

List 1 Local Information Requirements for an:

- **Application for Planning Permission**
- **Application for Outline Planning Permission with Some Matters Reserved**
- **Application of Outline Planning Permission with All Matters Reserved**
- **Application for Planning Permission and Consent to Display Advertisement(s)**
- **Application for Planning Permission and Listed Build Consent for Alterations, Extension or Demolition of a Listed Building**
- **Application for Listed Building Consent for Alterations, Extensions or Demolition of a Listed Building; and**

Information listed within 'Section 1: National Requirements' is required to be submitted with the above types of applications.

The Council formally adopted a local list for the above applications, except advertisement(s), on 14 July 2015. If you are uncertain as to the level of information required, prior to submitting your application please speak to a Development Management Officer. In instances where pre-application advice has been sought, the case officer will advise you of necessary information. If you consider that your proposal does not warrant the information detailed, please note this within your application.

2a. Drawings and Documents

Required for all major applications, which comprise:

- 10 or more dwellings, or the site area for residential development is 0.5 hectares or more
- 1000 square metres or more of floor space
- Development carried out on a site having an area of 1 hectare or more (the following requirements do not relate to householder applications on sites of more than 1 hectare)

2b. Existing and Proposed Floor Plans

Required for all applications including change of use

All plans to be drawn at a minimum scale of 1:50, or 1:100. Plans should be proportionate to the nature and size of the proposal, titled and numbered, annotated with dimensions or scale bar and paper size.

They should show clearly the proposed works in relation to what is already there, highlighting any structures to be demolished.

Policy Driver and where to get more advice:

- Planning Practice Guidance – www.planningguidance.planningportal.gov.uk/

2c. Existing and Proposed Elevations

Required for all applications involving building work, alterations to buildings or display of advertisements

All plans to be drawn at a minimum scale of 1:50, or 1:100. Plans should be proportionate to the nature and size of the proposal, titled and numbered, annotated with dimensions or a scale bar and paper size. All sides of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included, if only to show that this is in fact the case.

They should show clearly the proposed works in relation to what is already there, highlighting any structures to be demolished, and the relationship to neighbouring buildings.

Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property.

If your application is for a change of use and no change is proposed to the external elevations a statement must be included to state that no external changes are proposed.

Policy Driver and where to get more advice:

- Planning Practice Guidance – www.planningguidance.planningportal.gov.uk/

2d. Existing and Proposed Sections and Floor Levels

Required for all applications involving building work, alterations to buildings or display of advertisements when the proposal includes or involves a change in ground levels

All plans to be drawn at a minimum scale of 1:50, or 1:100 with a bar scale (horizontally and vertically) showing a cross section(s) through the proposed building(s). Plans should be proportionate to the nature and size of the proposal, titled and numbered, annotated where appropriate with dimensions or scale bar and paper size. They should show clearly the proposed works in relation to what is already there, highlighting any structures to be demolished. The drawings may take the form of contours, spot levels or cross or long sections as appropriate.

Policy Driver and where to get more advice:

- Planning Practice Guidance – www.planningguidance.planningportal.gov.uk/

2e. Existing and Proposed Roof Plans

Required for all applications involving alterations to the roof layout

All plans to be drawn at a minimum scale of 1:50, or 1:100. Plans should be proportionate to the nature and size of the proposal, titled and numbered, annotated with dimensions or a scale bar and paper size.

They should show clearly the proposed works in relation to what is already there, highlighting any structures to be demolished.

Policy Driver and where to get more advice:

- Planning Practice Guidance – www.planningguidance.planningportal.gov.uk/

2f. Landscaping Plan

Required for: Examples include: Increase in bedroom numbers; Proposals reducing on-site parking provision; Increase in commercial floorspace; Houses in multiple occupation; Forecourt parking.

Plans and elevations

Submit existing and proposed layout plans to scale, annotated with dimensions or a scale bar and paper size, showing:

- Areas of hard and soft landscaping
- Location and type of boundary treatment for example gates, walls, fences, railings
- Location, type and spread of trees on the site and on pavement.
- Existing and proposed changes of levels

An indication as to how the hard standing will be drained.

2g. Topographical Survey

Required for major applications and sloping sites

Plans should be proportionate to the nature and size of the proposal, titled and numbered, annotated with dimensions or a scale bar and paper size.

2h. Outline Planning Permission

Required for outline planning applications. These applications are generally only appropriate for new build developments outside conservation areas and are not appropriate for changes of use, or for proposals which are within or adjacent to a conservation area or involve development to or adjacent to a listed building

Where access is a reserved matter there is a requirement to indicate where access points to the development would be situated.

