

Gloucester City Council National and Local Validation Requirements for Planning Applications

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This list is in two main parts:

Part A sets out the statutory national requirements for all applications. Planning applications submitted without any one of the listed items are likely to be invalidated.

Part B provides a list of additional local requirements. These requirements will need to be met in particular circumstances and will be dependent on factors such as site location, characteristics of the site, the scale and nature of the development and national and local policy requirements. They will not necessarily be required in every case. Indicative thresholds are therefore included to guide applicants where appropriate.

The appendices contain a summary of the requirements for a basic householder application. There is also the locally required [Annexe Functional Link Checklist](#) and [Flood Risk and Drainage Checklist](#).

General note for all applications:

1. A scale bar must be included on all drawings. Plans marked “not to scale” or “do not scale” will not be registered.
2. All drawings must be to a recognised metric scale.
3. Location plans and block plans to include a north arrow.
4. Key dimensions should be annotated on the relevant plans and drawings. For householder applications the key dimensions are the external width, height and depth of the proposed works.
5. Hand drawn plans are unlikely to be acceptable unless produced by a technician or professional plan drawer.
6. Documents such as Heritage Statements, Flood Risk Assessments and Drainage Strategies and any other assessments produced by the applicant must not be a placeholder but must be significant in their content to allow for full and proper assessment without requiring further information. If you are not sure if your documents are suitable, you are advised to use the [pre-application service](#). Applications with insufficient information will not be validated and may well be refused without further requests for information.

What happens if my application is invalid?

Applicants will be informed in writing of where the application is deficient. Where a satisfactory response to an invalid letter is not received within 28 days, the application and any fee received will be returned. An admin fee will be charged for processing and returning the application.

Part A – National Requirements

Part A: National Validation Requirements					
	Information	Policy Driver	Applications that require this information	Further details	Further information
A1	Completed Application Form	Part 3, Article 7 of The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended).	All applications for planning permission and associated consents.	All sections of the relevant application form must be completed.	Planning Portal https://www.planningportal.co.uk/applications
A2	Ownership certificate and agricultural land declaration	Part 3, Article 13, Town and Country Planning (Development Management Procedure)(England) Order 2015 (as amended)	All applications for planning permission. Ownership certificates are included as part of application forms.	Which ownership certificate should be signed? Certificate A – Should be completed if the applicant has sole ownership of the land to which the application relates and there are no agricultural tenants. Certificate B – Should be completed if the applicant is not the sole owner, or if there are agricultural tenants, and the applicant knows the names and addresses of all the other owners and/or agricultural tenants. Certificate C – Should be completed if the applicant does not own all of the land to which the application relates and does not know the name and address of all of the owners and/or agricultural tenants. Certificate D - Should be completed if the applicant does not own all of the land to which the application relates and does not know the names and addresses of any of the owners and/or agricultural tenants. Ownership certificates must also be completed for applications for listed building consent, although no agricultural declaration is required. For certificates B and C the applicant has to serve a notice on the owner(s) that the applicant knows the names of, telling him/her that the applicant is making the planning application. For certificates C and D the applicant has to advertise in the local press the fact that he/she is making the application and does not know the names of the owner(s) of some or all of the land. The applicant must send a copy of the published notice with their application forms.	Government Guidance - Making an application - GOV.UK
A3	Planning Application Fee	Part 3, Article 11, Town and Country Planning (Development Management Procedure)(England)	In most cases there will be a fee for your planning application. However, there are concessions/ for some applications, such as listed building consent, planning permission for relevant demolition in a conservation	Fees can be calculated and paid on the planning portal website - https://www.planningportal.co.uk/planning/planning-applications/how-to-apply/what-it-costs If you are seeking an exemption you must clearly set out the reasons why in your submission.	Government Guidance Fees for planning applications - GOV.UK

		Order 2015 (as amended) The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) (Amendment) Regulations 2023	area and works to trees, where no fee is required. For further information on concessions please view the following guidance - https://www.gov.uk/guidance/feesfor-planning-applications		
A4	Biodiversity Net Gain Strategy	Schedule 7A of the Town and Country Planning Act 1990 (as inserted by Schedule 14 of the Environment Act 2021).	All planning applications. (Householder applications are exempt.)	The application must be accompanied by the minimum information set out in Article 7 of The Town and Country Planning (Development Management Procedure) (England) Order 2015, which are included in the planning application form. • A BNG Statement: Confirming whether the applicant believes the development would be subject to the biodiversity gain condition. • Exemption Justification: If the applicant believes the development is not subject to the condition, they must provide the reasons for that belief (e.g., claiming a de minimis or householder exemption). • Completed Biodiversity Metric: If the condition applies, the completed Statutory Biodiversity Metric (in Excel format) showing the pre-development biodiversity value of the onsite habitat on the date of application (or an earlier agreed date). • The Biodiversity Value(s): The specific pre-development value(s) derived from the metric calculation. • Baseline Habitat Plan: A scaled plan showing the location and extent of all onsite habitats existing at the time of the application (or an earlier agreed date). • Degradation Statement: If any onsite habitat has been degraded since 30 January 2020 (other than in accordance with a planning permission), a statement to this effect and the pre-degradation value must be provided The Biodiversity Assessment Report including: • A full report by a competent ecologist explaining how the "10% net gain" will be achieved. This should include: ○ Evidence of following the Mitigation Hierarchy (Avoid, Mitigate, Compensate). ○ Confirmation that the biodiversity gain hierarchy has been adhered to. ○ Justification for the Strategic Significance scores used in the metric, linking to the Local Nature Recovery Strategy (LNRS). ○ An explanation as to whether on-site biodiversity net gains are significant. • Draft Habitat Management and Monitoring Plan (HMMP): A preliminary plan outlining how created or enhanced habitats will be managed and monitored for at least 30 years. • Condition Assessment Sheets: Completed statutory condition assessment sheets for all habitats recorded in the baseline metric to justify the assigned habitat conditions. • Off-site Strategy (if applicable): If the 10% gain cannot be achieved on-site, details of the proposed off-site location or proof of intention to purchase biodiversity credit.	Environment Act 2021 - https://www.legislation.gov.uk/ukpga/2021/30/contents/enacted Government Guidance - https://www.gov.uk/guidance/understanding-biodiversity-net-gain#full-publicationupdate-history
A5	Environmental Impact Statement	Town and Country Planning (Environmental	An Environmental Statement (ES) is required if the project is:	Prior to making an application, applicants are encouraged to apply for a screening opinion to determine whether the proposed development requires an Environmental Impact Assessment / Environmental Statement.	Guidance: Environmental Impact Assessment - https://www.gov.uk/guidance

