

<u>DOCUMENTS/INFORMATION</u>	<u>WHEN REQUIRED</u>	<u>CONTACT</u>	<u>FURTHER INFORMATION</u>
Structural Survey	Where demolition would affect/adjoin a Listed Building or conservation area or relates to a barn	Design and Conservation Team: 01442 228176	Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Planning Statement explaining reason for and method of demolition	All applications	Planning Support: 01442 228339/228671	Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Protected Species Survey and Assessment	See Table 1at Annex A	Hertfordshire Biological Records Centre: 01992 555220 Association of Local Government Ecologists: <a href="http://www.alge.org.uk">www.alge.org.uk</a> Herts & Middx Wildlife Trust: 01727 858901 Natural England: 01206 796666	PPS9: Biodiversity and Geological Conservation ODPM Circular 06/2005: Biodiversity and Geological Conservation
Tree survey/Arboricultural Implications	Where demolition likely to affect important trees	Ruth Chapman: 01442 228665	Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>

Other Supporting Docs e.g  
Photographs, Photomontages,  
Artists Impressions, Street Scenes,  
Computer Generated Images

All proposals

Planning Support: 01442  
228339/228671

Planning pages of DBC website:  
[www.dacorum.gov.uk](http://www.dacorum.gov.uk)

## VALIDATION CHECKLIST

### PART 2 - LOCAL REQUIREMENTS

In addition to the national requirements that MUST be submitted with your application, the following information may also be required:

#### APPLICATION FOR PLANNING PERMISSION AND LISTED BUILDING CONSENT

3 copies of all plans, drawings (A3 size where possible) and other documentation (plus original) unless submitted electronically

All plans and drawings to indicate: paper size; key dimensions, scale bar indicating a minimum of 0-10m

All plans and drawings to have a drawing number

<u>DOCUMENTS/INFORMATION</u>	<u>WHEN REQUIRED</u>	<u>CONTACT</u>	<u>FURTHER INFORMATION</u>
Neighbour Notification Sheet	All applications, except where neighbouring addresses are unidentifiable	Planning Support: 01442 228339/228671	Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Planning Statement	All applications other than minor operations such as shop front alterations	Planning Support: 01442 228339/228671	Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Car Parking Layout including details of Cycle Storage and Refuse Disposal	All applications other than minor operations such as shop front alterations	Hertfordshire County Council Highway Authority: 01992 556120	Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Details of Materials	All applications except change of use where no operational development involved	Planning Support: 01442 228339/228671	Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Sustainability Appraisal	All applications except change of use where no operational development involved or minor operations such as shop front alterations	Planning Support: 01442 228339/228671	Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>

<u>DOCUMENTS/INFORMATION</u>	<u>WHEN REQUIRED</u>	<u>CONTACT</u>	<u>FURTHER INFORMATION</u>
Energy Statement	All applications except change of use where no operational development involved or minor operations such as shop front alterations	Planning Support: 01442 228339/228671	PPS22: Renewable Energy Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a> Supplementary Planning Document for energy efficiency and conservation
Sustainable Urban Drainage System (SUDS) details	All applications involving hardstanding and car parking	Environment Agency: <a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a>	Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a> Supplementary Planning Document on Water Conservation
Foul Sewerage Assessment	All applications proposing septic tank or cesspit	Environment Agency: <a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a>	
Site Waste Management Plan	Major residential and industrial developments	Planning Support: 01442 228339/228671	DTI code of practice: Site Waste Management Plans; guidance for construction contractors and clients
Tree Survey/Arboricultural Report	Where there are existing trees on the site	Trees and Woodlands: 01442 228529	BS 5837: 2005 Trees in Relation to Construction Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Landscaping scheme	Where landscaping is required as part of the proposal	Trees and Woodlands: 01442 228529	BS 5837: 2005 Trees in Relation to Construction Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>

DOCUMENTS/INFORMATION

WHEN REQUIRED

CONTACT

FURTHER INFORMATION

Environmental Impact Statement

Town and Country Planning  
(Environmental Impact Assessment)  
(England and Wales) Regulations  
1999 (SI 1999 No. 293):  
Schedule 1 Development

Schedule 2 Projects following  
screening opinion that ES required

Planning Support: 01442  
228339/228671

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

Traffic Statement

Residential development of between  
50 and 80 units which would impact  
on the Trunk Road network

Highways Agency  
[www.highways.gsi.gov.uk](http://www.highways.gsi.gov.uk)  
Hertfordshire County Council  
Highway Authority: 01992 55221

Department for Transport Guidance  
on Transport Assessments (March  
2007)  
Department of Transport Circular  
02/2007, Planning and Strategic  
Road Network  
PPG13: Transport  
Planning pages of DBC website:  
[www.dacorum.gov.uk](http://www.dacorum.gov.uk)

Transport Assessment

All Large developments exceeding  
the following thresholds:  
80 residential units  
2500sqm B1 office development  
Other developments with equivalent  
Peak hour trip generation to above.  
Any development that materially  
adds to local congestion.  
Any development that may impact on  
the Trunk Road network

Highways Agency  
[www.highways.gsi.gov.uk](http://www.highways.gsi.gov.uk)  
Hertfordshire County Council  
Highway Authority: 01992 55221

Department for Transport  
Guidance on Transport Assessments  
(March 2007)  
Department of Transport Circular  
02/2007, Planning and Strategic Road  
Network  
PPG13: Transport  
Planning pages of DBC website:  
[www.dacorum.gov.uk](http://www.dacorum.gov.uk)

<u>DOCUMENTS/INFORMATION</u>	<u>WHEN REQUIRED</u>	<u>CONTACT</u>	<u>FURTHER INFORMATION</u>
Draft Travel Plan	All large commercial developments i.e.. Developments of 2500sqm or greater B1 office floorspace or equivalent trip generations Development that would generate local traffic problems as identified through a Transport Assessment	Hertfordshire County Council Highway Authority: 01992 556221	Department for Transport Guidance on Transport Assessments (March 2007) Department for Transport Circular 02/2007 Planning and Strategic Road Network PPG13: Transport. Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Structural Survey	All applications	Design and Conservation Team: 01442 228176	PPG15: Planning and the Historic Environment PPG16 Archaeology and Planning Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)	All applications	Design and Conservation Team: 01442 228176 Hertfordshire County Council Archaeologist: 01992 555244	PPG15: Planning and the Historic Environment PPG16 Planning and Archaeology Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Listed Buildings Appraisal	All applications	Design and Conservation Team: 01442 228176	PPG15: Planning and the Historic Environment Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Protected Species Survey and Assessment	See Table 1at Annex A	Hertfordshire Biological Records Centre: 01992 555220 Association of Local Government Ecologists: <a href="http://www.alge.org.uk">www.alge.org.uk</a> Herts & Middx Wildlife Trust: 01727 858901 Natural England: 01206 796666	PPS9: Biodiversity and Geological Conservation ODPM Circular 06/2005: Biodiversity and Geological Conservation