If access is to be determined at the outline stage all transport matters must be dealt with in detail, including the submission of a Transport Impact assessment where necessary.

The Council reserves the right to request further information in the form of e.g. indicative drawings and other supplementary documents, if it is not possible to determine the application on the reserved matters indicated (Article 5 of the Town and Country Planning (Development Management Procedure) (England) Order 2015).

Policy Driver and where to get more advice: Town and Country Planning (Development Management Procedure) (England) Order 2015

2i. Plant and Flue Drawings

Required for installation of plant, flues, ventilation, extraction or air conditioning equipment.

Plans, elevations and sections

- Show equipment, ducting and acoustic enclosures or screening on plans, elevations and sections
- Show the location of neighbouring windows on drawings cross referenced to the acoustic report

Plans should be proportionate to the nature and size of the proposal, titled and numbered, annotated with dimensions or a scale bar and paper size.

2j. Shop Fronts or ATMs

Required for shop fronts

Plans, elevations and sections

- Section of security grilles or shutters, if proposed, indicating the location of the shutter box and canopy
- If the proposal affects the access to the upper floors in any way, ground floor plans showing separate access to upper floors
- For proposals including the installation of ATM's, details of height (for disabled access) and details of any illuminated adverts

Plans should be proportionate to the nature and size of the proposal, titled and numbered, annotated with dimensions or a scale bar and paper size.

If advertisements are shown on the plans, these may require a combined planning permission and advertisement consent application.

Policy Driver and where to get more advice:

- Policies D1 and D2 of the Welwyn Hatfield District Plan 2005
- Policy CS9 of the Emerging Core Strategy, November 2012
- National Planning Policy Framework, Section 7

2k Basements or Excavations

Required for basements or excavations

Plans, elevations and sections

- Existing and proposed sections
- Show light wells and window dimensions on sections

If the proposed works to the basement extend to the front and rear of the property show the distance between basement and boundary on plans and section.

Plans should be proportionate to the nature and size of the proposal, titled and numbered, annotated with dimensions or a scale bar and paper size.

Policy Driver and where to get more advice:

- Policies D1 and D2 of the Welwyn Hatfield District Plan 2005
- National Planning Policy Framework, Section 7

2I Parking Plan

Required for all new development which would result in a change in parking requirements or loss of parking provision

Plans and elevations

Submit existing and proposed layout plans to scale showing:

- Details of existing and proposed parking provision including disabled and cycle parking
- Areas of hard and soft landscaping,
- An indication as to how the hard standing will be drained,
- Garage provision, to include information showing the garage is large enough to accommodate a vehicle in accordance with the Interim Parking Standards, November 2014

Plans should be proportionate to the nature and size of the proposal, titled and numbered, annotated with dimensions or a scale bar and paper size.

Policy Driver and where to get more advice:

- Policies M14, D1 and D2 of the Welwyn Hatfield District Plan 2005
- Supplementary Planning Guidance Parking Standards Adopted January 2004
- Interim Policy for Car Parking Standards and Garage Sizes, August 2014
- Policies CS1 and CS9 of the Emerging Core Strategy, November 2012
- National Planning Policy Framework, Section 4

Statements and Reports

3a Affordable Housing Statement

Required for proposals of 25 or more new residential units or on sites of 1 hectare or greater.

Submit an affordable housing statement. The statement will need to include:

- The mix of private and affordable units with numbers of habitable rooms and/or bedrooms
- If you are proposing different levels or types of affordability or tenure for different units you should explain this clearly and fully
- If you are proposing affordable housing that is not policy compliant, a viability statement will need to be submitted

You should also show the location of the affordable units and the number of habitable rooms and/or bedrooms, and/or the floor space of the units on the floor plans.

Policy Driver and where to get more advice:

- Policy H7 (Affordable Housing) of the Welwyn Hatfield District Plan 2005
- Policies CS7 and CS20 of the Emerging Core Strategy, November 2012
- National Planning Policy Framework, Section 12

3b Air Quality Assessment

The Council may require an applicant to submit an Air Quality Assessment for proposals that would:

- Include housing and is within or adjoining an Air Quality Management Area;
- Require an Environmental Statement;
- Require a Transport Assessment;
- Result in increased traffic congestion, or create a change in traffic volumes or vehicle speed;
- Significantly alter the traffic composition in an area (i.e. bus stations, HGV Parks etc);
- Include proposals for new car parking (>300 spaces) or coach/ lorry parks; or
- Have an effect on sensitive areas such as ecological sites, or areas previously defined as having poor air quality (including Air Quality Management Areas)

This assessment should indicate the change in air quality resulting from the proposed development and outlining appropriate mitigation measures as necessary.