		Impact Assessment) Regulations 2017	Schedule 1 Development: An Environmental Impact Assessment (EIA) is mandatory in every case. Schedule 2 Development: An EIA is required if the project is listed in the first column of Schedule 2 and exceeds the relevant thresholds or criteria in the second column (or is in a sensitive area), and is likely to have significant effects on the environment. In these cases, the project must be screened by the local planning authority against the criteria in Schedule 3 to determine if an EIA is necessary.	An Environmental Statement must include: (a) a description of the proposed development comprising information on the site, design, size and other relevant features of the development; (b) a description of the likely significant effects of the proposed development on the environment; (c) a description of any features of the proposed development, or measures envisaged in order to avoid, prevent or reduce and, if possible, offset likely significant adverse effects on the environment; (d) a description of the reasonable alternatives studied by the developer, which are relevant to the proposed development and its specific characteristics, and an indication of the main reasons for the option chosen, taking into account the effects of the development on the environment; (e) a non-technical summary of the information referred to above. The developer must ensure that the environmental statement is prepared by competent experts. The environmental statement must be accompanied by a statement from the developer outlining the relevant expertise or qualifications of such experts.	nce/environmental-impact-assessment
A6	Fire Statement	Part 3, Article 9A, Town and Country Planning (Development Management Procedure)(England) Order 2015 (as amended)	Applications to build or convert 'High Rise' building(s) of 18m in height or more or 7 storeys or more containing or proposing to contain either 2 or more dwellings OR educational accommodation (such as classrooms). An application within the curtilage of a relevant 'High Rise' building	A Fire Statement must— (a) be on a form published by the Secretary of State (or a form substantially to the same effect); and (b) include the particulars specified or referred to in the form. Fire Statements are not required where a material change of use of a high rise building, would mean the building was no longer a relevant building.	Government Guidance - https://www.gov.uk/guidance/fire-safety-and-high-rise-residential-buildings-from-1-august-2021
A7	Design and Access Statement	Part 2, Article 9, Town and Country Planning (Development Management Procedure)(England) Order 2015 (as amended), Planning (Listed Buildings and Conservation Areas) Regulations 1990 National Planning Policy Framework (NPPF), Paragraphs 137 - 139, 167	Required in the following circumstances: Applications for major development. Applications for development in a conservation area, where the proposed development consists of: - one or more dwellings; or - a building or buildings with a floor space of 100 square metres or more. Applications for listed building consent.	A Design and Access Statement must: (a) explain the design principles and concepts that have been applied to the proposed development; and (b) demonstrate the steps taken to appraise the context of the proposed development, and how the design of the development takes that context into account. Design and Access Statements accompanying applications for listed building consent must include an explanation of the design principles and concepts that have been applied to the proposed works, and how they have taken account of: (a) the special architectural or historic importance of the building; (b) the particular physical features of the building that justify its designation as a listed building; and (c) the building's setting. Where a planning application is submitted alongside an application for listed building consent, a single, combined Design and Access Statement can address the requirements of both.	Design Council Guidance https://www.designcouncil.org.uk/sites/default/files/asset/document/design-and-access-statements.pdf Government Guidance - https://www.gov.uk/guidance/making-an-application#Design-and-Access-Statement Joint Committee of the National Amenity Society Website - www.jcnas.org.uk/ Historic England Website historicengland.org.uk
A8	Site Location Plan	Part 3, Article 7, Town and Country Planning (Development Management Procedure)(England) Order 2015 (as amended)	All applications except variation of a condition (section 73 application)/discharge of condition and a non-material amendment.	A location plan should be based on an up-to-date Ordnance Survey based map. The scale should typically be 1:1250 or 1:2500, but wherever possible the plan should be scaled to fit onto A4 or A3 size paper. A location plan should identify sufficient roads (usually 2 road names) and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear.	Planning Portal Website - https://www.planningportal.co.uk/homepage/4/buy_a_planning_map Planning Portal Website - https://ecab.planningportal.co.uk/

				The location plan must show the direction of North and a scale bar. The application site should be edged clearly with a red line on the location plan. It should include all land necessary to carry out the proposed development (e.g. land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings). A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.	al.co.uk/uploads/1app/maps_plans_and_planning_apps.pdf
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Part B – Local Requirements

