

## **Additional Supporting Documents List**

Not all of the information items on the List will need to be provided in any given case. Applicants and agents are encouraged to submit the appropriate checklist sheet with their planning application in order to identify the information items or topics in the Local List that have been addressed in the submission. The relevant checklist may also be used at pre-application meetings when agreeing a list of validation requirements. Where there is uncertainty as to whether a particular item on the List should be included, applicants / agents may wish to contact the Planning Services Unit to discuss whether or not the matter is relevant to the proposal ([planning@bedford.gov.uk](mailto:planning@bedford.gov.uk)).

Where the Local Planning Authority judge that relevant information items have been omitted from an application, it will not be possible to validate the application until the particular documents, statements or plans have been provided. Wherever possible, applicants should seek to agree information requirements with the Local Planning Authority prior to submission. Validation of an application does not prevent the Local Planning Authority from subsequently refusing an application on the grounds of insufficient information. This is because when an application is accepted as valid, the Local Planning Authority is not making a judgement on the quality or adequacy of the information submitted.

### **Validation dispute**

The procedures for validating and processing planning applications were further amended on 25 June 2013 with the introduction of the Town and Country Planning (Development Management Procedure) (England) (Amendment) Order 2013 (SI 2013/1238) (<http://www.legislation.gov.uk/ukxi/2013/1238/contents/made>).

The effect of this amendment is to set out a formal route for an applicant to challenge a local planning authority's information request by enabling an appeal against non-determination after the statutory time period has passed and where no formal validation has taken place. This means that a local planning authority can no longer compel a developer to provide information based on the local validation list. Any applicant who considers that the information requested on a Local List does not meet the tests set out in the National Planning Policy Framework (NPPF) can now challenge the need to provide it.

## **Air Quality Assessment**

Applications that propose development, of a prescribed nature (see table below), inside, or adjacent to, an air quality management area (AQMA) or another area where excessive pollution is apparent; where the development could in itself result in the designation of an AQMA; or where the grant of planning permission would conflict with, or render unworkable, elements of a Local Authority's air quality action plan; will need to be supported by such information as is necessary to allow a full consideration of the impact of the

proposal on the existing air quality of the area and or assess the viability of any proposed mitigation measures including, but not limited to, mechanical ventilation. The exact information needed will depend on the development proposal, where this is and what existing air quality information is already available. Therefore the developer will need to agree an approach prior to undertaking any air quality assessment. This information may be provided as part of the Environmental Impact Assessment where applicable or through other validation requirements, for example through information provided on lorry movements.

Details of the Air Quality Management Areas in Bedford Borough can be found at <https://www.bedford.gov.uk/environmental-issues/noise-nuisances-and-pollution/air-quality/>

	<b>TYPE OF PROPOSALS</b>
<b>1</b>	Processes governed by the Pollution Prevention and Control (PPC) regime
<b>2</b>	Sensitive development located in an area of poor air quality (AQMA or other areas in excess of the Air Quality Objectives or limits) as identified in the latest review and assessment report
<b>3</b>	Sensitive development close to existing prescribed processes
<b>4</b>	Proposals with potential to significantly change road traffic characteristics on any busy roads (those in excess of 10,000 vehicles per day) in the City or any roads in AQMAs. Significant changes include: Change in traffic volumes for example 5% (Annual Average Daily Traffic or peak) Change in average vehicle speed or significant increase in congestion (+/- 10kph) Significant increase in the % of HDVs (includes HGVs and buses and coaches)
<b>5</b>	Proposals that introduce or increase car parking facilities by 300 spaces or more
<b>6</b>	Proposals forming part of a major phased re-development of an area
<b>7</b>	Proposals with particularly extensive development phases
<b>8</b>	Proposals close to ecological sites or SSSI
<b>9</b>	Proposals that will enclose busy roads and reduce dispersion of pollutants
<b>10</b>	Proposals that alter significantly the road network
<b>11</b>	Proposals that may interfere with the Local Transport Plan air quality actions

### **Biodiversity Survey and Report**

Where a proposed development may have possible impacts on wildlife and biodiversity (e.g. removal of hedges, trees, ponds or landscaping), information should be provided on existing biodiversity interests and possible impacts on them (both positive and negative) to allow full consideration of those impacts. The impact may be on nationally or locally important species or habitats and may arise as a result of even small-scale householder development. Details of locally important species and habitats can be found in the Bedfordshire and Luton Biodiversity Action Plan. (<http://www.bedsbionet.org.uk>)

Where negative impact is likely and proposals are being made for mitigation and/or compensation measures, information to support those proposals will be needed.