Policy Driver and where to get more advice:

- Policy R18 of the Welwyn Hatfield District Plan 2005
- National Planning Policy Framework, Section 11
- Further advice may be obtained from the Council's Environmental Health Services department

3c Archaeological Assessment

Required for proposals involve a new building or the disturbance of ground within an Area of Archaeological Significance, and/or where the development would have an impact on a site which has, or may have, archaeological interest of over 0.5ha.

For all applications involving the disturbance of ground within an Area of Archaeological Significance as defined in the development plan, or other archaeological notification areas that might be published (including Scheduled Monument data), or in other areas in the case of a major development proposal or significant infrastructure works, an applicant may need to commission an assessment of existing archaeological information and submit the results as part of the Heritage Statement. This assessment may comprise the results of a desk based assessment and/or the results of an archaeological evaluation of the site.

Policy Driver and where to get more advice:

- R29 of the Welwyn Hatfield District Plan 2005
- Policy CS11 of the Emerging Core Strategy, November 2012
- National Planning Policy Framework, Section 12

Further information on existing archaeology, as well as other archaeological information and advice can be obtained from the Natural, Historic and Built Environment Team at Hertfordshire County Council.

3d Bin Stores / Recycling Facilities

Required for all new development which would result in the need for new or additional bin storage or recycling facilities

A scaled plan indicating the location of bin stores and details of the materials, design and type of enclosure to be used. The plan should include elevations with dimensions.

Policy Driver and where to get more advice:

- Policy R5 of the Welwyn Hatfield District Plan 2005
- Houses in Multiple Occupation, Supplementary Planning Document, February 2012
- Policy CS1 of the Emerging Core Strategy, November 2012

3e Biodiversity Survey/Report

May be required where your proposed development is part of, or located next to, a site designated for its biodiversity value, where it supports other locally significant habitat interest or may affect protected species or the potential for them.

For sites where protected species are known to exist, you will need to accompany your planning application with a biodiversity survey and report.

For other sites, where protected species are believed to be present and would be affected by the development, a phase 1 survey is recommended is undertaken which should be submitted with the application.

A biodiversity survey and report (Phase 1 Habitat Survey) should include the following information:

- Details about the existing biodiversity interests and protected species found on the development site (including any possible impacts that the new development may have on them)
- Details of any proposed measures to prevent mitigate or compensate for the possible impacts of the proposed development

Where necessary, an appropriate ecological survey (e.g. walkover, Phase 1 Habitat Survey, National Vegetation Classification or protected species) should include details

of any statutory or non-statutory sites, other existing biodiversity interests and protected species or potential for them found on the development site. These will include any significant wildlife habitats or features and any species or potential for them protected under the Wildlife and Countryside Act 1981, Conservation of Habitats and Species Regulations 2010 (as amended by 2012 (Regulations)) or the Protection of Badgers Act 1992.

Details of any proposed measures necessary to prevent, mitigate or compensate for the possible impacts of the proposed development on both habitats and species will also be required. These may need to include details for long term maintenance and management.

This applies to those types of development requiring an EIA and an Environmental Statement as well as to those where any locally valuable habitats or protected species is involved.

Without appropriate surveys, when required, the application may be refused planning permission for insufficient information.

Policy Driver and where to get more advice:

- Policy CS11 of the Emerging Core Strategy, November 2012
- National Planning Policy Framework, Section 11
- BS42020:2013 Biodiversity. Code of practice for planning and development
- Planning Practice Guidance, Natural Environment, Planning Portal

It is advisable for applicants to seek advice on the scope of the assessment from the local Natural England office (Natural England, Harbour House, Hythe Quay, Colchester, Essex, CO2 8JF; Tel 01206 796666; email: consultations@naturalengland.org.uk).

Further advice may be found in: www.planningguidance.planningportal.gov.uk/, DEFRA Circular 01/2005 and Planning for Biodiversity and Geological Conservation: A Guide to Good Practice.

Further guidance and the Protected Species Trigger List may be found in Association of Local Government Ecologists (ALGE) document on Validation of Planning Applications – Template for Biodiversity and Geological Conservation, <http://www.alge.org.uk/publications/index.php>; and Publicly Available Specification (PAS) 2010:2006. Planning to halt the loss of biodiversity. Biodiversity Conservation standards for planning in the UK. Code of Practice. British Standards Institute.