Part B: Information Required – Local Validation Requirements These requirements are set by the Local Planning Authority. The documents you will need to provide will vary, depending on your proposal and the site location. If you are not sure what to submit to make a valid application, you are advised to use the pre-application service . Joint Core Strategy – JCS Gloucester City Plan – GCP National Planning Policy Framework – NPPF National Planning Practice Guidance – NPPG					
Item	Information Required	Policy Drivers	Applications that require this information	Further Details	Where to look for further guidance
1	Accessible and Adaptable Homes	GCP A6	All application for 4 dwellings or more.	Details of the number, percentage, type and location of M4(2) (Accessible and adaptable dwellings) and M4(3) (wheelchair user dwellings) properties; set out in tabular form by plot and standards. Annotated floor plans detailing how the development complies with Optional Technical Standards relating to adaptable, accessible and wheelchair user housing standards (as relevant) as set out in Part M of the Building Regulations. Plans and elevations detailing the external levels and access to the dwelling and parking arrangements.	Housing: optional technical standards - GOV.UK Access to and use of buildings: Approved Document M - GOV.UK
2	Active Design and Accessibility	NPPF 138 GCP C1	Major development.	Within the Design and Access Statement a section addressing how Policy C1 and 'Building for a Healthy Life' has been addressed.	Building for a Healthy Life
3	Active Travel England: planning application assessment toolkit	Town and Country Planning (Development Management Procedure) (England) Order (2015) GCP G1, G2, G3	Developments of 150 dwellings or more. Floorspace of 7,500m2 for non-residential uses. Development with an overall area of 5 hectares or more.	Completed Toolkit - Active Travel England: planning application assessment toolkit - GOV.UK	Active Travel England: planning application assessment toolkit - GOV.UK
4	Affordable Housing Statement	NPPF JCS SD11, SD12	Proposals for 11 or more dwellings, sites with a maximum combined floorspace greater than 1000 square metres or site area of 0.5 hectares or more.	The information submitted with the application shall include details of (preferably in an excel/csv file format): - The total number of residential units - The mix of residential units including the number, type, mix, size (including the number of bedrooms and bedspaces) - The tenure of all affordable units - If different levels or types of affordability or tenure are proposed for different units this should be clearly and fully explained. And: - Floorplans for each house type. - The Affordable Housing Statement must demonstrate how the proposal addresses the requirements of JCS Policy SD12 and include draft heads of terms for the	

				provision of affordable housing to be secured by a S106 legal agreement (also see Heads of Terms below). - Details of the Registered Provider appointed to deliver and/or manage the affordable housing element of the development. - Details of engagement with Housing Association/Registered Provider on quality, tenure, and location that indicates they can contract on and deliver on site AH and if not a robust justification for no off site delivery or commuted sums. - Details and any terms of any grant funding. - Any rental charge and service charge liability for each of the affordable units. - Marketing and Communication Strategy. - A full delivery programme identifying which affordable units will be delivered and when they are expected to be completed. - A commitment to give at least eight weeks advance notice of the completion of units and preferably advertisement and letting through the Choice Based Lettings Policy. g) A colour coded site plan illustrating property types and tenures dispersed throughout the overall development. - A commitment to manage the initial and aftersales administration of any discounted market sale properties, including First Homes, by ensuring that they remain affordable in perpetuity and all appropriate local restrictive sale conditions are met in liaison with Gloucester City Council's Strategic Housing team. If the application does not provide for the full affordable housing requirement, redesign and public subsidy should be considered. If an onsite full affordable housing requirement (currently 20%) can still not be delivered a viability assessment will be required (see below). In this case a statement shall be included explaining what design and subsidy options were considered and why they were not successful.	
5	Agricultural, Forestry or Occupational Worker Dwelling Justification	NPPF 84 JCS SD10	Any applications proposing new agricultural, forestry or other occupational workers dwellings in open countryside or to remove occupancy conditions on existing dwellings.	Appraisals for new agricultural workers dwellings should include functional and financial evidence to demonstrate that there is a need for a permanent dwelling and that there are no suitable dwellings available in the locality. Such appraisal to be carried out by a suitably qualified person and refer to each of the criteria in the NPPF paragraph 84. Removal of condition applications require evidence to show that there is no long term need for an agricultural workers dwelling in the locality. It is anticipated that this would include evidence that the dwelling has been appropriately marketed for at least 12 months.	
6	Agricultural Land Classification and Assessment	NPPF 88, 187	Development which is proposed on agricultural land.	A map should be submitted which shows the extent of the various agricultural land classifications.	Magic Map Application - https://magic.defra.gov.uk/magicmap.aspx Regional Agricultural Land Classification Maps - https://publications.naturalengland.org.uk/category/5954148537204736