Where appropriate, accompanying plans should indicate any significant wildlife habitats or features and the location of habitats of any species protected under the Wildlife and Countryside Act 1981, the Conservation (Natural Habitats etc) Regulations 1994 or the Protection of Badgers Act 1992. Species and habitat information can be obtained from the Bedfordshire and Luton Biodiversity Recording and Monitoring Centre for a fee. For further information please visit their web site <http://www.bedsbionet.org.uk> or contact the BRMC on 01234 355435 or [brmc@bedsbionet.org.uk](mailto:brmc@bedsbionet.org.uk).

Applications for development in the countryside that will affect areas designated for their biodiversity interests should include assessments of impacts and proposals for long term maintenance and management. Areas designated as Sites of Special Scientific Interest (SSSIs), County Wildlife Sites or Local Nature Reserves for their biodiversity interest are shown on the adopted Policies Map and further details can be obtained from the Bedfordshire and Luton Biodiversity Recording and Monitoring Centre as described above.

This information might form part of an Environmental Statement where one is necessary.

Certain proposals which include work such as the demolition of older buildings or roof spaces, removal of trees, scrub, hedgerows or alterations to water courses may affect protected species and will need to provide information on them, any potential impacts for them and any mitigation proposals for such impacts.

Government Circular: *Biodiversity and Geological Conservation – Statutory obligations and their impact within the planning system* (ODPM Circular 06/2005) and Defra Circular 01/2005 and *Planning for Biodiversity and Geological Conservation: A Guide to Good Practice*. Section 40 of the Natural Environment & Rural Communities Act 2006 is also relevant. Information on the need for licences can be obtained from Natural England who also provide pre-application advice for a fee.

### **Daylight/Sunlight Assessment**

A daylight/sunlight assessment is required where the application site is adjacent to/adjoins another residential property.

Domestic extensions or additional buildings within the curtilage of a dwelling may have implications for daylight and sunlight. All applications should illustrate in plan form the impacts of the proposed development on immediately adjoining properties using the design codes set out in the

Borough Council's adopted Supplementary Planning Guidance relating to saved Local Plan Policy BE29 called 'Residential Extensions, New Dwellings and Small Infill Developments' (adopted January 2000). The issue of daylight and sunlight assessment is covered in that guidance. The document is available on the Council's website at <https://www.bedford.gov.uk/planning-and-building/planning-policy-its-purpose/publications-list/>

Although the Supplementary Planning Guidance (SPG) applies to residential developments, applications for non-residential development adjacent to or adjoining a residential property should also use the above SPG as a guide to the basic requirements for a Daylight/Sunlight assessment.

### **Design and Access Statement**

For details of when a Design and Access Statement is required, please refer to the Planning Portal - [http://www.planningportal.gov.uk/general/news/stories/2010/march2010/2010\\_03\\_week\\_5/legchangesApril10](http://www.planningportal.gov.uk/general/news/stories/2010/march2010/2010_03_week_5/legchangesApril10)

A design and access statement is a short report accompanying and supporting a planning application to illustrate the process that has led to the development proposal, and to explain the proposal in a structured way. The level of detail required in a design and access statement depends on the scale and complexity of the application, and the length of the statement varies accordingly.

Typically it will include details of the amount (eg. number of units or floor space), layout (eg. details of the buildings and spaces), scale (eg. details of height, width and depth), landscaping (eg. details of existing and proposed planting), access (eg. pedestrian, vehicular) and appearance of the development (eg. details of the architectural style, materials, decoration, lighting, colour and texture). It should also justify the proposal and explain the impact of the development has on the character and appearance of the conservation area.

Further information on how to write and Design and Access Statement can be found here - <http://webarchive.nationalarchives.gov.uk/20110118095356/http://www.cabe.org.uk/files/design-and-access-statements.pdf>

### **Economic Statement**

For applications that involve the provision of employment land or creation of jobs, applications should be accompanied by an economic statement.