3f Chalk Mining

Required for those in Hatfield on University of Hertfordshire, College Lane Campus

When a development is proposed within these areas, it is necessary for a chalk mine risk assessment to be undertaken. Developers should contact Development Management prior to submitting an application to clarify the risk. Details, including the following will be required to undertake the assessment:

- Site Address
- Land use
- Access – types of highway being provided and/or might be affected by the development, for example 'A' roads, major local road, minor, footpaths etc

- Services – provided/impacted upon (electricity, gas, water etc), national supply, local service, industrial level, domestic level, minor drainage and telecoms.

This assessment, undertaken by the planning authority will determine the level of risk as a result of the proposed development.

Where the risk is established to be ‘very high’ or ‘high’ a Geophysical Technical Survey report will be need to be undertaken and submitted with the planning application to enable the consideration of the risk to be undertaken.

Policy Driver and where to get more advice:

- National Planning Policy Framework, Section 11

3g Character Analysis and Appraisal

Required for all new build

Provide a contextual statement that demonstrates a clear understanding and analysis of the local character of the area. The statement should demonstrate how your proposal will make a positive contribution to protecting and enhancing the local character of the area.

Policy Driver and where to get more advice:

- Policies D1, D2 and RA10 of the Welwyn Hatfield District Plan 2005 and Supplementary Design Guidance 2005
- Policy CS9 of the Emerging Core Strategy, November 2012
- National Planning Policy Framework, Section 7

3h Contaminated Land Assessment

Required for applications to re-develop or significantly change the use of a piece of land which could potentially be contaminated as a result of current or historic use

Dependent on the site and the end use and the potential for contamination to affect the development proposals, it may be a requirement that a Site Investigation and Risk Assessment and Remediation Strategy need to be submitted with the application

The amount of information required should be sufficient to determine the existence or otherwise of the contamination, the nature of the contamination, risks it may pose to human health and controlled waters and whether these can be satisfactorily reduced to an acceptable level.

Policy Driver and where to get more advice:

- Policy R2 of the Welwyn Hatfield District Plan
- National Planning Policy Framework, Section 11
- Advice may be obtained from the Council’s Environment Health Services section

3i Cycle Parking

Required for all new build and change of use.

Details of proposed cycle parking, including a plan to scale showing location; numbers of stands, elevations of proposed cycle covers and materials to be used.

Policy Driver and where to get more advice:

- Policy M6 of the Welwyn Hatfield District Plan 2005 and Supplementary Planning Guidance Parking Standards Adopted January 2004
- Policies CS1 and CS9 of the Emerging Core Strategy, November 2012
- National Planning Policy Framework, Section 4

3j Daylight and Sunlight Assessment

Required for major applications where there is a potential adverse impact upon the current levels of sunlight/daylight enjoyed by adjoining properties or buildings, including associated gardens or amenity space.

Applications where the application site itself is subject to potential adverse impact from adjoining buildings or features or where one part of the development is affected by another part of the same development.

A daylight, vertical sky component, sunlight availability and shadow study should be undertaken and assessed against the criteria set out in the BRE document.

The information included should be sufficient to determine:

- The existing and expected levels of daylight, sunlight and overshadowing on neighbouring properties
- The measures that will be taken to mitigate against the expected impact of the proposed development

Policy Driver and where to get more advice:

- Policy D1 of the Welwyn Hatfield District Plan 2005
- Supplementary Design Guidance, February 2005
- Policy CS9 of the Emerging Core Strategy, November 2012
- National Planning Policy Framework, Section 9

Site Layout Planning for Daylight and Sunlight 'A guide to good practice' (BRE) 2011
<http://www.bre.co.uk/>

3k Economic Statement

Required for major developments, excluding householders which are major developments by virtue of the site area

Applications may need to be accompanied by a supporting statement of any regeneration benefits from the proposed development, including: details of any new jobs that might be created or supported; the relative floorspace totals for each proposed use (where known); any community benefits; and reference to any regeneration strategies that might lie behind or be supported by the proposal.

This will assist in demonstrating the economical benefits associated with sustainability.

3l Energy Statement

Required for 10 or more dwellings

Statement to demonstrate how the proposal will maximise energy conservation through means such as renewable energy or low carbon sources

Policy Driver and where to get more advice:

- Policy R3 of the Welwyn Hatfield District Plan 2005
- Policy CS1 and CS10 of the Emerging Core Strategy, November 2012
- National Planning Policy Framework, Section 10
- Advice may be obtained from Building Futures:
<http://www.hertslink.org/buildingfutures/>

3m Environmental Statement

Required for developments that: are listed under Schedule 1 and may be required for developments defined within Schedule 2 of The Town and Country Planning (Environmental Impact Assessment) (Amendment) Regulations 2015

You should request a screening opinion before submitting a planning application if the development meets or exceeds the thresholds defined within Schedule 1 and 2 of the Regulations to determine if an EIA is required. Other developments below this threshold may also require a screening opinion. Further guidance is provided within the National Planning Policy Guidance.