<u>DOCUMENTS/INFORMATION</u>	<u>WHEN REQUIRED</u>	<u>CONTACT</u>	<u>FURTHER INFORMATION</u>
Ecological /Geological Survey and Assessment	See Tables 2 and 3 at Annex A	Hertfordshire Biological Records Centre: 01992 555220 Association of Local Government Ecologists: <a href="http://www.alge.org.uk">www.alge.org.uk</a> Herts & Middx Wildlife Trust: 01727 858901 Natural England: 01206 796666	PPS9: Biodiversity and Geological Conservation ODPM Circular 06/2005: Biodiversity and Geological Conservation
Land Contamination Assessment Phase I Report	Sites on or within the vicinity of potentially contaminated former land uses (e.g. any industrial use including gas works, chemical works/storage, landfill sites, bulk fuel storage facilities (including petrol filling stations), sewage works) and/or sites with a sensitive end use that could be particularly vulnerable to the presence of any contamination (e.g. housing with gardens, schools, nurseries or allotments)	Environmental Health: 01442 228863 Environment Agency: <a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a>	PPS23: Planning and Pollution Control Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Phase II Report and Remediation Statement	When Phase I Report shows that site is likely to be affected by land contamination		
Lighting Assessment	Applications involving external lighting	Environmental Health: 01442 228863	Appendix 8 of Dacorum Borough Local Plan Institute of Lighting Engineers: Reduction of Light Pollution Guidance Note
Lighting Scheme	Applications involving external lighting	Planning Support: 01442 228339/228671	Appendix 8 of Dacorum Borough Local Plan Institute of Lighting Engineers: Reduction of Light Pollution Guidance Note



<u>DOCUMENTS/INFORMATION</u>	<u>WHEN REQUIRED</u>	<u>CONTACT</u>	<u>FURTHER INFORMATION</u>
Air Quality Assessment	Development proposals that impact on air quality or are potential pollutants	Environmental Health: 01442 228863	PPS23: Planning and Pollution Control
Noise Impact Assessment	Development proposals that raise issues of disturbance or are considered to be a noise sensitive development	Environmental Health: 01442 228863	PPG24: Planning and Noise
Sound Insulation Details	Applications involving buildings in multiple residential use or mixed use schemes	Environmental Health: 01442 228863	
Flood Risk Assessment	If site is within an area liable to flooding If site within flood zones 2 and 3 Operational development of 1ha or greater	Environment Agency: <a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a>	PPS25: Development and Flood Risk Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Employment/Regeneration Statement	Development proposals impacting on the local economy	Development Plans: 01442 228660	PPG4: Industrial, commercial development and small firms Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Retail Impact Assessment and Sequential Test	Development proposals for retail development on edge of or outside of town centre locations	Development Plans: 01442 228660	PPS6: Planni Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Sport/Recreation/Leisure Use Appraisal	Development proposals involving new leisure uses or loss of existing use/land	Development Plans: 01442 228660	PPG17: Planning for Open Space, Sport and Recreation Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>

<u>DOCUMENTS/INFORMATION</u>	<u>WHEN REQUIRED</u>	<u>CONTACT</u>	<u>FURTHER INFORMATION</u>
Open Space Assessment	Development proposals involving new public open space provision or loss of existing open space	Parks and Open spaces Manager: 01442 228788	PPG17: Planning for Open Space, Sport and Recreation Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Affordable Housing Statement	On appropriately sized housing sites as set out in the Dacorum Borough Local Plan	Development Plans: 01442 228660 Housing Enabling Officer: 01442 228526	PPS3: Housing Policy 20 of the Dacorum Borough Local Plan Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Daylight/Sunlight Assessment	Applications where there is likely impact on current levels of sunlight/daylight of adjacent buildings	Planning Support: 01442 228339/228671	Building Research Establishment (BRE) guidelines on daylighting assessments Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Ventilation/Extraction Statement	Applications involving the preparation of hot food e.g. restaurants, takeaways etc.	Environmental Health: 01442 228863	Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Crime Prevention Measures to be included within the Design and Access Statement	All applications requiring a Design and Access Statement	Crime Prevention Officer: 01442 271045	Planning pages of DBC web site: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Safer Places Statement	All major planning applications	Crime Prevention Officer: 01442 271045	Planning pages of DBC web site: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>

DOCUMENTS/INFORMATION

WHEN REQUIRED

CONTACT

FURTHER INFORMATION

Planning Obligations -Draft Heads of Terms

To be ascertained at pre-application stage involving:  
Any application requiring financial contributions  
Applications requiring provision of affordable housing  
Any application requiring provision of social or community facility  
Applications involving transfer of land or facilities  
Any application involving off-site works/improvements or provision of off-site facilities

Pre-app case officer  
For procedural matters - Planning Solicitor: 01442 228236

Planning pages of DBC web site:  
[www.dacorum.gov.uk](http://www.dacorum.gov.uk)

Statement of Community Involvement

Major applications

Planning Support: 01442 228339/228671

Creating Local Development Frameworks: A Companion Guide to PPS12 (Chapter 12)  
Planning pages of DBC web site:  
[www.dacorum.gov.uk](http://www.dacorum.gov.uk)

Other Supporting Docs e.g Photographs, Photomontages, Artists Impressions, Street Scenes, Computer Generated Images

Any proposal where additional information would be beneficial

Planning Support: 01442 228339/228671

Planning pages of DBC web site:  
[www.dacorum.gov.uk](http://www.dacorum.gov.uk)

## VALIDATION CHECKLIST

### PART 2 - LOCAL REQUIREMENTS

In addition to the national requirements that MUST be submitted with your application, the following information may also be required:

#### HOUSEHOLDER APPLICATION FOR PLANNING PERMISSION AND LISTED BUILDING CONSENT

3 copies of all plans, drawings (A3 size where possible) and other documentation (plus original) unless submitted electronically  
All plans and drawings to indicate: paper size; key dimensions, scale bar indicating a minimum of 0-10m  
All plans and drawings to have a drawing number

<u>DOCUMENTS/INFORMATION</u>	<u>WHEN REQUIRED</u>	<u>CONTACT</u>	<u>FURTHER INFORMATION</u>
Neighbour Notification Sheet	All applications, except where neighbouring addresses are unidentifiable	Planning Support: 01442 228339/228671	Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Car Parking Layout	All applications	Hertfordshire County Council Highway Authority: 01992 556120	Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Details of Materials	All applications	Planning Support: 01442 228339/228671	Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Tree Survey/Arboricultural Report	Where there are existing trees on the site likely to be affected by the development	Trees and Woodlands: 01442 228529	BS 5837: 2005 Trees in Relation to Construction Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Landscaping scheme	Where landscaping is required as part of the proposal	Trees and Woodlands: 01442 228529	BS 5837: 2005 Trees in Relation to Construction Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>

<u>DOCUMENTS/INFORMATION</u>	<u>WHEN REQUIRED</u>	<u>CONTACT</u>	<u>FURTHER INFORMATION</u>
Level survey showing existing and proposed levels	Where there are level changes within site or between site and adjoining land	Planning Support: 01442 228339/228671	
Archaeological Assessment	Application involving alterations at ground level in area of archaeological significance	Hertfordshire County Council Archaeologist: 01992 555244	PPG16: Archaeology and Planning
Listed Buildings Appraisal	All applications	Design and Conservation Team: 01442 228176	PPG15: Planning and the Historic Environment Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Protected Species Survey and Assessment	See Table 1 at Annex A	Hertfordshire Biological Records Centre: 01992 555220 Association of Local Government Ecologists: <a href="http://www.alge.org.uk">www.alge.org.uk</a> Herts & Middx Wildlife Trust: 01727 858901 Natural England: 01206 796666	PPS9: Biodiversity and Geological Conservation ODPM Circular 06/2005: Biodiversity and Geological Conservation
Ecological /Geological Survey and Assessment	See Tables 2 and 3 at Annex A	Hertfordshire Biological Records Centre: 01992 555220 Association of Local Government Ecologists: <a href="http://www.alge.org.uk">www.alge.org.uk</a> Herts & Middx Wildlife Trust: 01727 858901 Natural England: 01206 796666	PPS9: Biodiversity and Geological Conservation ODPM Circular 06/2005: Biodiversity and Geological Conservation
Flood Risk Assessment	If site is within an area liable to flooding If site within flood zones 2 and 3	Environment Agency: <a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a>	PPS25: Development and Flood Risk Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>