7	Air Quality Assessment	NPPF JCS SD14 GCP C5	Major development within or adjoining an air quality management area (AQMA) Proposals that would lead to an increase in congestion or HGV movements, include significant amounts of car parking or emit dust. Proposals that introduce “sensitive receptors” e.g. dwellings, schools, hospitals, into an area of poor air quality.	There are three AQMAs at Barton Street, Priory Road and Painswick Road. Further details on: Gloucester AQMAs All applications within an AQMA will require an existing and proposed planting plan. This shall include details of existing and replacement shrubs, hedging and/or tree planting including location, species, size and canopy volume shall be provided. This shall include the measurement of the new canopy volume compared to the canopy volume loss (CAVAT value). The proposed Air Quality assessment methodology should be in line with EPUK/IAQM Guidance. For information on whether an Air Quality Assessment should be submitted with your proposal you are advised to seek pre-planning application advice.	NPPG Air Quality https://www.worcsregservices.gov.uk/media/euilev1o/wrs-technical-guidance-document-for-planning-v6-0.pdf WRS Technical Guidance EPUK/IAQM Guidance https://www.iaqm.co.uk/text/guidance/air-quality-planning-guidance.pdf
8	Annexe Statement	GCP A10 JCS SD4	Development for an annexe to a residential property.	Applications for annexes to existing dwellings will require a statement demonstrating how the development meets the tests of the policy: 1. There is a functional link with the principal dwelling; the accommodation provided within the annexe is ancillary and there remains a reliance on the connection with the main dwelling; and 2. Is of a subservient design and scale to the existing dwelling; and 3. Is in the same ownership as the principal dwelling; and 4. There will be no boundary demarcation or sub-division of garden areas between the proposed annexe and the principal dwelling. 5. There is a clear need to accommodate a relative, dependant or full-time carer. The statement will include the table Annexe Functional Link in Appendix 2	See appendix 2 below.
9	Bin Store	NPPF JCS SD4 and SD14 GCP A1	All proposals involving development that would require bin storage, including all new dwellings.	Bin Storage can be shown on the block plan but on major schemes a separate plan will be required. The drawings should clearly show the appropriate bin storage and identify collection points. Drawings should be at a scale of 1:100, 1:200 or 1:500 depending on size of development and context. A statement confirming compliance with the Gloucester City Council Waste and Recycling Guidance for New Residential Development is required. Note – Bins and recycling boxes can not be collected by the local authority where a collection vehicle or member of collection staff is required to enter private property including stepping onto private drives.	Waste minimisation SPD Gloucester City Council: Waste and Recycling Guidance for New Residential Development
10	Biodiversity Small Sites Statement	GCP A1, E1, E2, E3	Householder applications, HMOs and other small site developments.	All developments are required to improve biodiversity. For householder applications, HMOs, and development on other small sites, applicants should provide a short statement outlining how they will improve biodiversity. This can include the provision of insect hotels, rain gardens, artificial nests for birds (swift bricks or bird boxes), bat bricks, roosting pockets, hedgehog holes, or tree and hedge planting. A guide for small	https://www.gloucester.gov.uk/media/k0ppatty/biodiversity-net-gain-small-developments-guide-march-2024-1.pdf

				sites can be found here: https://www.gloucester.gov.uk/media/k0ppalty/biodiversity-net-gain-small-developments-guide-march-2024-1.pdf	
11	Biodiversity Survey and Report	GCP A1, E1, E2, E3	Required where an important wildlife site, habitat, natural feature or species could be affected by the proposal.	The current habitat and how this will be impacted including the effect on any protected species should be reported. Considerations and mitigation techniques for any issues can be demonstrated to help show the sustainability of a development. A Habitats Regulations Assessment is required where an application may be connected to and/or potentially impact upon a European/Internationally designated Site (i.e. Wetlands of International Importance (a Ramsar site), a Special Areas of Conservation (SAC) or a Special Protection Area (SPA). This includes sites with candidate status). A summary of all recent surveys required and confirmation that these have all been undertaken prior to the application at appropriate times of year for the affected species. Surveys less than 12 months old are considered valid. Surveys 12 – 18 months old will be validated provided the site conditions have not changed. Surveys 18+ months old will not be validated.	
12	Broadband Connectivity	NPPF 119 – 123 GCP G4	New residential and commercial development. Not including householder proposals.	A connectivity statement setting out how the development will be served on site and how connection will be made to enable local fibre and internet connectivity. Such statements should set out: - the anticipated connectivity requirements of the development; - known data networks nearby and their anticipated speed; - a description of the infrastructure which will enable the development to connect with or contribute to any such networks.	
13	Changing Places Toilets	GCP C8	For major non-residential developments and minor developments for community, cultural, leisure, sport and civic uses where a new or refurbished public toilet or changing facility is proposed.	Full specifications of the Changing Places Toilet and completed checklist.	Changing Places Toilets
14	Community Infrastructure Levy	CIL implemented Jan 2019	Applications for full planning permission/lawful development certificates for 11 to 449 dwellings. Applications for reserved matters for new dwellings following an outline planning permission for 11	The form can be downloaded here: CIL Additional Information Requirement Form	Community Infrastructure Levy (CIL) Gloucester City Council

			to 449 dwellings granted on or after 1 January 2019.		
15	Condition Survey	NPPF JCS SD8 GCP D1	Applications where partial or total demolition is proposed based on concerns about the condition of the building. Applications where conversion of an existing building to residential is sought where the existing building requires significant alterations, repair or works to make it habitable.	A detailed condition survey will be required, together with, details of efforts to retain the asset in use e.g. marketing information. The survey/report should be prepared by an appropriately qualified specialist familiar with heritage assets. The condition survey would need to address issues of: • Fabric deterioration • Materials decay • Weathering • Assessment of structural condition (where required) • Prognosis of likely effects of deterioration processes • Repair strategy or schedule of works to restore	
16	Cordon Sanitaire – Netheridge Sewage Treatment Works	GCP C6	Applications within the Cordon Sanitaire boundary.	Odour Assessment. For residential or sensitive uses, comprehensive detailed odour dispersion modelling is required, as well as appropriate source monitoring and ground based observations. To be undertaken in line with the Institute of Air Quality Management (IAQM) guidance.	Policy Map Adopted Development Plan Gloucester City Council
17	Daylight/Sunlight Assessment	NPPF JCS SD4, SD14	Any application where there is a potential adverse impact upon the current levels of sunlight/daylight enjoyed by adjoining properties or building(s), including associated gardens or amenity space. Any application where there is potential adverse impacts on future occupiers, buildings and spaces within the proposed development.	Required Documents and Information: - Reference Standards - o Confirm assessment follows BRE BR 209 (2022) and BS EN 17037. - Scope Statement - o Identify whether assessment covers impact on neighbouring properties, quality of light in proposed development, and amenity spaces. - Model & Methodology - o Provide details of modelling software, assumptions, and parameters. - o Include existing and proposed buildings, ground levels, and tree cover (leaf-on/off). - o State surface reflectance and glass transmittance values. - Neighbouring Properties Analysis - o Vertical Sky Component (VSC) results for affected windows. - o No-Sky Line (NSL) analysis for internal daylight distribution. - o Annual Probable Sunlight Hours (APSH) for main living rooms (annual and winter). - o Sunlight to gardens/open spaces on 21 March. - Proposed Development Analysis - o Internal daylight compliance using SDA, Median Daylight Factor, or lux levels per BS EN 17037. - o Internal sunlight hours for habitable rooms. - o Sun-On-Ground (SOG) for amenity spaces. - Shadow Diagrams - o Provide diagrams for 21 March, 21 June, and 21 December. - Results - o Tabulated results for all tests.	Site Planning for Daylight and Sunlight: a guide to good practice. BRE Guidance