A supporting statement of any economic growth / regeneration benefits from the proposed development should include: details of any new jobs (number and type) that might be created or supported; the relative floorspace totals for

each proposed use; and any community benefits. Applications should demonstrate how they will contribute to local economic/regeneration policies and/or strategies. Specifically, the statement should explain how the proposal contributes towards securing jobs growth/employment land requirements outlined in adopted local policies. This analysis should cover quantitative and qualitative issues.

## **Flood Risk Assessment**

A Flood Risk Assessment (FRA) will be required for development proposals of 1 hectare or greater or for basements or ground floor extensions in Flood Zone 1 and for all proposals for new development located in Flood Zones 2 and 3 as designated by the Environment Agency. For further details please contact the Environment Agency on 0370 8506506 or look at <http://www.environment-agency.gov.uk>

A FRA will also be required for any development other than minor development in a designated critical drainage area which has been notified to the Local Planning Authority by the Environment Agency. The FRA should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account.

The FRA should identify opportunities to reduce the probability and consequences of flooding. The FRA should include the design of surface water management systems including where appropriate Sustainable Drainage Systems (SUDs) and address the requirement for safe access to and from the development in areas at risk of flooding.

The FRA should be prepared by an applicant in consultation with the local planning authority with reference to their published local development documents and any Strategic Flood Risk Assessment (SFRA). The Council has prepared a SFRA for the Borough. This is on the Council's website <https://www.bedford.gov.uk/planning-and-building/planning-policy-its-purpose/technical-reports/>

The FRA should form part of an Environmental Statement when one is required by the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 as amended. In addition, the Environment Agency provides standing advice on flood risk and development. This can be viewed at <http://www.environment-agency.gov.uk/research/planning/82584.aspx>

Relevant policies include Bedford Borough Local Plan 2002 saved Policy NE16 and Policy CP27 of the Core Strategy and Rural Issues Plan. National guidance on Flood risk can be found in the Technical Guidance to the National Planning Policy Framework. [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/6000/2115548.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6000/2115548.pdf)

## **Health Impact Assessment**

For applications dealing with less than 50 dwellings, applicants should seek advice from the Local Planning Authority with regard to any previously identified concerns relating to health.

For applications dealing with 50 – 199 dwellings applicants should contact the Public Health Team of Bedford Borough Council to determine whether the proposal is likely to have health impacts within an area of known deprivation or limited access to services. Health Impact Assessments (HIA) will only be required within these areas and the team will advise upon the appropriate form of analysis.

For applications for 200 - 999 dwellings a high level HIA will be required, the Public Health Team of Bedford Borough Council should be contacted and will advise upon the form of analysis.

For applications involving 1000 dwellings or above a full and comprehensive HIA will be required. Applicants should contact the Public Health Team early in the master planning process who will advise on scoping the study and provide a list of HIA practitioners. HIA can be provided as part of the Environmental Impact Analysis where this is appropriate. The applicant will also be expected to provide for an independent evaluation of the HIA.

Public Health Team contact information:- Dr Annapurna Sen, Head of Health Protection (01234 276843 or [Annapurna.Sen@bedford.gov.uk](mailto:Annapurna.Sen@bedford.gov.uk))

## **Heritage statement**

A Heritage Statement should be submitted with any application within or affecting the setting of designated conservation areas, registered historic parks or gardens, or affecting known archaeological sites, listed buildings and also with applications for Listed Building Consent or Conservation Area Consent)

The scope and degree of detail necessary in a Heritage Statement will vary according to the particular circumstances of each application. Applicants are advised to discuss proposals with a planning officer, conservation officer or archaeological officer before any application is made. The following is a guide to the sort of information that may be required for different types of application. Matters set out in the statement should be clearly identified at an appropriate level of detail in the submitted survey and proposal plans.

A written statement will be required that includes a schedule of works proposed and a description of the significance of any heritage assets affected, including any contribution made by their setting (please see the National Planning Policy Framework and English Heritage guidance *Conservation Principles* for further explanation of significance). The level of detail should be proportionate to the assets' importance and sufficient to

understand the potential impact of the proposal on their significance. The extent and type of works proposed may require consultation with the Historic Environment Record (HER) and assessment of the heritage assets using appropriate expertise where necessary. A structural survey may be required in support of an application for listed building consent.