DOCUMENTS/INFORMATION

WHEN REQUIRED

CONTACT

FURTHER INFORMATION

Daylight/Sunlight Assessment

Applications where there is likely impact on current levels of sunlight/daylight of adjacent buildings

Planning Support: 01442 228339/228671

Building Research Establishment (BRE) guidelines on daylighting assessments  
Planning pages of DBC website:  
[www.dacorum.gov.uk](http://www.dacorum.gov.uk)

Other Supporting Docs e.g Photographs, Photomontages, Artists Impressions, Street Scenes, Computer Generated Images

Any proposal where additional information would be beneficial

Planning Support: 01442 228339/228671

Planning pages of DBC web site:  
[www.dacorum.gov.uk](http://www.dacorum.gov.uk)

## VALIDATION CHECKLIST

### PART 2 - LOCAL REQUIREMENTS

In addition to the national requirements that MUST be submitted with your application, the following information may also be required:

#### APPLICATION FOR PLANNING PERMISSION AND CONSERVATION AREA CONSENT

3 copies of all plans, drawings (A3 size where possible) and other documentation (plus original) unless submitted electronically

All plans and drawings to indicate: paper size; key dimensions, scale bar indicating a minimum of 0-10m

All plans and drawings to have a drawing number

<u>DOCUMENTS/INFORMATION</u>	<u>WHEN REQUIRED</u>	<u>CONTACT</u>	<u>FURTHER INFORMATION</u>
Neighbour Notification Sheet	All applications, except where neighbouring addresses are unidentifiable	Planning Support: 01442 228339/228671	Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Planning Statement	All applications other than minor operations such as shop front alterations	Planning Support: 01442 228339/228671	Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Car Parking Layout including details of Cycle Storage and Refuse Disposal	All applications other than minor operations such as shop front alterations	Hertfordshire County Council Highway Authority: 01992 556120	Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Details of Materials	All applications except change of use where no operational development involved	Planning Support: 01442 228339/228671	Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Sustainability Appraisal	All applications except change of use where no operational development involved or minor operations such as shop front alterations	Planning Support: 01442 228339/228671	Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>

<u>DOCUMENTS/INFORMATION</u>	<u>WHEN REQUIRED</u>	<u>CONTACT</u>	<u>FURTHER INFORMATION</u>
Energy Statement	All applications except change of use where no operational development involved or minor operations such as shop front alterations	Planning Support: 01442 228339/228671	PPS22: Renewable Energy Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a> Supplementary Planning Document for energy efficiency and conservation
Sustainable Urban Drainage System (SUDS) details	All applications involving hardstanding and car parking	Environment Agency: <a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a>	Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a> Supplementary Planning Document on Water Conservation
Foul Sewerage Assessment	All applications proposing septic tank or cesspit	Environment Agency: <a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a>	
Site Waste Management Plan	Major residential and industrial developments	Planning Support: 01442 228339/228671	DTI code of practice: Site Waste Management Plans; guidance for construction contractors and clients
Tree Survey/Arboricultural Report	Where there are existing trees on the site	Trees and Woodlands: 01442 228529	BS 5837: 2005 Trees in Relation to Construction Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Landscaping scheme	Where landscaping is required as part of the proposal	Trees and Woodlands: 01442 228529	BS 5837: 2005 Trees in Relation to Construction Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>



DOCUMENTS/INFORMATION

WHEN REQUIRED

CONTACT

FURTHER INFORMATION

Environmental Impact Statement

Town and Country Planning  
(Environmental Impact Assessment)  
(England and Wales) Regulations  
1999 (SI 1999 No. 293):  
Schedule 1 Development  
Schedule 2 Projects following  
screening opinion that ES required

Planning Support: 01442  
228339/228671

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

Traffic Statement

Residential development of between  
50 and 80 units which would impact  
on the Trunk Road network

Highways Agency  
[www.highways.gsi.gov.uk](http://www.highways.gsi.gov.uk)  
Hertfordshire County Council  
Highway Authority: 01992 55221

Department for Transport Guidance  
on Transport Assessments (March  
2007)  
Department of Transport Circular  
02/2007, Planning and Strategic  
Road Network  
PPG13: Transport  
Planning pages of DBC website:  
[www.dacorum.gov.uk](http://www.dacorum.gov.uk)

Transport Assessment

All Large developments exceeding  
the following thresholds:  
80 residential units  
2500sqm B1 office development  
Other developments with equivalent  
Peak hour trip generation to above.  
Any development that materially  
adds to local congestion.  
Any development that may impact on  
the Trunk Road network

Highways Agency  
[www.highways.gsi.gov.uk](http://www.highways.gsi.gov.uk)  
Hertfordshire County Council  
Highway Authority: 01992 55221

Department for Transport Guidance  
on Transport Assessments (March  
2007)  
Department of Transport Circular  
02/2007, Planning and Strategic  
Road Network  
PPG13: Transport  
Planning pages of DBC website:  
[www.dacorum.gov.uk](http://www.dacorum.gov.uk)

DOCUMENTS/INFORMATION

WHEN REQUIRED

CONTACT

FURTHER INFORMATION

Draft Travel Plan

All large commercial developments i.e.. Developments of 2500sqm or greater B1 office floorspace or equivalent trip generations  
Development that would generate local traffic problems as identified through a Transport Assessment

Hertfordshire County Council  
Highway Authority: 01992 556221

Department for Transport Guidance on Transport Assessments (March 2007)  
Department for Transport Circular 02/2007 Planning and Strategic Road Network  
PPG13: Transport.  
Planning pages of DBC website:  
[www.dacorum.gov.uk](http://www.dacorum.gov.uk)

Structural Survey

All applications

Design and Conservation Team:  
01442 228176

PPG15: Planning and the Historic Environment  
PPG16 Archaeology and Planning  
Planning pages of DBC website: [www.dacorum.gov.uk](http://www.dacorum.gov.uk)

Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)

All applications

Design and Conservation Team:  
01442 228176  
Hertfordshire County Council  
Archaeologist: 01992 555244

PPG15: Planning and the Historic Environment  
PPG16 Planning and Archaeology  
Planning pages of DBC website:  
[www.dacorum.gov.uk](http://www.dacorum.gov.uk)

Conservation Area Appraisal

All applications

Design and Conservation Team:  
01442 228176

PPG15: Planning and the Historic Environment  
Planning pages of DBC website: [www.dacorum.gov.uk](http://www.dacorum.gov.uk)

Protected Species Survey and Assessment

See Table 1at Annex A

Hertfordshire Biological Records Centre: 01992 555220  
Association of Local Government Ecologists: [www.alge.org.uk](http://www.alge.org.uk)  
Herts & Middx Wildlife Trust: 01727 858901  
Natural England: 01206 796666