The Regulations provide a checklist of matters to be considered for inclusion in the Environmental Statement and require the developer to describe the likely significant effects of a development on the environment and to set out the proposed mitigation measures e.g. air quality assessment.

Where an EIA is required, this should be in the form set out in Schedule 4 of the Regulations.

Policy Driver and where to get more advice:

- The Town and Country Planning (Environmental Impact Assessment) Regulations 2011
- National Planning Practice Guidance

3n Financial Viability Assessment

Required form major developments that do not offer planning obligations in accordance with the Council's Supplementary Planning Document on Planning Obligations, February 2012 and Hertfordshire County Council's Planning obligation guidance – toolkit for Hertfordshire.

Applicants are required to provide evidence and firm assurances demonstrating the reliability of the submitted financial viability information. This shall take the form of a robust open book appraisal.

Information may be found in the Council's Planning Obligations Supplementary Planning Document, February 2012, Section 4, page 34, paragraph 4.12 'Viability'.

Policy Driver and where to get more advice:

- Policies H10 (Affordable Housing) and D9 (Access and Design for People with Disabilities) of the Welwyn Hatfield District Plan 2005

- Policy CS7 of the Emerging Core Strategy November 2012
- Planning Obligations Supplementary Planning Document, February 2012
- National Planning Policy Framework, Section 8
- Section 106 affordable housing requirements (April 2013, Communities and Local Government)

3o Flood Risk Assessment (FRA)

Required for Planning applications for development proposals of one hectare or greater in Flood Zone 1 and all development proposals located in Flood Zones 2 and 3 should be accompanied by a Flood Risk Assessment (FRA).

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 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. The FRA should form part of an Environmental Statement when one is required by the Town and Country Planning (Environmental Impact Assessment) Regulations 2011.

A Strategic Flood Risk Assessment has also been prepared for the Local Planning Authority (May 2009). This identifies a number of areas across the Borough that are vulnerable to flooding from sewers, groundwater, overland flow and artificial sources. It is therefore necessary for applicant's to contact the planning department to establish if the location of their development might be affected by any of these sources, and if so, whether a FRA will be required and/or sustainable drainage systems.

Policy Driver and where to get more advice:

- National Planning Policy Framework, Sections 2 and 3

3p Heritage Statement Appraisal and/or Heritage Impact Statement

Required for all listed building consent applications and / or developments affecting Registered Park & Garden or Locally Listed Park & Garden

You must provide information about:

- the significance of the architectural and historical interest and character of the building or structure or park and garden;
- the principles of and justification for the proposed works; and
- the impact of the proposal on the special interest of the listed building or structure and/ or park and garden, its setting and the setting of adjacent listed buildings.

The information should explain:

- the sources that you have considered;
- the expertise that you have consulted; and
- the steps that have been taken to avoid or minimise any adverse impacts on the significance of the building.

The type and amount of detail required will vary according to the particular circumstances of each application.

Policy Driver and where to get more advice:

- Policies CS11 and CS13 of the Emerging Core Strategy, November 2012
- National Planning Policy Framework, Section 12
- Policy R28 of the Welwyn Hatfield District Plan 2005
- <https://www.historicengland.org.uk/advice/planning/>

3q Landscape Strategy

Required for all applications, the amount/level of information will vary depending upon the scale of the development as well as its location.

All development proposals should be considered in terms of their landscape / urban context, to ensure that the best possible design solution, responding to the local character, delivering a high quality living environment is achieved.

The type and depth of information required for each development proposal will vary according to the landscape and visual effects of the development, and their significance. In some cases it may be necessary to engage with a landscape professional, with the relevant skills and expertise to consider landscape and visual issues.

A Landscape Strategy should include:

- a landscape statement to demonstrate an understanding of how the proposed development will conserve and enhance local character;
- a site survey and analysis to include information on levels/geology and soils/drainage /ecology/existing vegetation and trees/access and circulation/services/views into, within and out of site/site boundaries/important site features/ any other environmental constraints and opportunities;
- a tree survey / tree protection plan / arboricultural method statement, trees should be considered in line with BS 5837:2012 'trees in relation to design, demolition and construction recommendations';
- for developments that would affect the setting of a designated heritage asset, how this would be preserved and/or enhanced
- a Landscape Masterplan to show:
 - general arrangement of hard and soft landscape, to include new planting and trees, boundary treatments and lighting etc.
 - landscape details (with reference to all relevant British Standards) including hard surfacing materia;
 - levels (to include cross sections);
 - specifications;
 - construction details;
 - planting plan and schedule (including species, tree and plant sizes, numbers and planting densities); and
 - management schedule.