A Heritage Statement to cover archaeology will be required where there is a reasonable probability of archaeological remains, whether below or above ground, being present on the site. Domestic extensions and alterations will not require such an assessment unless located on a scheduled monument. The need for a Heritage Statement in relation to archaeology will depend on the scale of the development, as well as the nature of the archaeology. Where there will be significant ground disturbance, especially where there are known archaeological remains recorded on the Historic Environment Record (or in areas over 0.5 hectares which have the potential to contain significant remains), then a field evaluation including trial trenching leading to a mitigation strategy may be necessary as part of the Heritage Statement.

If your application involves the display of advertisements in a conservation area, the statement should also provide details of how the guidance in the adopted Supplementary Planning Document '*Shopfronts and Advertisements in Conservation Areas*' (November 2005) has been taken into account in the proposal. <https://www.bedford.gov.uk/planning-and-building/historic-environment/>

## **Housing Statement**

For all applications of 3 or more dwellings (in villages of a population less than 3000) and 15 or more dwellings (in all other cases) the Council will require a housing statement.

The statement should include:

- Information for both open market housing and affordable housing where required by development plan policies.
- The number and mix of residential units (total number of residential units and the proportion of market and affordable units and the mix of units in terms of house type and number of bedrooms)
- A plan showing the location of the market and affordable units and the number of bedrooms and floorspace of those units.

For each affordable unit the statement should explain:

- The number of bedrooms and the number of bed spaces
- The net internal floor area.
- The type of affordable tenure (social rented, affordable rent or intermediate housing and the type of intermediate tenure)
- Details of any Registered Provider acting as a partner in the development.
- A record of any discussion which has taken place with the Council's housing strategy team prior to the submission of the application.

- Confirmation that the affordable housing will comply with current Homes and Communities Agency Scheme Development Standards. For advice on affordable tenure type and mix see “Bedford Borough Council Affordable housing mixes guide”  
[www.bedford.gov.uk/housing/housing\\_development\\_and\\_policy.aspx](http://www.bedford.gov.uk/housing/housing_development_and_policy.aspx)  
This document is a guide only; applicants should discuss the housing mix for the site with the Housing Policy Officer on 01234 718853.  
Relevant Core Strategy policies include CP7 and CP8.

### **Lighting Assessment**

Proposals involving developments in the vicinity of residential property, a Listed Building or a Conservation Area, or open countryside, where external lighting would be provided or made necessary by the development, should be accompanied by details of external lighting and the proposed hours when the lighting would be switched on. These details shall include a layout plan with beam orientation and a schedule of the equipment in the design. *‘Lighting in the countryside: Towards good practice’ (1997)* is a valuable guide for local planning authorities, planners, highway engineers and members of the public. It demonstrates what can be done to lessen the effects of external lighting, including street lighting and security lighting. The advice is applicable in towns as well as the countryside. For advice contact the Institution of Lighting Engineers.

### **Marketing Strategy**

Where a proposal would result in the loss of B1, B2 or B8 land to uses outside the ‘B’ use class, applications will need to be supported by a statement justifying that loss in accordance with adopted policies.

The statement should include information to show that the retention of the employment use is unnecessary. This will usually be in the form of a marketing report to show the efforts that have been made to let and/or sell the buildings and site for ongoing employment use (including as a redevelopment opportunity where appropriate). A pro-forma has been developed by the Borough Council to assist this process and is included in the Allocations and Designations Plan (Appendix 1). A copy of pro-forma can be obtained from the Local Planning Authority. The statement should also detail the community and environmental benefits that would arise as a result of the proposal.

### **Noise Impact Assessment**

Applications that raise issues of disturbance or are considered to be a noise-sensitive development will need to be supported by a Noise Impact Assessment (which shall include details of mitigation) prepared by a suitably qualified acoustician.

In particular, noise assessments will be required for all development adjoining major roads including traffic sensitive streets in the town centre, industry,



entertainment venues, licensed premises, the railway, distribution depots and sporting venues.

All applications involving the installation of plant and equipment (i.e. condensers, air conditioning units, air to air heat pumps) shall include either their individual Sound Power Level or Sound Pressure Level at a stated distance.