				○ Floorplans and diagrams showing compliance/non-compliance. ○ Weighted averages for rooms with multiple windows. - Flexibility & Justification ○ Statement explaining any deviations from BRE targets and contextual justification. - Executive Summary & Conclusion ○ Clear summary of compliance, impacts, and any mitigation measures.	
18	Design Process Checklist or Building for a Healthy Life Assessment or Design Review Panel comments	NPPF 138 JCS SD4 GCP A1, F1, G1	Major developments.	A nationally recognized design process checklist, Building for a Healthy Life (BHL) assessment or Design Review Panel comments to identify the evolution of the site's design – including how it has been shaped by design review and engagement. When using BHL it is important that the LPA and developers discuss the 12 considerations at the very start of the design process, agreeing what is required to achieve a green light against each consideration. It is also recommended that the considerations are also used to frame discussions with local communities and other stakeholders. This approach is much more effective than having these discussions later on when a site layout has been produced - and when a considerable amount of time and money will have been spent. It is simply more effective to use the 12 considerations as a basis for discussion and design exploration before progressing proposals too far - a tenet which distinguishes community engagement from community consultation. The completed checklist/assessment/comments should be submitted alongside the planning application either as a separate document or within the Design and Access Statement.	Building for a Healthy Life Streets-for-a-Healthy-Life.pdf
19	Drainage Strategy Including Sustainable Urban Drainage (SUDS)	JCS SD4, SD14, INF2, INF3, INF6, INF7 GCP E4	Required for any application that has surface water implications, including any householder development resulting in an increase in impermeable area of 50 m ² or more.	For any development that has flood risk or drainage implications you must also complete the 'Flood Risk & Drainage Validation Checklist' Guidance for householder development can be found here - Householder Development Guidance - Flood Risk & Drainage The drainage strategy must demonstrate that: - suitable consideration has been given to surface water drainage; - appropriate arrangements for attenuating surface water run-off as close as possible to its source can be accommodated within the site; and - issues of ownership and maintenance are addressed.	Further guidance is available at: DEFRA National standards for sustainable drainage systems (SuDS) CIRIA SuDS Manual (C753) Gloucester County Council SuDS Design & Maintenance Guide
20	Energy Statement	NPPF JCS SD3	Major development.	The Energy Statement shall indicate the methods used to calculate predicted annual energy demand and associated annual Carbon Dioxide (CO ₂) emissions the calculations used to determine the renewable energy requirements based on the annual CO ₂ emissions.	Energy statement - Planning Portal
21	Estate Regeneration	JCS SD4, SD10, SD11, SD14, INF3, INF4 GCP A3	Applications proposing estate regeneration.	To be accompanied by: - Masterplan - Housing stock conditions survey - Socio-economic justification and alternative options paper - Asset audit – built, natural, community	Estate Regeneration National Strategy - Good Practice Guide Part 1.pdf

				- Community consultation strategy - including a report on how the local community has been actively engaged in shaping the proposals - Details of housing mix, tenure, rehousing strategy - Phasing plan - Details of how the development would deliver positive socio- economic benefits for existing residents - Details of how the development would help to maintain and promote independent living and improve health and well-being	
22	Fall Prevention from Taller Buildings	GCP C7	For all buildings and structures over 12m in height.	A suicide prevention mitigation strategy describing how access to areas over 12m will be managed. Including scaled plans indicating location and details of any hatches, railings, barriers and mansafe systems.	
23	Flood Risk Assessment	NPPF JCS SD4, SD14, INF2, INF3, INF6, INF7 GCP E4	All development with flood or drainage implications.	For any development that has flood risk or drainage implications you must complete the ‘Flood Risk & Drainage Validation Checklist’ Flood Risk Assessment (FRA) Requirements: You should complete an FRA for all development (including minor development [flood risk definition which is different to the planning definition] and changes of use) proposed: - in Flood Zones 2 or 3 - see flood map for planning - within Flood Zone 1 with a site area of 1 hectare or more - within ‘Flood Zones plus Climate Change’, showing it is at increased risk of flooding from rivers or sea in future - see flood map for planning - within Flood Zone 1 and the flood map for planning shows it is at a high risk of flooding from surface water (climate change scenario) - in areas with critical drainage problems - within Flood Zone 1 where the LPA’s strategic flood risk assessment (SFRA) shows it will be at increased risk of flooding during its lifetime - that increases the vulnerability classification and may be subject to sources of flooding other than rivers or sea Guidance for householder development can be found here - Householder Development Guidance - Flood Risk & Drainage. Applications for both minor [T & C Planning Order 2010 definition] and major development should follow the guidance here - What to include in your flood risk assessment - Understanding and assessing flood risk - Planning Portal More specifically, FRAs should incorporate the content of the template here – Flood Risk Assessment Template. Detailed guidance, including useful links, on how to complete this template can be found here – What To Include In your Flood Risk Assessment. FRAs must incorporate the most up-to-date climate change allowances. Guidance on this can be found here. Information on the Gloucester’s SFRA (strategic flood risk assessment) can be found here.	Sequential Test: Planning practice guidance paragraphs 23,24,27, 27a and 28 Paragraphs 173 to 174 of the National Planning Policy Framework. (Paragraphs 175, 176 and 180 set out exemptions from the sequential test). Exception Test: Planning practice guidance paragraphs 31 to 37 inclusive. Paragraphs 176 to 180 of the National Planning Policy Framework.