Policy Driver and where to get more advice:

- Guidance on hiring a landscape professional can be found on the Landscape Institute website (http://www.landscapeinstitute.org/registered_practices/)
- National Planning Policy Framework, Section 11

- 'Guidelines for Landscape and Visual Impact Assessment' (Third edition) Landscape Institute and Institute of Environmental Management and Assessment 2013
- Policies R17, D2 and RA10 of the Welwyn Hatfield District Plan 2005

3r Lighting Assessment

Required for all major applications and those including floodlighting.

Schemes involving floodlighting will provide an assessment that will cover such matters as:

- Light spillage;
- Hours of illumination;
- Light levels;
- Column heights;
- Specification and colour treatment for lamps and luminaires;
- The need for full horizontal cut-off;
- No distraction to the highway;
- Levels of impact on nearby dwellings;
- Use of demountable columns;
- Retention of screening vegetation;
- Use of planting and bunding to contain lighting affects a tree; and
- Where applicable, impact(s) upon biodiversity.

Policy Driver and where to get more advice:

- Guidance on hiring a landscape professional can be found on the Landscape Institute website (http://www.landscapeinstitute.org/registered_practices/)
- National Planning Policy Framework, Sections 7 and 11
- 'Guidelines for Landscape and Visual Impact Assessment' (Third edition) Landscape Institute and Institute of Environmental Management and Assessment 2013
- Policy R20 of the Welwyn Hatfield District Plan 2005

3s Marketing Assessment

Required for relevant non policy compliant proposals (e.g. change of use of employment land)

This will need to show that real efforts have been made, without success, to continue the present use or to find compatible alternative uses for the site. The marketing should be carried out by a suitable firm of chartered surveyors or estate agents who have a good knowledge of both property and the local, national, or niche market, as appropriate.

Marketing should then be properly and extensively undertaken, including placing advertisements in all relevant journals, both locally, and/or, if appropriate nationally or via the internet. Professional advice from the selling agent is essential. All enquiries and inspections should be recorded, and a proper audit trail kept, so that it can be demonstrated that every reasonable effort has been made to find a purchaser for the property.

Assuming normal market conditions, the minimum period of active marketing would be 12 months. The emphasis is on active marketing rather than merely placing the property's details on a website after an initial advertising campaign.

Policy Driver and where to get more advice:

Welwyn Hatfield District Plan 2005 – non policy compliant proposals

3t Noise and vibration assessment

Required for applications with issues of disturbance, or are considered to be noise and/or vibration sensitive development

A Noise and Vibration Impact Assessment which is recommended is prepared by a suitably qualified practitioner is required. The assessment should outline the potential sources of noise and/or vibration generation, and how these may have a negative effect on local amenity. The assessment should also outline how the developer intends to overcome these issues.

Policy Driver and where to get more advice:

- National Planning Policy Framework
- Policy R19 of the Welwyn Hatfield District Plan 2005
- Welwyn Hatfield Council, Environmental Health Department:
e.health@welhat.gov.uk or 01707 357242

3u Open Space Assessment

Required for applications with open space

Application proposals should be accompanied by plans showing any areas of existing or proposed open space within or adjoining the application site. Planning consent is not normally given for development of existing open spaces which local communities need. However, in the absence of a robust and up-to-date assessment by a local authority, an applicant for planning permission may seek to demonstrate through an independent assessment that the land or buildings are surplus to local requirements.

For applications specifically involving playing fields, the following information is required: and

- The size of the existing playing field and how much of the playing field is affected by the proposal (in ha or m²);
- Existing site plan, clearly showing the layout of the winter and summer pitches including safety margins at a minimum 1:1000 scale;
- Proposed site plan, showing how any proposed new buildings and other works are likely to impact on the existing pitch layout. Any realignment of pitches should also be shown;
- Copy of any relevant correspondence, supporting statement or submission, including when last used, used by whom, in addition to what formal sports provision is being proposed if any), including replacement facilities;
- Any information of alternative sport and recreational provision.