PPS9: Biodiversity and Geological Conservation  
ODPM Circular 06/2005: Biodiversity and Geological Conservation

DOCUMENTS/INFORMATION

WHEN REQUIRED

CONTACT

FURTHER INFORMATION

Ecological /Geological Survey and Assessment

See Tables 2 and 3 at Annex A

Hertfordshire Biological Records Centre: 01992 555220  
Association of Local Government Ecologists: [www.alge.org.uk](http://www.alge.org.uk)  
Herts & Middx Wildlife Trust: 01727 858901  
Natural England: 01206 796666

PPS9: Biodiversity and Geological Conservation  
ODPM Circular 06/2005: Biodiversity and Geological Conservation

Land Contamination Assessment Report

Phase I

Sites on or within the vicinity of potentially contaminated former land uses (e.g. any industrial use including gas works, chemical works/storage, landfill sites, bulk fuel storage facilities (including petrol filling stations), sewage works) and/or sites with a sensitive end use that could be particularly vulnerable to the presence of any contamination (e.g. housing with gardens, schools, nurseries or allotments)

Environmental Health: 01442 228863  
Environment Agency: [www.environment-agency.gov.uk](http://www.environment-agency.gov.uk)

PPS23: Planning and Pollution Control  
Planning pages of DBC website: [www.dacorum.gov.uk](http://www.dacorum.gov.uk)

Phase II Report and Remediation Statement

When Phase I Report shows that site is likely to be affected by land contamination

Lighting Assessment

Applications involving external lighting

Environmental Health: 01442 228863

Appendix 8 of Dacorum Borough Local Plan  
Institute of Lighting Engineers: Reduction of Light Pollution Guidance Note

<u>DOCUMENTS/INFORMATION</u>	<u>WHEN REQUIRED</u>	<u>CONTACT</u>	<u>FURTHER INFORMATION</u>
Lighting Scheme	Applications involving external lighting	Planning Support: 01442 228339/228671	Appendix 8 of Dacorum Borough Local Plan Institute of Lighting Engineers: Reduction of Light Pollution Guidance Note
Air Quality Assessment	Development proposals that impact on air quality or are potential pollutants	Environmental Health: 01442 228863	PPS23: Planning and Pollution Control
Noise Impact Assessment	Development proposals that raise issues of disturbance or are considered to be a noise sensitive development	Environmental Health: 01442 228863	PPG24: Planning and Noise
Sound Insulation Details	Applications involving buildings in multiple residential use or mixed use schemes	Environmental Health: 01442 228863	
Flood Risk Assessment	If site is within an area liable to flooding If site within flood zones 2 and 3 Operational development of 1ha or greater	Environment Agency: <a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a>	PPS25: Development and Flood Risk Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Employment/Regeneration Statement	Development proposals impacting on the local economy	Development Plans: 01442 228660	PPG4: Industrial, commercial development and small firms Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>

<u>DOCUMENTS/INFORMATION</u>	<u>WHEN REQUIRED</u>	<u>CONTACT</u>	<u>FURTHER INFORMATION</u>
Retail Impact Assessment and Sequential Test	Development proposals for retail development on edge of or outside of town centre locations	Development Plans: 01442 228660	PPS6: Planning for Town Centres Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Sport/Recreation/Leisure Use Appraisal	Development proposals involving new leisure uses or loss of existing use/land	Development Plans: 01442 228660	PPG17: Planning for Open Space, Sport and Recreation Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Open Space Assessment	Development proposals involving new public open space provision or loss of existing open space	Parks and Open spaces Manager: 01442 228788	PPG17: Planning for Open Space, Sport and Recreation Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Affordable Housing Statement	On appropriately sized housing sites as set out in the Dacorum Borough Local Plan	Development Plans: 01442 228660 Housing Enabling Officer: 01442 228526	PPS3: Housing Policy 20 of the Dacorum Borough Local Plan Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Daylight/Sunlight Assessment	Applications where there is likely impact on current levels of sunlight/daylight of adjacent buildings	Planning Support: 01442 228339/228671	Building Research Establishment (BRE) guidelines on daylighting assessments Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Ventilation/Extraction Statement	Applications involving the preparation of hot food e.g. restaurants, takeaways etc.	Environmental Health: 01442 228863	Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Crime Prevention Measures to be included within the Design and Access Statement	All applications requiring a Design and Access Statement	Crime Prevention Officer: 01442 271045	Planning pages of DBC web site: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>

<u>DOCUMENTS/INFORMATION</u>	<u>WHEN REQUIRED</u>	<u>CONTACT</u>	<u>FURTHER INFORMATION</u>
Safer Places Statement	All major planning applications	Crime Prevention Officer: 01442 271045	Planning pages of DBC web site: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Planning Obligations -Draft Heads of Terms	To be ascertained at pre-application stage involving: Any application requiring financial contributions Applications requiring provision of affordable housing Any application requiring provision of social or community facility Applications involving transfer of land or facilities Any application involving off-site works/improvements or provision of off-site facilities	Pre-app case officer For procedural matters - Planning Solicitor: 01442 228236	Planning pages of DBC web site: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Statement of Community Involvement	Major applications	Planning Support: 01442 228339/228671	Creating Local Development Frameworks: A Companion Guide to PPS12 (Chapter 12) Planning pages of DBC web site: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Other Supporting Docs e.g Photographs, Photomontages, Artists Impressions, Street Scenes, Computer Generated Images	Any proposal where additional information would be beneficial	Planning Support: 01442 228339/228671	Planning pages of DBC web site: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>

## VALIDATION CHECKLIST

### PART 2 - LOCAL REQUIREMENTS

In addition to the national requirements that MUST be submitted with your application, the following information may also be required:

#### HOUSEHOLDER APPLICATION FOR PLANNING PERMISSION AND CONSERVATION AREA CONSENT

3 copies of all plans, drawings (A3 size where possible) and other documentation (plus original) unless submitted electronically  
All plans and drawings to indicate: paper size; key dimensions, scale bar indicating a minimum of 0-10m  
All plans and drawings to have a drawing number

<u>DOCUMENTS/INFORMATION</u>	<u>WHEN REQUIRED</u>	<u>CONTACT</u>	<u>FURTHER INFORMATION</u>
Neighbour Notification Sheet	All applications, except where neighbouring addresses are unidentifiable	Planning Support: 01442 228339/228671	Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Car Parking Layout	All applications	Hertfordshire County Council Highway Authority: 01992 556120	Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Details of Materials	All applications	Planning Support: 01442 228339/228671	Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Tree Survey/Arboricultural Report	Where there are existing trees on the site likely to be affected by the development	Trees and Woodlands: 01442 228529	BS 5837: 2005 Trees in Relation to Construction Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Landscaping scheme	Where landscaping is required as part of the proposal	Trees and Woodlands: 01442 228529	BS 5837: 2005 Trees in Relation to Construction Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>