				Key point: Only 'water compatible' and 'essential infrastructure' development is permitted in flood zone 3b. Flood zone 3b areas are equivalent to the 'high chance' flood extents on the 'Rivers and sea map' on the EA 'long term flood risk mapping'. Please see the embedded links for information on flood zones, flood risk vulnerability classifications, and flood zone 'incompatibility'. Sequential Test: The sequential test should be applied to 'Major' and 'Non-major' development proposed in areas at risk of flooding, as set out in paragraphs 173 to 174 of the National Planning Policy Framework. Paragraphs 175, 176 and 180 set out exemptions from the sequential test. Required for all development in areas known to be at risk now or in the future from any form of flooding, except in situations where a site-specific flood risk assessment demonstrates that no built development within the site boundary, including access or escape routes, land raising or other potentially vulnerable elements, would be located on an area that would be at risk of flooding from any source, now and in the future (having regard to potential changes in flood risk) Further, where a site-specific flood risk assessment demonstrates clearly that the proposed layout, design, and mitigation measures would ensure that occupiers and users would remain safe from current and future surface water flood risk for the lifetime of the development (therefore addressing the risks identified e.g. by Environment Agency flood risk mapping), without increasing flood risk elsewhere, then the sequential test need not be applied. Further exceptions to the sequential test: 1. The development is classified as minor development for flood risk (householder development and small non-residential extensions with a footprint of less than 250m²). 2. The development involves a change of use (unless the proposed development is a caravan, camping chalet, mobile home or park home site) 3. A sequential test has already been completed for the site as part of the local authority's Strategic Flood Risk Assessment (SFRA), or Local Plan. The sequential test must demonstrate that there are no alternative sites for the development proposals in a lower flood risk area. The area of search for assessing the availability of alternative sites will be governed by local circumstances relating to the catchment area of the proposed and the needs it is proposing to address. The area shall be identified using guidance from PPG paragraph 027a and 028. To agree the area of search with the council prior to undertaking a sequential test you are advised to enter into pre-application discussions. The applicant will typically need to demonstrate that they have reviewed potential sites using the following sources:	
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				- the latest published SALA - Strategic assessment of land availability SALA - Gloucester City Council - the latest published Brownfield Land Register - Brownfield Land Register - Gloucester City Council - lists from estate agents Exception Test: The Exception Test should be applied as set out in Table 2 of Planning practice guidance and only if the Sequential Test has shown that there are no reasonably available, lower-risk sites, suitable for the proposed development, to which the development could be steered. The exception test is required for a development that is: 'highly vulnerable' in flood zone 2 'essential infrastructure' in flood zones 3a or 3b 'more vulnerable' development in flood zone 3a For the flood risk vulnerability definitions see Annex 3 to the NPPF. The Exception Tests does not need to be applied to those developments set out in National Planning Policy Framework footnote 62. The Exception Tests should be applied to 'major' and 'non major' development. Development which is exempt from the sequential test is also exempt from the exception test – see the sequential test section above. To pass the exception test it should be demonstrated that: - development that has to be in a flood risk area will provide wider sustainability benefits to the community that outweigh flood risk; and - the development will be safe for its lifetime taking account of the vulnerability of its users, without increasing flood risk elsewhere, and, where possible, will reduce flood risk overall. Even where the exception test is not explicitly required, the principles of safe development apply.	
24	Foul Sewage Assessment	NPPF JCS SD4, SD14, INF2	Where non-mains drainage is proposed.	A foul drainage assessment form (FDA1) should be submitted with the planning application. A copy of this form can be found here: Foul Drainage Assessment Form (FDA1)	
25	Housing Statement	NPPF JCS SD11 GCP A1	Major residential developments.	A housing statement must include the following as relevant, preferably in an excel/csv file format: - the total number of residential units - the mix of residential units including the house type, number of habitable rooms/bedrooms and the floor space of habitable areas Also see NDSS, Student Accommodation, Self and Custom Build and Affordable Housing Statement – can be included together where appropriate.	