### **Open Space Assessment**

For development affecting open spaces (including Village Open Spaces and Urban Open Spaces), sport and recreation uses, application proposals should be accompanied by plans showing any such areas that are within or adjoining the application site and a statement of how they are affected by the proposal. With regard to the village open spaces and urban open spaces the application should have regard to policies contained in the Allocations and Designations Plan.

Where appropriate, proposals for development should be accompanied by plans showing proposed new open space, sport and recreation facilities and information to show how the amount, quality and accessibility of that space meets the requirements of adopted policy.

### **Parking Provision**

The application must provide details of existing and proposed vehicle parking provision; a clear distinction should be made between visitor and residents'/operational parking. These details should also be shown on a block layout plan. Further guidance on parking including standards can be found on the Council's website.

Cycle parking will be required for all new development as set out in the former Bedfordshire County Council's Cycle Parking Strategy (adopted August 2006) which remains policy, but is in the process of being updated. In all cases, it will be appropriate to explain how cycle parking has been considered through the design process having regard to the Strategy. In some instances it will be appropriate to include locations and other details of cycle parking on layout drawings.

### **Photographs/Photomontages or Street Scene Elevations**

All applications involving the development of sites which front a road and which are bound on one or more sides by existing buildings should include a street scene elevation or photo montage drawing to illustrate the relationship (scale/height) between the proposed and existing immediately adjacent buildings from roads.

These provide useful background information and can help to show how large developments can be satisfactorily integrated within the street scene. Photographs should be provided if the proposal involves the demolition of an

existing building or development affecting a conservation area or a listed building. It is often appropriate to use photographs in the Design and Access Statement also, to illustrate relevant design considerations. In addition to or as an alternative to photomontages drawings showing street scene elevations may be submitted to show how the development would be satisfactorily integrated within the street scene.

### **Planning Obligations – Draft Head(s) of Terms**

Planning obligations (or “section 106 agreements”) are agreements made under section 106 of the Town and Country Planning Act 1990 as substituted by section 12 of the Planning and Compensation Act 1991. They are private agreements negotiated between local planning authorities and persons with an interest in a piece of land (or “developers”), and are intended to make acceptable development which would otherwise be unacceptable in planning terms.

The adopted Core Strategy policy CP30 sets out the circumstances in which the Council will require developer contributions which may be secured by legal obligation.

Matters which may give rise to the need for contributions include:

- Roads, foot and cycleways, public transport facilities and services.
- Community facilities (meeting halls, library services and places of worship)
- Schools/education
- Healthcare facilities
- Green infrastructure
- Affordable housing
- Drainage facilities
- Play provision
- Public art
- Sport and recreation provision
- Public access and rights of way
- Renewable energy initiatives
- The historic environment
- CCTV
- Public realm
- Crime and disorder initiatives
- Other issues arising from the specific case.

Where it is anticipated that any of these matters may need to be addressed by planning obligation, Heads of Terms should be submitted with the application. Further advice on the Council’s approach to planning obligations and a copy of a draft S106 agreement can be found on the website <https://www.bedford.gov.uk/planning-and-building/planning-policy-its-purpose/planning-obligations/>

### **Planning Statement**

A planning statement may be appropriate for major (10 or more dwellings or more than 1000 square metres or sites 0.5 ha or more) applications. A planning statement identifies the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national, and local development plan policies. It may also include details of consultations with the local planning authority and wider community/statutory consultees undertaken prior to submission. Alternatively, a separate statement on community involvement may also be appropriate.

### **Retail/Town Centre Uses – Evidence to accompany applications**

The level of detail and type of evidence and analysis required should be proportionate to the scale and nature of the proposal. Applications for main town centre uses, that is, retail, leisure and office uses (whether within the town centre or outside of it) should provide a Sequential Assessment and, for proposals in excess of 2,500 square metres, an Impact Assessment. They will need to demonstrate:

- the need for development
- that the development is of an appropriate scale
- that there are no more central sites for the development
- that there are no unacceptable impacts on existing centres, and
- that locations are accessible.

### **Statement of Community Involvement**

Where appropriate, applications should be supported by a statement setting out how the applicant has undertaken pre-application consultation as encouraged in the adopted Statement of Community Involvement (2013). The Council recommends that applicants for larger schemes or schemes of a sensitive nature undertake community involvement with the affected local community. The statement should show how the views of the local community have been sought and taken into account in the formulation of development proposals.