<u>DOCUMENTS/INFORMATION</u>	<u>WHEN REQUIRED</u>	<u>CONTACT</u>	<u>FURTHER INFORMATION</u>
Level survey showing existing and proposed levels	Where there are level changes within site or between site and adjoining land	Planning Support: 01442 228339/228671	
Archaeological Assessment	Application involving alterations at ground level in area of archaeological significance	Hertfordshire County Council Archaeologist: 01992 555244	PPG16: Archaeology and Planning
Conservation Area Appraisal	All applications	Design and Conservation Team: 01442 228176	PPG15: Planning and the Historic Environment Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Protected Species Survey and Assessment	See Table 1 at Annex A	Hertfordshire Biological Records Centre: 01992 555220 Association of Local Government Ecologists: <a href="http://www.alge.org.uk">www.alge.org.uk</a> Herts & Middx Wildlife Trust: 01727 858901 Natural England: 01206 796666	PPS9: Biodiversity and Geological Conservation ODPM Circular 06/2005: Biodiversity and Geological Conservation
Ecological /Geological Survey and Assessment	See Tables 2 and 3 at Annex A	Hertfordshire Biological Records Centre: 01992 555220 Association of Local Government Ecologists: <a href="http://www.alge.org.uk">www.alge.org.uk</a> Herts & Middx Wildlife Trust: 01727 858901 Natural England: 01206 796666	PPS9: Biodiversity and Geological Conservation ODPM Circular 06/2005: Biodiversity and Geological Conservation
Flood Risk Assessment	If site is within an area liable to flooding If site within flood zones 2 and 3	Environment Agency: <a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a>	PPS25: Development and Flood Risk Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>



DOCUMENTS/INFORMATION

WHEN REQUIRED

CONTACT

FURTHER INFORMATION

Daylight/Sunlight Assessment

Applications where there is likely impact on current levels of sunlight/daylight of adjacent buildings

Planning Support: 01442 228339/228671

Building Research Establishment (BRE) guidelines on daylighting assessments  
Planning pages of DBC website:  
[www.dacorum.gov.uk](http://www.dacorum.gov.uk)

Other Supporting Docs e.g Photographs, Photomontages, Artists Impressions, Street Scenes, Computer Generated Images

Any proposal where additional information would be beneficial

Planning Support: 01442 228339/228671

Planning pages of DBC web site:  
[www.dacorum.gov.uk](http://www.dacorum.gov.uk)

## VALIDATION CHECKLIST

### PART 2 - LOCAL REQUIREMENTS

In addition to the national requirements that MUST be submitted with your application, the following information may also be required:

#### APPLICATION FOR PLANNING PERMISSION AND CONSENT TO DISPLAY AN ADVERTISEMENT(S)

3 copies of all plans, drawings (A3 size where possible) and other documentation (plus original) unless submitted electronically

All plans and drawings to indicate: paper size; key dimensions, scale bar indicating a minimum of 0-10m

All plans and drawings to have a drawing number

<u>DOCUMENTS/INFORMATION</u>	<u>WHEN REQUIRED</u>	<u>CONTACT</u>	<u>FURTHER INFORMATION</u>
Neighbour Notification Sheet	All applications, except where neighbouring addresses are unidentifiable	Planning Support: 01442 228339/228671	Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Planning Statement	All applications other than minor operations such as shop front alterations	Planning Support: 01442 228339/228671	Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Car Parking Layout including details of Cycle Storage and Refuse Disposal	All applications other than minor operations such as shop front alterations	Hertfordshire County Council Highway Authority: 01992 556120	Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Details of Materials	All applications except change of use where no operational development involved	Planning Support: 01442 228339/228671	Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Sustainability Appraisal	All applications except change of use where no operational development involved or minor operations such as shop front alterations	Planning Support: 01442 228339/228671	Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>

<u>DOCUMENTS/INFORMATION</u>	<u>WHEN REQUIRED</u>	<u>CONTACT</u>	<u>FURTHER INFORMATION</u>
Energy Statement	All applications except change of use where no operational development involved or minor operations such as shop front alterations	Planning Support: 01442 228339/228671	PPS22: Renewable Energy Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a> Supplementary Planning Document for energy efficiency and conservation
Sustainable Urban Drainage System (SUDS) details	All applications involving hardstanding and car parking	Environment Agency: <a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a>	Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a> Supplementary Planning Document on Water Conservation
Foul Sewerage Assessment	All applications proposing septic tank or cesspit	Environment Agency: <a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a>	
Site Waste Management Plan	Major residential and industrial developments	Planning Support: 01442 228339/228671	DTI code of practice: Site Waste Management Plans; guidance for construction contractors and clients
Tree Survey/Arboricultural Report	Where there are existing trees on the site	Trees and Woodlands: 01442 228529	BS 5837: 2005 Trees in Relation to Construction Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Landscaping scheme	Where landscaping is required as part of the proposal	Trees and Woodlands: 01442 228529	BS 5837: 2005 Trees in Relation to Construction Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>

<u>DOCUMENTS/INFORMATION</u>	<u>WHEN REQUIRED</u>	<u>CONTACT</u>	<u>FURTHER INFORMATION</u>
Environmental Impact Statement	Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 (SI 1999 No. 293): Schedule 1 Development Schedule 2 Projects following screening opinion that ES required	Planning Support: 01442 228339/228671	Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 (SI 1999 No. 293)
Traffic Statement	Residential development of between 50 and 80 units which would impact on the Trunk Road network	Highways Agency <a href="http://www.highways.gsi.gov.uk">www.highways.gsi.gov.uk</a> Hertfordshire County Council Highway Authority: 01992 55221	Department for Transport Guidance on Transport Assessments (March 2007) Department of Transport Circular 02/2007, Planning and Strategic Road Network PPG13: Transport Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Transport Assessment	All Large developments exceeding the following thresholds: 80 residential units 2500sqm B1 office development Other developments with equivalent Peak hour trip generation to above. Any development that materially adds to local congestion. Any development that may impact on the Trunk Road network	Highways Agency <a href="http://www.highways.gsi.gov.uk">www.highways.gsi.gov.uk</a> Hertfordshire County Council Highway Authority: 01992 55221	Department for Transport Guidance on Transport Assessments (March 2007) Department of Transport Circular 02/2007, Planning and Strategic Road Network PPG13: Transport Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>

<u>DOCUMENTS/INFORMATION</u>	<u>WHEN REQUIRED</u>	<u>CONTACT</u>	<u>FURTHER INFORMATION</u>
Draft Travel Plan	All large commercial developments i.e.. Developments of 2500sqm or greater B1 office floorspace or equivalent trip generations Development that would generate local traffic problems as identified through a Transport Assessment	Hertfordshire County Council Highway Authority: 01992 556221	Department for Transport Guidance on Transport Assessments (March 2007) Department for Transport Circular 02/2007 Planning and Strategic Road Network PPG13: Transport. Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Structural Survey	All applications	Design and Conservation Team: 01442 228176	PPG15: Planning and the Historic Environment PPG16 Archaeology and Planning Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)	All applications	Design and Conservation Team: 01442 228176 Hertfordshire County Council Archaeologist: 01992 555244	PPG15: Planning and the Historic Environment PPG16 Planning and Archaeology Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Conservation Area Appraisal	All applications	Design and Conservation Team: 01442 228176	PPG15: Planning and the Historic Environment Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Listed Buildings Appraisal	All applications	Design and Conservation Team: 01442 228176	PPG15: Planning and the Historic Environment Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>

DOCUMENTS/INFORMATION

WHEN REQUIRED

CONTACT

FURTHER INFORMATION

Protected Species Survey and Assessment

See Table 1 at Annex A

Hertfordshire Biological Records Centre: 01992 555220  
Association of Local Government Ecologists: [www.alge.org.uk](http://www.alge.org.uk)  
Herts & Middx Wildlife Trust: 01727 858901  
Natural England: 01206 796666