26	Historic Impact Statement	NPPF JCS SD4, SD8 GCP		Required for planning applications where heritage assets are affected. Heritage assets include: - Designated assets: Scheduled Monuments, Listed Buildings, Buildings in Conservation Areas; Registered Parks and Gardens; Registered Battlefields. - Undesignated assets: unlisted historic buildings and structures; undesignated archaeological sites. - Heritage assets that are identified during the preparation of development proposals e.g. through desk-based assessment or field evaluation. The Historic Impact Statement should describe the significance of any heritage assets affected, including any contribution made by their setting. The statement will need to demonstrate that the historic character and distinctiveness of the locality has been assessed and taken into account when preparing proposals. As a minimum the Historic Environment Record should be consulted. The scope of the Historic Environment Statement required will be proportionate to the importance of the heritage asset(s) and no more than is sufficient to understand the impact of the proposals on the significance of the heritage asset(s) affected. Where the application site includes, or has the potential to include, heritage assets with archaeological interest (for example, scheduled monuments and undesignated archaeological sites) the applicant may be required to submit a desk-based assessment as part of their Historic Environment Statement, and/or to undertake and submit a report on a field evaluation. Applicants are strongly advised to submit a pre-application for guidance on the extent of the information required.	https://historicengland.org.uk/images-books/publications/statements-heritage-significance-advice-note-12/heag279-statements-heritage-significance/
27	Hot Food Takeaway	NPPF 97 GCP C4	Applications for a hot food takeaway	Plan to identify the use of the surrounding units within a 10 metre radius of the site. Plan to show the location and distance of any accesses serving a secondary schools and colleges within 400 m radius of the site. A statement addressing each of the policy criteria – ventilation, bins, neighbouring amenity (noise, traffic, odour, litter, light, hours of operation), highway network (traffic, safety and parking), waste storage and disposal. This can be included in the Planning Statement or as a separate document.	Healthy and safe communities - GOV.UK
28	House in Multiple Occupation (HMO)	GCP A2	For applications for conversion from residential to Large HMOs or a small HMO in an Article 4 area	HMO statement detailing application of Policy A2 of the GCP in accordance with the HMO guidance note and including: - A scaled plan showing the 100m radius and a list of all the property addresses within the radius. The plan should also identify those properties that are HMOs. - The calculation of the percentage of HMOs within the 100m radius showing the existing percentage and the proposed percentage with the application site included. - The internal measurements floor area for each room (bedrooms and communal spaces) indicating what each room will be used for.	https://www.gloucester.gov.uk/housing/hmo-licences/planning-guidance/

				- A statement detailing how the scheme meets NDSS. For bedrooms, indicate if they are a single or a double and how many people will occupy each room. Also indicate any areas of reduced ceiling height. - External layout plans showing the location, size and design of the: Waste storage area for waste bins and recycling receptacles. Outdoor amenity space. Areas for drying clothes. Covered and secure bicycle parking and storage at one space per bedroom. Car parking (if on site). - Improvements to the natural environment – in accordance with the Biodiversity Small Sites Statement above.	
29	Land Contamination Assessment	NPPF JCS SD14	Required for applications on any sites where risks from land contamination may be reasonably suspected.	This should take the form of a Preliminary Risk Assessment (Phase 1 Desk Study and Site Walkover) in the first instance. This assessment should then be used to inform further works, such as detailed site investigation, and any subsequent remediation or mitigation measures, as required. Any unacceptable risks posed from contamination should be identified, and proposals put forward to deal with them effectively as part of the development process to ensure the site is suitable for use following development. All contamination assessment must be carried out in accordance with the Environment Agency's Land Contamination Risk Management (LCRM) (Land contamination risk management (LCRM) - GOV.UK) and follow established industry guidance and best practice. All assessment must be carried out by competent persons (as defined within NPPF and LCRM) with relevant experience and qualifications.	https://www.gov.uk/guidance/land-contamination-risk-management https://www.gov.uk/guidance/land-affected-by-contamination
30	Landscape and Planting	JCS SD4, SD6, INF3 GCP F2	Major and Minor developments where landscaping is to be considered.	Landscape and planting scheme detailing: • the retention of existing natural features • hard and soft landscaping • boundary treatments • planting density and spacing • plant size at time of planting • areas of root cells for planting and beds within hard landscaping • underground services potentially impacted by tree planting • species. Plan indicating spaces proposed for adoption and details of maintenance and adoption arrangements. (see Management Plan below)	
31	Landscape and Visual Impact Assessment	NPPF 135, 187 JCS SD4, SD6	Non-householder applications in a medium to high landscape sensitivity area as identified in the JCS Landscape Characterisation Assessment and Sensitivity Analysis	The assessment must be undertaken by an appropriately qualified person. It should provide sufficient information to demonstrate the impact the development will have on the surrounding landscape and from visual receptors such as public rights of way, public open spaces, dwellings, sensitive locations and other important landscape features/views.	https://www.gloucester.gov.uk/media/wjzleqmy/jcs_landscape_characterisation_assessment_and_sensitivity_analysis_september_2013.pdf Landscape Institute's 'Guidelines for Landscape and Visual Impact Assessment', third edition

32	Lighting Assessment	NPPF 198 JCS SD14, SD4 GCP A1	Development where external lighting is proposed or where the proposal involves areas of public access.	Schemes involving external lighting need to provide an assessment covering: light spillage, hours of illumination, light levels, column heights, specification and colour, treatment for lamps and luminaries, 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 effects; details of lighting covers or cowling and any other mitigation measures. The assessment should assess the effects on: • Visual amenity, • Local character and distinctiveness, • Neighbouring amenity, • Heritage assets if present, • Nature conservation And how those effects will be mitigated.	Institute of Lighting Professionals GN01 For the reduction of obtrusive light 2021
33	Listed Building Plans and Drawings	NPPF JCS SD4, SD8 GCP D1	Applications for listed building consent that include new architectural features e.g. new windows, doors, mouldings, glazing bars, shopfronts, signs, panelling, staircases, fireplaces, railings etc	Detailed elevational drawings at a minimum scale of 1:20 and sections at a minimum scale of 1:5 should be provided.	
34	Management Plans (open space, highways and infrastructure)	JCS SD4, INF1, INF3, INF4, INF6, INF7 GCP A1, C3, G1	Major development proposing open space or new roads and/or footways.	The plans should identify how open spaces, roads and other facilities will be managed in the future and who will be responsible for them.	
35	Nationally Described Space Standards Statement	GCP F6	Any new dwelling.	Required details: - Floor plans with all dimensions including: internal floor space, storage areas, areas of reduce ceiling height. - A table (in an excel/csv file format) showing the gross internal floorspace, room dimensions, and storage provision of each property and whether or not it meets the NDSS standard and the amount by which is exceeds or falls short of the standard. This shall include which NDSS criteria you are applying e.g. 1b1p, 3b5p, 5b8p. Specification of bedspaces to number of persons e.g. 2b 4p or 2b 3p.	Technical housing standards – nationally described space standard - GOV.UK
36	Newts	Natural England's Standing Advice GCP E1	All major development. Any development more than 5 hectares, within 500m of a pond, in red or amber impact risk zones, and suitable habitat or connectivity potentially impacted.	State whether you will use the National England Licensing Route or The District Licensing Route. If District Licensing Route – provide evidence that you have joined the scheme and provide the Nature Space metric.	District licence for great crested newts Gloucester City Council Great crested newts: advice for making planning decisions - GOV.UK