### **Structural Survey**

Where conversion of an existing listed building is proposed, the Borough Council will require submission of a detailed structural report to show that the building is capable of adaptation and alteration. The amount of repair and replacement should involved should be clearly indicated.

### **Sustainability Statement and Energy Audit**

All planning applications for new built development (excluding extensions) should be accompanied by a sustainability statement. Where the development involves new residential development or more than 500 sqm floor space of new non-residential development, this should include an

Energy Audit explaining how a 10% reduction in carbon emissions (below the normal requirement set by the Building Regulations) can be achieved.

This statement should outline the elements of the scheme that address sustainable development issues, including the positive environmental, social and economic implications. For residential development, reference should be made to the Code for Sustainable Homes. Other developments should refer to BREEAM or other recognised standards.

The statement should show the predicted energy demand of the proposed development, the degree to which the development meets current energy efficiency standards and demonstrate the extent to which the proposal has taken account of the need to minimise the consumption of energy and resources (including water) and maximise the use of sustainable or renewable resources.

The statement should outline the use to be made of sustainable urban drainage systems.

Further advice is available in the Council's adopted Climate Change and Pollution Supplementary Planning Document  
<https://www.bedford.gov.uk/planning-and-building/planning-policy-its-purpose/publications-list/>

### **Telecommunications Development – Supplementary Information**

For telecommunications development the application should include a map showing the relationship of the application site to schools and other telecommunications equipment in the vicinity. All plans and drawings to indicate: paper size; key dimensions; scale bar indicating a minimum of 0-10 metres.

A Supporting Planning Statement should include:

- Area of search
- Technical information including the frequency, modulation characteristics, power output and the height of the proposed antenna
- Technical justification — details about the purpose of the site and why the particular development is required
- Details of alternative sites rejected with a justification for rejecting them: This should include existing masts, structures and other buildings within the search area
- An explanation if no alternatives considered
- Visual impact assessment where relevant
- Acoustic report where relevant
- Any other relevant additional information
- Photographs/photo montages (At applicant's discretion)
- ICNIRP Statement for telecoms apparatus
- Statement of Community Involvement

## Transport Assessment

The coverage and detail of the Travel Assessment (TA) should reflect the scale of the development and the extent of the transport implications of the proposal. For smaller schemes (development that is expected to generate relatively low numbers of trips or traffic flows and thus has relatively small transport implications) a Transport Statement (TS) is sufficient and should simply outline the transport aspects of the application. Further guidance on the type of information required for a TA or TS can be found in Guidance on Transport Assessment, (March 2007) published by the Department for Transport (DfT).

The TA should illustrate accessibility to the site by all modes of transport, and the likely modal split of journeys to and from the site. It should also give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal, and to mitigate transport impacts. For development that has significant transport implications, an appropriate level of highway capacity analysis should be included, together with details of any required off-site works. Further guidance will be found in Guidance on Transport Assessment, (March 2007) published by the Department for Transport.

Where an application may have an impact on the trunk road, the applicant should ensure that the requirements for a Transport Assessment set out in the following Department for Transport and Highways Agency guidance is considered –

Department for Transport Circular 02/2007 'Planning for the Strategic Road Network'

Highways Agency and the Planning Application Process – A protocol for dealing with planning applications (2012).

## Travel Plan

This section identifies indicative thresholds above which Travel Plans will be required for developments in Bedford Borough. The following principles should be considered in addition to the indicative thresholds:

- As a general rule, **if a Transport Assessment is required, so is a Travel Plan**. Indeed a Travel Plan should complement the Transport Assessment. The scope and importance of the Travel Plan will vary depending on the development type and its location.
- Some developments may fall below the thresholds but still raise **significant travel issues** that could be addressed via a Travel Plan. This could be, for example, in an area where initiatives or targets have been adopted for the reduction of road traffic, air quality management or the promotion of public transport, walking and cycling.
- Smaller developments, which individually would fall below the threshold but, taken together with other smaller developments in the area, may have a **cumulative impact** that a Travel Plan could help address.