PPS9: Biodiversity and Geological Conservation  
ODPM Circular 06/2005: Biodiversity and Geological Conservation

Ecological /Geological Survey and Assessment

See Tables 2 and 3 at Annex A

Hertfordshire Biological Records Centre: 01992 555220  
Association of Local Government Ecologists: [www.alge.org.uk](http://www.alge.org.uk)  
Herts & Middx Wildlife Trust: 01727 858901  
Natural England: 01206 796666

PPS9: Biodiversity and Geological Conservation  
ODPM Circular 06/2005: Biodiversity and Geological Conservation

Land Contamination Assessment Phase I Report

Sites on or within the vicinity of potentially contaminated former land uses (e.g. any industrial use including gas works, chemical works/storage, landfill sites, bulk fuel storage facilities (including petrol filling stations), sewage works) and/or sites with a sensitive end use that could be particularly vulnerable to the presence of any contamination (e.g. housing with gardens, schools, nurseries or allotments)

Environmental Health: 01442 228863  
Environment Agency: [www.environment-agency.gov.uk](http://www.environment-agency.gov.uk)

PPS23: Planning and Pollution Control  
Planning pages of DBC website: [www.dacorum.gov.uk](http://www.dacorum.gov.uk)

Phase II Report and Remediation Statement

When Phase I Report shows that site is likely to be affected by land contamination

<u>DOCUMENTS/INFORMATION</u>	<u>WHEN REQUIRED</u>	<u>CONTACT</u>	<u>FURTHER INFORMATION</u>
Lighting Assessment	Applications involving external lighting	Environmental Health: 01442 228863 Hertfordshire County Council Highway Authority: 01992 556221	Appendix 8 of Dacorum Borough Local Plan Institute of Lighting Engineers: Reduction of Light Pollution Guidance Note
Lighting Scheme	Applications involving external lighting	Planning Support: 01442 228339/228671	Appendix 8 of Dacorum Borough Local Plan Institute of Lighting Engineers: Reduction of Light Pollution Guidance Note
Air Quality Assessment	Development proposals that impact on air quality or are potential pollutants	Environmental Health: 01442 228863	PPS23: Planning and Pollution Control
Noise Impact Assessment	Development proposals that raise issues of disturbance or are considered to be a noise sensitive development	Environmental Health: 01442 228863	PPG24: Planning and Noise
Sound Insulation Details	Applications involving buildings in multiple residential use or mixed use schemes	Environmental Health: 01442 228863	
Flood Risk Assessment	If site is within an area liable to flooding If site within flood zones 2 and 3 Operational development of 1ha or greater	Environment Agency: <a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a>	PPS25: Development and Flood Risk Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Employment/Regeneration Statement	Development proposals impacting on the local economy	Development Plans: 01442 228660	PPG4: Industrial, commercial development and small firms Planning pages of DBC website:

<u>DOCUMENTS/INFORMATION</u>	<u>WHEN REQUIRED</u>	<u>CONTACT</u>	<u><a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a></u> <u>FURTHER INFORMATION</u>
Retail Impact Assessment and Sequential Test	Development proposals for retail development on edge of or outside of town centre locations	Development Plans: 01442 228660	PPS6: Planning for Town Centres Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Sport/Recreation/Leisure Use Appraisal	Development proposals involving new leisure uses or loss of existing use/land	Development Plans: 01442 228660	PPG17: Planning for Open Space, Sport and Recreation Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Open Space Assessment	Development proposals involving new public open space provision or loss of existing open space	Parks and Open spaces Manager: 01442 228788	PPG17: Planning for Open Space, Sport and Recreation Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Affordable Housing Statement	On appropriately sized housing sites as set out in the Dacorum Borough Local Plan	Development Plans: 01442 228660 Housing Enabling Officer: 01442 228526	PPS3: Housing Policy 20 of the Dacorum Borough Local Plan Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Daylight/Sunlight Assessment	Applications where there is likely impact on current levels of sunlight/daylight of adjacent buildings	Planning Support: 01442 228339/228671	Building Research Establishment (BRE) guidelines on daylighting assessments Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Ventilation/Extraction Statement	Applications involving the preparation of hot food e.g. restaurants, takeaways etc.	Environmental Health: 01442 228863	Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Crime Prevention Measures to be included within the Design and Access Statement	All applications requiring a Design and Access Statement	Crime Prevention Officer: 01442 271045	Planning pages of DBC web site: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>



<u>DOCUMENTS/INFORMATION</u>	<u>WHEN REQUIRED</u>	<u>CONTACT</u>	<u>FURTHER INFORMATION</u>
Safer Places Statement	All major planning applications	Crime Prevention Officer: 01442 271045	Planning pages of DBC web site: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Planning Obligations -Draft Heads of Terms	To be ascertained at pre-application stage involving: Any application requiring financial contributions Applications requiring provision of affordable housing Any application requiring provision of social or community facility Applications involving transfer of land or facilities Any application involving off-site works/improvements or provision of off-site facilities	Pre-app case officer For procedural matters - Planning Solicitor: 01442 228236	Planning pages of DBC web site: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Statement of Community Involvement	Major applications	Planning Support: 01442 228339/228671	Creating Local Development Frameworks: A Companion Guide to PPS12 (Chapter 12) Planning pages of DBC web site: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Other Supporting Docs e.g Photographs, Photomontages, Artists Impressions, Street Scenes, Computer Generated Images	Any proposal where additional information would be beneficial	Planning Support: 01442 228339/228671	Planning pages of DBC web site: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>

## VALIDATION CHECKLIST

### PART 2 - LOCAL REQUIREMENTS

In addition to the national requirements that MUST be submitted with your application, the following information may also be required:

#### APPLICATION FOR LISTED BUILDING CONSENT AND CONSENT TO DISPLAY AN ADVERTISEMENT(S)

3 copies of all plans, drawings (A3 size where possible) and other documentation (plus original) unless submitted electronically  
 All plans and drawings to indicate: paper size; key dimensions, scale bar indicating a minimum of 0-10m  
 All plans and drawings to have a drawing number

<u>DOCUMENTS/INFORMATION</u>	<u>WHEN REQUIRED</u>	<u>CONTACT</u>	<u>FURTHER INFORMATION</u>
Details of Materials	All applications	Planning Support: 01442 228339/228671	Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Listed Buildings Appraisal	All applications	Design and Conservation Team: 01442 228176	PPG15: Planning and the Historic Environment Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)	All applications	Design and Conservation Team: 01442 228176 Hertfordshire County Council Archaeologist: 01992 555244	PPG15: Planning and the Historic Environment PPG16 Planning and Archaeology Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Lighting Assessment	Where illuminated advertisements are proposed	Environmental Health: 01442 228863 Hertfordshire County Council Highway Authority: 01992 556221	Appendix 8 of Dacorum Borough Local Plan Institute of Lighting Engineers: Reduction of Light Pollution
Other Supporting Docs e.g Photographs, Photomontages, Artists Impressions, Street Scenes, Computer Generated Images	Any proposal where additional information would be beneficial	Planning Support: 01442 228339/228671	Planning pages of DBC web site: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>

## VALIDATION CHECKLIST

### PART 2 - LOCAL REQUIREMENTS

In addition to the national requirements that MUST be submitted with your application, the following information may also be required:

APPLICATION FOR TREE WORKS (Works to trees subject to a preservation order (TPO ) and/or notification of proposed works to trees in conservation areas (CA))

3 copies of all plans, drawings (A3 size where possible) and other documentation (plus original) unless submitted electronically

All plans and drawings to indicate: paper size; key dimensions, scale bar indicating a minimum of 0-10m

All plans and drawings to have a drawing number

<u>DOCUMENTS/INFORMATION</u>	<u>WHEN REQUIRED</u>	<u>CONTACT</u>	<u>FURTHER INFORMATION</u>
Site plan showing location of trees to an OS base (scale of 1:1250 or 1:2500)	All applications	Planning Support: 01442 228339/228671	
Other Supporting Docs e.g Photographs, Photomontages, Artists Impressions, Street Scenes, Computer Generated Images	Any proposal where additional information would be beneficial	Planning Support: 01442 228339/228671	Planning pages of DBC web site: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>
Other information	Any proposal where additional information would be beneficial	Planning Support: 01442 228339/228671	Planning pages of DBC web site: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>

## VALIDATION CHECKLIST

### PART 2 - LOCAL REQUIREMENTS

In addition to the national requirements that MUST be submitted with your application, the following information may also be required:

#### APPLICATION FOR HEDGEROW REMOVAL NOTICE

3 copies of all plans, drawings (A3 size where possible) and other documentation (plus original) unless submitted electronically

All plans and drawings to indicate: paper size; key dimensions, scale bar indicating a minimum of 0-10m

All plans and drawings to have a drawing number

<u>DOCUMENTS/INFORMATION</u>	<u>WHEN REQUIRED</u>	<u>CONTACT</u>	<u>FURTHER INFORMATION</u>
Site plan to an OS base (scale of 1:1250 or 1:2500) showing entire length of hedgerow affected and indicating ownership (edged in red) and other land under control (edged in blue)	All applications	Planning Support: 01442 228339/228671	
Protected Species Survey and Assessment	See Table 1at Annex A	Hertfordshire Biological Records Centre: 01992 555220 Association of Local Government Ecologists: <a href="http://www.alge.org.uk">www.alge.org.uk</a> Herts & Middx Wildlife Trust: 01727 858901 Natural England: 01206 796666	PPS9: Biodiversity and Geological Conservation ODPM Circular 06/2005: Biodiversity and Geological Conservation
Arboricultural Implications	All proposals	Trees and Woodlands: 01442 228529	
Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)	Where hedgerow forms part of a significant historic landscape or area of archaeological potential	Design and Conservation Team: 01442 228176 Hertfordshire County Council Archaeologist: 01992 555244	PPG15: Planning and the Historic Environment PPG16 Planning and Archaeology Planning pages of DBC website: <a href="http://www.dacorum.gov.uk">www.dacorum.gov.uk</a>

DOCUMENTS/INFORMATION

Other Supporting Docs e.g  
Photographs, Photomontages, Artists  
Impressions, Street Scenes,  
Computer Generated Images

WHEN REQUIRED

Any proposal where additional  
information would be beneficial

CONTACT

Planning Support: 01442  
228339/228671

FURTHER INFORMATION

Planning pages of DBC web site:  
[www.dacorum.gov.uk](http://www.dacorum.gov.uk)

# ANNEX A

TABLE 1

Local Requirement for Protected Species: Criteria and Indicative Thresholds (Trigger List) for when a Survey and Assessment is Required

Column 1  Proposals for Development That Will Trigger a Protected Species Survey	Species Likely To Be Affected And For Which A Survey Will Be Required														
	Bats	Barn Owls	Breeding Birds	Gt. Crested Newts	Otters	Dormouse	Red Squirrel	Water Vole	Badger	Reptiles	Amphibians	Plants	Other species ?	Other species	Other species ?
<p><u>Proposed development which includes the modification conversion, demolition or removal of buildings and structures (especially roof voids) involving the following:</u></p> <ul style="list-style-type: none"> <li>▪ all agricultural buildings (e.g. farmhouses and barns) particularly of traditional brick or stone construction and/or with exposed wooden beams greater than 20cm thick;</li> <li>▪ all buildings with weather boarding and/or hanging tiles that are within 200m of woodland and/or water;</li> <li>▪ pre-1960 detached buildings and structures within 200m of woodland and/or water;</li> <li>▪ pre-1914 buildings within 400m of woodland and/or water;</li> <li>▪ pre-1914 buildings with gable ends or slate roofs, regardless of location;</li> <li>▪ all tunnels, mines, kilns, ice-houses, adits, military fortifications, air raid shelters, cellars and similar underground ducts and structures;</li> <li>▪ all bridge structures, aqueducts and viaducts (especially over water and wet ground).</li> </ul>	•	•	•												
Proposals involving lighting of churches and listed buildings or flood lighting of green space within 50m of woodland, water, field hedgerows or lines of trees with obvious connectivity to woodland or water.	•	•	•												
Proposals affecting woodland, or field hedgerows and/or lines of trees with obvious connectivity to woodland or water bodies.	•		•			•	•		•			•			

Proposed tree work (felling or lopping) and/or development affecting: <ul style="list-style-type: none"> <li>▪ old and veteran trees that are older than 100 years;</li> <li>▪ trees with obvious holes, cracks or cavities,</li> <li>▪ trees with a girth greater than 1m at chest height;</li> </ul>	• • •		• • •												
Proposals affecting gravel pits or quarries and natural cliff faces and rock outcrops with crevices, caves or swallets.	•		•						•						
Major proposals within 500*m of a pond or Minor proposals within 100*m of pond  (Note: A major proposals is one that is more than 10 dwellings or more than 0.5 hectares or for non-residential development is more than 1000m <sup>2</sup> floor area or more than 1 hectare)				•											
Proposals affecting or within 200*m of rivers, streams, canals, lakes, or other aquatic habitats.	•		•		•			•			•	•			
Proposals affecting 'derelict' land (brownfield sites), allotments and railway land.			•	•					•	•	•				
Proposed development affecting any buildings, structures, feature or locations where <u>protected species are known to be present</u> **.	•	•	•	•	•	•	•	•	•	•	•	•	•		
Other potential criteria (to be inserted by LPA on consultation with local biodiversity partners) or above criteria amended to suit local requirements															
* Distances may be amended to suit local circumstance on the advice of the local Natural England team and/or Local Biodiversity Partnership  ** Confirmed as present by either a data search (for instance via the local environmental records centre) or as notified to the developer by the local planning authority, and/or by Natural England, the Environment Agency or other nature conservation organisation.	Bats	Barn Owls	Breeding Birds	Great Crested Newt	Otters	Dormouse	Red Squirrel	Water Vole	Badgers	Reptiles	Amphibians	Plants	Other species - to be inserted as appropriate	Other species - to be inserted as appropriate	Other species - to be inserted as appropriate

**Exceptions for When a Full Species Survey and Assessment may not be Required**

- a. Following consultation by the applicant at the pre-application stage, the LPA has stated in writing that no protected species surveys and assessments are required.
- b. If it is clear that no protected species are present, despite the guidance in the above table indicating that they are likely, the applicant should provide evidence with the planning application to demonstrate that such species are absent (e.g. this might be in the form of a letter or brief report from a suitably qualified and experienced person, or a relevant local nature conservation organisation).