Policy Driver and where to get more advice:

- Further guidance from Sport England can be downloaded from their website at www.sportengland.org

3v Planning obligation(s) / Draft Head(s) of Terms

Required for all major applications

This could include brief draft heads of terms for a section 106 agreement or unilateral undertaking, as well as include title and solicitor details. Applicants should clarify the Local Planning Authority's requirements in pre-application discussions and confirm any planning obligations that they agree to provide in brief heads of terms.

Policy Driver and where to get more advice:
Further advice is available in Circular 1/97: Planning Obligations

3w Planning Statement and Additional Supporting Information

Required for all major applications

The planning statement should explain the principles of and justification for the proposed works. The type and amount of detail required will vary according to the particular circumstances of each application.

You should submit information explaining how the proposed development accords with policies in the Local Plan and Supplementary Planning Documents/Guidance and any development briefs.

You should also include details of any pre application consultation you have carried out in accordance with Welwyn Hatfield's Statement of Community Involvement 2013.

The planning statement should also include for all major residential and commercial developments details of how crime prevention has been considered and opportunities to design-in community safety with the proposals. Early contact with the Crime Prevention Design Advisor of Hertfordshire Constabulary is essential to obtain relevant local advice on designing out crime in the built environment.

Policy Driver and where to get more advice:

- Guidance may be found on the Secured by Design website <http://www.securedbydesign.com> where there are design guides that can be downloaded and also a 3D interactive guide. The local Crime Prevention Design Advisor for Hertfordshire can be contacted at cpds@herts.pnn.police.uk.

3x Retail Assessment

Required for Retail Impact Assessments are required for any application for a main town centre use (or an extension to a use) which would be in an edge-of-centre or out-of-centre location and which is not in accordance with an up-to-date development plan.

The requirements for an assessment are set out at paragraph 26 of the National Planning Policy Framework

An assessment should include the need for development, whether it is of an appropriate scale, whether there are any sites closer to a centre for the development, whether there are any unacceptable impacts on existing centres and whether the location is accessible.

Policy Driver and where to get more advice:

- Policies CS5, CS14, CS16 and CS20 of the Emerging Core Strategy, November 2012
- National Planning Policy Framework, Section 2

3y Schedule of Works

Required for structural alterations to a listed building or demolition of a listed building or other heritage asset

Where you are proposing to remove any part of the building/heritage asset including ceilings, partitions, fixtures and fittings, indicate the location, extent and character of the items to be removed on the existing elevations, plans and sections and cross referenced to a schedule of works.

If major repair works are proposed provide a supplementary schedule of works and method statement which explains the principles for the proposal.

Structural plans are required when demolition of a designated heritage asset is proposed on the grounds it is structurally unsound.

The schedule of works is required in addition to the requirements detailed under 'Heritage Statement'.

Policy Driver and where to get more advice:

- National Planning Policy Framework

3z Statement of Community Involvement (SCI)

Required for all developments

Applicants for larger developments should consult with the local community prior to making a planning application, and to provide details of this consultation.

Policy Driver and where to get more advice:

- Further information can be found in Welwyn Hatfield Council's Statement of Community Involvement 2013

3zi Structural Survey

Required for a structural survey will be required in the following circumstances:

- The demolition or conversion of listed buildings
- Conversion of buildings in the countryside to any other use (including commercial, tourism and residential), to demonstrate that they are capable of conversion without major alterations or rebuilding

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

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

- Assessment of structural and other alterations necessary to implement the proposed conversion
- Assessment of percentage of building that needs to be rebuilt - including walls and timbers
- Opinion as to the suitability of building for proposed conversion
- Photographs are often helpful but not essential
- A schedule of works necessary to preserve the building
- A schedule of works necessary to carry out the applicant's proposals (including those necessary to meet building regulation approval)

Policy Driver and where to get more advice:

- Policy RA17 of the Welwyn Hatfield District Plan 2005
- Policy CS11 of the Emerging Core Strategy, November 2012
- National Planning Policy Framework

3zii Sustainable Drainage Systems and Foul Sewage Assessment

Required for all major developments

Plans and details shall be submitted to ensure that sustainable drainage systems for the management of run-off are in place, unless demonstrated to be inappropriate.

Applications for development should also demonstrate that there is adequate capacity both on and off the site to serve the development and that it would not lead to adverse amenity impacts for existing or future users in the form of internal and external sewer flooding or pollution of land and water courses.

Appraisals and reports may be required to ascertain whether the proposed development will lead to overloading of existing water and/or waste water infrastructure. Where there is a capacity constraint, as identified by Thames Water, the developer shall provide a detailed water and/or drainage strategy informing what infrastructure is required, where, when and how it will be delivered.