- Smaller developments that lie within a larger development area. An example would be where outline planning permission exists for a business park which has an **area wide travel plan** (possibly a “masterplan” area). As smaller sites or plots come forward for approval of details, Travel Plans may be sought for these individual sites.
- For mixed use development, individual components may fall below the thresholds but the overall transport impact may require a Travel Plan.
- There may be instances where a Travel Plan can help address a particular **local problem** associated with the planning application, which might otherwise have to be refused on local traffic grounds (e.g. day nursery on a busy commuter route).
- It should not be assumed that the absence of a Travel Plan requirement removes the need for addressing **sustainable transport** issues. Measures to promote access via non-car modes may be secured without a Travel Plan being required.
- In order to meet pressures for additional affordable and private sector homes, meeting the latest guidance on density and effective use of brownfield land, and without comprising design and quality (e.g. Manual for Streets guidance) the residential travel plan tool must be employed in order to reduce necessary pressure on the existing road network, and to ensure that sustainable travel choices are provided from the outset for new residents.
- The thresholds given below represent a general guide and not an explicit cut off point. **Each proposal will be considered on its merits** and developers are encouraged to seek the view of the local planning authority at an early stage after reading this guidance and maintain a regular dialogue with them throughout the planning process.
- Further guidance on this matter can be found in the DfT publication “Good Practice Guidelines: Delivering travel plans through the planning system”.

LAND USE		INDICATIVE THRESHOLD (GROSS FLOOR AREA – SQUARE METRES)	
USE CLASS	DESCRIPTION OF DEVELOPMENT	TRAVEL PLAN STATEMENT	TRAVEL PLAN
A1 Food retail	Retail sale of food goods to the public – food superstores, convenience food stores	>250 <800 sqm GFA	>800 sqm GFA
A1 Non-food retail	Retail sale of non-food goods to the public; but includes sandwich bars – sandwiches or other cold food purchased and consumed off the premises, internet cafes	>800 <1500 sqm GFA	>1500 sqm GFA
A2 Financial and professional services	Financial services – banks, building societies and bureaux de change, professional services (other than	>1000 <2500 sqm GFA	>2500 sqm GFA

	health or medical services) – estate agents and employment agencies, other services – betting shops, principally where services are provided to visiting members of the public		
A3 Restaurants and Cafes	Restaurants and cafes – use for the sale of food for consumption on the premises, excluded internet cafes (now A1)	>300 <2500 sqm GFA	>2500 sqm GFA
A4 Drinking Establishments	Use as a public house, wine-bar or other drinking establishment	>300 <600 sqm GFA	>600 sqm GFA
A5 Hot-Food Takeaway	Use for the sale of hot food for consumption on or off the premises	>250 <500 sqm GFA	>500 sqm GFA
B1 Business	Offices other than in use within Class A2 (financial and professional services). Research and development – laboratories, studios. Light industry	>1500 <2500 sqm GFA	>2500 sqm GFA
B2 General Industrial	General industry (other than classified B1)	>2500 <4000 sqm GFA	>4000 sqm GFA
B8 Warehousing and Distribution	Storage or distribution centres – wholesale warehouses, distribution centres & repositories	>3000 <5000 sqm GFA	>5000 sqm GFA
C1 Hotels	Hotels, boarding houses and guest houses, development falls within this class if 'no significant element of care is provided'	>75 <100 bedrooms	>100 bedrooms
C2 Residential Institutions – hospitals, nursing homes	Use for the provision of residential accommodation and care to people in need of care	>30 <50 beds	>50 beds
C2 Residential Institutions – residential education	Boarding schools and training centres	>50 <150 students	>150 students
C2 Residential Institutions – institutional hostels C2A Secure Residential Institutions	Homeless shelters, accommodation for people with learning difficulties and people on probation	>250 <400 residents	>400 residents
C3 Dwelling houses	Dwellings for individuals, families or not more than six people living together as a single household. Not more than six people living together includes – students or young people sharing a dwelling and small group homes for disabled or handicapped people living together in the	>50 <80 dwelling unit	>80 dwelling unit