- c. If it is clear that the development proposal will not affect any protected species present, then only limited information needs to be submitted. This information should, however, (i) demonstrate that there will be no significant affect on any protected species present and (ii) include a statement acknowledging that the applicant is aware that it is a criminal offence to disturb or harm protected species should they subsequently be found or disturbed.

In some situations, it may be appropriate for an applicant to provide a protected species survey and report for only one or a few of the species shown in the Table above e.g. those that are likely to be affected by a particular activity. Applicants should make clear which species are included in the report and which are not because exceptions apply.



**TABLE 2**

**Local Requirements for Designated Sites and Priority Habitats  
Criteria (Trigger List) for When a Survey and Assessment are Required**

**1. DESIGNATED SITES** (as shown on the Council's Development Plan Proposals Map)

<b>Internationally designated sites</b>	Special Protection Area (SPA) Special Area of Conservation (SAC) Ramsar Site
<b>Nationally designated sites</b>	Site of Special Scientific Interest (SSSI) National Nature Reserve (NNR)
<b>Regionally and locally designated sites</b>	Local Sites (e.g. Site of Nature Conservation Importance) Local Nature Reserve (LNR)

**2. PRIORITY HABITATS** (Habitats of Principal Importance for Biodiversity under S.41 of the NERC Act 2006)

- Ancient and/or species-rich hedgerows
- Coastal saltmarsh, sand dunes, vegetated shingle and inshore sands, muds and gravels, saline lagoons
- Floodplain grazing marsh
- Fen, marsh, swamp and reedbeds
- Purple moor grass and rush pastures
- Lowland beech and yew woodland
- Lowland calcareous grassland (e.g. species-rich chalk and limestone grasslands)
- Lowland heathland and/or dry acid grassland
- Lowland meadows (e.g. species-rich flower meadows)
- Lowland mixed deciduous woodland (ancient woodland)
- Lowland raised bog or Upland blanket bog
- Lowland wood-pasture and parkland
- Maritime cliffs and slopes and littoral and sub-littoral rock outcrops
- Native pine woodlands or Upland woodlands (e.g. mixed ashwoods, oakwoods, and birchwoods)
- Rivers and streams (e.g. chalk streams)
- Standing open water and canals (e.g. lakes, reservoirs, ponds, aquifer fed fluctuating water bodies)
- Upland calcareous grassland and upland hay meadows
- Upland heathland
- Wet woodland

### **3. OTHER BIODIVERSITY FEATURES**

(as identified by the Local Biodiversity Partnership - see paragraph 84 ODPM Circular 06/2005))

- Secondary Woodland and Mature/Veteran Trees
- Caves and disused tunnels and mines (e.g. roosts for bats)
- Trees and scrub used for nesting by breeding birds
- Previously developed land with biodiversity interest
- Urban green space (e.g. parks, allotments, flower-rich road verges and railway embankments)
- Other habitats and features identified in the Local Biodiversity Action Plan (to be specified by LPA)

#### ***Exceptions When a Full Survey and Assessment May Not Be Required***

*International and National Sites:* A survey and assessment will not be required where the applicant is able to provide copies of pre-application correspondence with Natural England, where the latter confirms in writing that they are satisfied that the proposed development will not affect any statutory sites designated for their national or international importance.

*Regional and Local Sites and Priority Habitats:* A survey and assessment will not be required where the applicant is able to provide copies of pre-application correspondence with the Local Planning Authority's ecologist (where employed), or ecological advisor and/or the local Wildlife Trust that they are satisfied that the proposed development will not affect any regional or local sites designated for their local nature conservation importance or any other priority habitats or listed features.

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**TABLE 3**

**Local Requirements For Designated Geodiversity Sites And Features  
Criteria (Trigger List) for when a Survey and Assessment are Required**

**1. DESIGNATED SITES** (as shown on the Council’s Development Plan Proposals Map)

**Nationally designated sites**

National Nature Reserves (NNRs)

**Regionally and locally designated sites** Sites of Special Scientific Interest (SSSI)  
Regionally Important Geological Sites (RIGS)  
Local Nature Reserves (LNRs)

**2. OTHER GEOLOGICAL CONSERVATION FEATURES**

(Based on the Earth Science Conservation Classification)

**Exposure or Extensive Sites**

- Active quarries and pits
- Disused quarries and pits
- Coastal cliffs and foreshore
- River and stream sections
- Inland outcrops
- Exposure underground mines and tunnels
- Extensive buried interest
- Road, rail and canal cuttings

**Integrity Site**

- Static (fossil) geomorphological
- Active process geomorphological
- Caves
- Karst

**Finite Site**

- Finite mineral, fossil or other geological
- Mine dumps
- Finite underground mines and tunnels
- Finite buried interest

***Exceptions When a Full Survey and Assessment May Not Be Required***

*International and National Sites:* A survey and report will not be required where the applicant is able to provide copies of pre-application correspondence with Natural England, where the latter confirms in writing that they are satisfied that the proposed development will not affect any statutory sites designated for their national importance.

*Regional and Local Sites:* A survey and report will not be required where the applicant is able to provide copies of pre-application correspondence with appropriate local geological experts (such as the Local RIGS Group) that they are satisfied that the proposed development will not affect any regional or local sites designated for their local nature conservation importance.

Figure 2 ECOLOGICAL SURVEY SEASONS

Key: Optimal Survey Time

Extending into

TERRESTRIAL  
AQUATIC

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Badgers												
Bats (Hibernation Roosts)												
Bats (Summer Roosts)												
Bats (Foraging/Commuting)												
Birds (Breeding)												
BIRDS (Over Wintering)												
Dormice												
Great-Crested Newts												
Invertebrates												
Natterjack Toads												
Otters												
Reptiles												
Water Voles												
White-Clawed Crayfish												

Habitats/Vegetation												
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Points to note regarding surveys are as follows:

- For certain species and habitats surveys can be carried out at any time of year, but for other species, particular times of year are required to give the most reliable results, as indicated in Figure 2
- Surveys conducted outside of optimal times (Figure 2) may be unreliable. For certain species (e.g. Great Crested Newt) surveys over the winter period are unlikely to yield any useful information. Similarly negative results gained outside the optimal period should not be interpreted as absence of a species and further survey work maybe required during the optimal survey season. This is especially important where existing surveys and records show the species has been found previously on site or in the surrounding area. An application may not be valid until survey information is gathered from an optimum time of year.
- Species surveys are also very weather dependent so it may be necessary to delay a survey or to carry out more than one survey if the weather is not suitable, e.g. heavy rain is not good for surveying for otters, as it washes away their spraint (droppings). Likewise bat surveys carried out in wet or cold weather may not yield accurate results.
- Absence of evidence of a species does not necessarily mean that the species is not there, nor that its habitat is not protected (e.g. a bat roost is protected whether any bats are present or not).
- Local Biological / Environmental Records Centre may have useful existing information and records.
- Competent ecologists should carry out any surveys. Where surveys involve disturbance, capture or handling of a protected species, then only a licensed person can undertake such surveys (e.g. issued by Natural England). Surveys should follow published national or local methodologies. Further details may be found in the Local Authority's SPD for Biodiversity or on the following web sites:

IEEM at: (<http://www.ieem.org.uk/Publications.htm> - Guidelines for Survey Methodology)

Natural England: <http://www.naturalengland.org.uk/publications/default.htm>