When the proposed development results in any changes/replacement to the existing system or the creation of a new system, scale plans of the new foul drainage arrangements will also need to be provided. This will include a location plan, cross sections/elevations and specification. If connection to any of the above requires crossing land that is not in the applicant's ownership, other than on a public highway, then notice may need to be served on the owners of that land.

Policy Driver and where to get more advice:

- Policies R7 and R9 of the Welwyn Hatfield District Plan 2005
- Policy CS11 of the Emerging Core Strategy, November 2012
- National Planning Policy Framework. Sections 10 and 11
- Hertfordshire County Council, Lead Local Flood Authority
floodandwatermanagement@hertfordshire.gov.uk

3ziii Transport Statements, Transport Assessments and Green Travel Plans

Required for:

Transport Statement - development affecting a trunk road with between 50 and 80 units
Transport Assessment – 80 or more units

Green Travel Plans – In accordance with Hertfordshire’s Travel Plan Guidance for Business and Residential Development

Transport Assessment and Transport Statement

Where a development might have an impact on a trunk road, requirements are set out within Department for Transport Circular 02/2007, Planning and the Strategic Road Network. The guidance can be found at www.highways.gsi.gov.uk.

It is recommended that where a development may have an impact on a Trunk Road that the Highways Agency is consulted regarding the preparation of any scoping document as necessary, prior to the submission of an application.

Information required in the assessment will include all existing and proposed commercial and residential vehicular and pedestrian movements to and from the site. Loading areas and arrangements for manoeuvring, servicing and parking of vehicles should also be clearly identified. It should describe and analyse existing transport conditions, how the development would affect those conditions and any measures proposed to overcome any problems.

A travel plan should outline the way in which the transport implications of new development will be managed in order to ensure that there is the least environmental, social or economic impact. Developers should state how new occupiers of or customers to the development will use alternative means of travel that do not involve private vehicle use. Clear targets should be included to enable the Travel Plan to be monitored and reviewed.

Residential Travel Plans to encourage car sharing or other alternative means of travel other than by private single occupancy trips.

New developments will be expected to encourage cycling through the inclusion of safe cycle routes and parking for cycles. New routes should link with existing or proposed cycle paths. Contributions may be required for off-site facilities. Appropriate secure waterproof storage and changing/shower facilities should be provided within developments. These details should be provided within the application and on plan, as appropriate.

Policy Driver and where to get more advice:

- Department of Transport/Communities and Local Government document Guidance on Transport Assessment (March 2007)
- Guidance may be found at Department for Transport Circular 02/2007, Planning and the Strategic Road Network. The guidance can be found at www.highways.gsi.gov.uk
- Hertfordshire County Council, <http://www.hertsdirect.org/services/transtreets/devmanagment/greentravelplans1/>
- Policies M2, M3 and M6 of the Welwyn Hatfield District Plan 2005

3ziv Ventilation / Extraction Equipment

Will be required for all applications relating to the sale or preparation of cooked food, shops requiring extracting equipment and launderettes

Applications will be required to provide details of the method and appearance of measures to deal with ventilation and extraction, including sound power levels of machinery, odour abatement and types of filters to be used. Due to the potential disturbance and loss of amenity to residents within the vicinity, prior to determining the suitability of the equipment and whether any further attenuation works are required, a British Standard 4142:2014 assessment is recommended is carried out. This assessment is designed to evaluate the likelihood of complaints that may arise from the introduction of an industrial type of noise to an area. A suitably competent person is recommended completes this assessment.

Policy Driver and where to get more advice:

- Policy CS20 of the Emerging Core Strategy, November 2012
- National Planning Policy Framework, Sections 7, 11 and 12
- Welwyn Hatfield Council, Environmental Health Department, e.health@welhat.gov.uk or 01707 357242

3v Visual Impact Assessment

Will be required to support an application where there is a potential adverse impact from the visual effects from the proposed development

The following guidance outlines the appropriate methodology for carrying out Visual Assessments.

'Guidelines for Landscape and Visual Impact Assessment' (Third edition) Landscape Institute and Institute of Environmental Management and Assessment 2013

Policy Driver and where to get more advice:

- Policies D2 and RA10 of the Welwyn Hatfield District Plan 2005
- Policy CS20 of the Emerging Core Strategy, November 2012
- Welwyn Hatfield Landscape Character Assessment, April 2005
- Supplementary Design Guidance, February 2005
- National Planning Policy Framework, Sections 77, 11 and 12

3vi Summary Statement

Required for any planning application when reports and surveys exceed 100 pages. A summary document of no more than 20 pages shall be submitted.