	community		
C4 Houses in Multiple Occupation			
D1 Non-residential Institutions (including hospitals, higher and further education) (unless part of urban/masterplan)	Medical and health services – clinics and health centres, crèches, day nurseries, day centres and consulting rooms (not attached to the consultant’s or doctor’s house), museums, public libraries, art galleries, exhibition halls, non-residential education and training centres, places of worship, religious instruction and church halls	>500 <1000 sqm GFA	>1500 sqm GFA
D2 Assembly and Leisure	Cinemas, dance and concert halls, sports halls, swimming baths, skating rinks, gymnasiums, bingo halls and casinos, other indoor and outdoor sports and leisure uses not involving motorised vehicles or firearms	>500 <1500 sqm GFA	>1500 sqm GFA
All other uses and Sui Generis	For example: stadium, retail warehouse clubs, amusement arcades, launderettes, petrol filling stations, taxi businesses and the selling and displaying of motor vehicles, nightclubs, theatres, hostels, builder’s yards, garden centres, Pos, travel and ticket agencies, hairdressers, funeral directors, hire shops, dry cleaners	Discuss with the appropriate highway authority	Discuss with the appropriate highway authority

Source: Good Practice Guide: Delivering Travel Plans through the Planning Process April 2009  
GFA = Gross Floor Area

### Tree Survey/Arboricultural Report

Applications involving new development on sites containing trees, or where trees are situated near or overhang the site boundary, will be required to be accompanied by an arboricultural report incorporating the recommendations set out in BS5837:2012 *“Trees in relation to design, demolition and construction: Recommendations.”*

BS5837:2012 contains detailed guidance on survey information and plans that should be provided. Such survey information and plans should be undertaken by an arboriculturist as defined in the Standard. Using the methodology set out in the Standard should help to ensure that development is suitably integrated with trees and that potential conflicts are avoided.

If you are granted full planning permission, you will not need to obtain separate consent for tree works which are required to implement the planning



permission. However, works to protected trees which are not required to implement the planning permission must be the subject of a separate application or notification using the tree works form.

### **Ventilation/Extraction Statement**

Details of the position and design of ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics, will be required to accompany all applications for the use of premises for purposes within Use Classes A3 (i.e. Restaurants and cafes - use for the sale of food and drink for consumption on the premises), A4 (i.e. Drinking establishments – use as a public house, wine-bar or other drinking establishment) and A5 (i.e. Hot food takeaways - use for the sale of hot food for consumption off the premises).

This information (excluding odour abatement techniques unless specifically required) will also be required for significant retail, business, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.

Further advice is available in: Guidance on the Control of Odour and Noise from Commercial Kitchen

<http://www.defra.gov.uk/environment/noise/research/kitchenexhaust/pdf/kitchenreport.pdf>

### **Waste Audits and Assessments**

All applications should include details of waste storage facilities. In most instances it will be appropriate to include details of waste storage areas on layout drawings with supporting information included in the design and access statement.

However, the below table gives an indication of the thresholds of when an audit might be required.

CATEGORY	TYPE OF DEVELOPMENT	WASTE AUDIT REQUIRED
Minor Developments	Less than 9 dwellings or less than 1000sqm or 0.5ha of other development	Waste Audits are voluntary
Major Developments	10 or more than 10 dwellings or more than 1000sqm or 0.5ha of other development	Waste audit statement required as part of design and access statement prepared with planning application
EIA Developments	Developments requiring an Environmental Impact Assessment	Waste audit should be a component of the Environmental Statement and should include an overall strategy for waste management for the development

Waste audits submitted for Major Developments should contain a more detailed assessment of waste issues (including construction and post construction). Although a Waste Audit is not mandatory for minor applications, all proposals for new dwellings should make provision for waste storage areas.

Further information on Waste Audits can be found in Bedfordshire County Council's Supplementary Planning Document "Managing Waste in New Developments" (April 2006 – page 10).

<https://www.bedford.gov.uk/planning-and-building/planning-policy-its-purpose/minerals-and-waste/>

### **Community Infrastructure Levy (CIL) Guidance**

Applications that will be determined after the date of the adoption of the Community Infrastructure Levy Charging Schedule (expected in early 2014) which create new floorspace will need to be accompanied by an additional CIL form which provides additional information which will allow the Council to assess CIL payment liability.

It is important that the liable parties (usually either Developers or Landowners) are correctly identified as early as possible. Applicants will therefore also be asked to submit the CIL Assumption of Liability form with the planning application. Failure to supply such information before work commences on site pursuant to a permission could result in additional penalty costs being incurred.

The forms and additional information about the Community Infrastructure Levy will be able to be obtained from the CIL web pages on the Council's website [www.bedford.gov.uk/CIL](http://www.bedford.gov.uk/CIL) or the CIL pages of the Planning Portal.