37	Noise Impact Assessment	NPPF 198 JCS SD 14	Any application which in the opinion of the LPA has the potential to generate or be disturbed by significant noise and disturbance. Where the proposed development involves the installation of any plant or equipment or the carrying out of any operations, activity or use that may adversely affect adjoining or nearby noise sensitive properties. Proposed noise sensitive developments that adjoin or are likely to be affected by an existing source of noise e.g. residential development close to a commercial/industrial use or trunk road where the proposed residential development may be impacted upon by unacceptable levels of noise.	A Noise Impact Assessment should include the following information: - existing background noise levels measured over a 24-hour period (including the cumulative noise levels of all existing units) at times likely to show worse case scenario - proposed noise levels (including the cumulative noise levels of all proposed units); - any proposed measures to reduce noise from the proposed development; - the system manufacturer's specification of any proposed equipment to be installed, altered or replaced; - details of the method used to compile the report and examples of the calculations and assumptions made. Information should also be provided identifying mitigation measures when necessary. The noise assessment should be prepared by a suitably qualified acoustician and demonstrate that there is sufficient sound insulation (or other mitigation) to avoid any harm to the adjacent residents.	Noise - GOV.UK
38	Open Space Assessment	JCD INF4 GCP C3	Applications which involve loss or partial loss of existing open space.	The assessment should quantify the amount, quality and type of open space that would be lost as a result of the proposal and assess the quantitative and qualitative impact on the overall supply in the local area. The assessment must provide evidence to demonstrate how the proposal accords with GCP C3, including evidence of engagement with relevant local community groups and partner organisations, why the facility is no longer required and, as appropriate, how, when and where suitable local replacement facilities will be provided.	
39	Plans – Advertisement Consent	GCP F7	Application for advertisement consent	Advertisement drawing(s) showing at a suitable scale advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of the method and colour(s) of illumination [if applicable].	Shopfront Shutters and Signage Design Guide
40	Plans for Section 73			Amended plans clearly showing the differences between the approved and proposed amendments. This shall include: - Side by side comparisons of amendments in plan form - A full list of approved conditions with a track changed version of any varied or removed conditions. - A full list of approved documents with a track changed version of the proposed list of documents.	

41	Plans – Site/Block Plan Existing and Proposed	Part 3, Article 7, Town and Country Planning (Development Management Procedure)(England) Order 2015 (as amended) NPPF Paragraphs - 109 – 114 JCS SD4 GCP G1	All applications. There may be exceptions for applications seeking variation of a condition (section 73 application)/discharge of condition and non-material amendment depending on nature of the change. All applications likely to result in either of the following should show parking arrangements: -a loss or gain in parking provision on site; -an increase in parking demand; -a change to vehicular /pedestrian access.	An existing site plan should show: - the footprint of all existing buildings on site with written dimensions and distances to the site boundaries. A proposed site plan should show: -the footprint of the proposed development (where applicable) and all buildings to be retained with written dimensions and distances to the site boundaries; -all the buildings, roads and footpaths on land adjoining the site including access arrangements; -all public rights of way crossing or adjoining the site; -the position of all proposed trees and those to be retained on the site, and those on adjacent land; -the extent and type of any hard surfacing and boundary treatment including the type and height of walls or fencing. All should be at a scale of 1:200 or 1:500, be up to date and include direction of north and a scale bar. <u>Parking</u> The existing and proposed block plans submitted with the application should also clearly show the parking arrangements for the site, including the dimensions of the spaces. Information should also be provided relating to secure cycle parking (location and size) and pedestrian access if appropriate. If there are any spaces with smaller dimensions than the adopted G1 policy sizes then an explanation to justify this should be given.	Planning Portal: Maps, plans and planning applications
42	Plans – Elevation Drawings – Existing and Proposed	Part 3, Article 7, Town and Country Planning (Development Management Procedure)(England) Order 2015 (as amended)	All applications proposing new buildings, extensions or alterations to the exterior of an existing building.	Existing and proposed elevations are required showing the building in full. This should explain the proposal in detail, showing: -where existing buildings or walls are to be demolished (if applicable); - The drawings should be at a Scale 1:50 or 1:100 with written dimensions to show overall size of any new buildings or extensions, and include a scale bar.	
43	Plans – Floor Plans Existing and Proposed	Part 3, Article 7, Town and Country Planning (Development Management Procedure)(England) Order 2015 (as amended)	All applications proposing new or amended floor space and/or proposals to alter existing buildings.	Existing and proposed floor plans are required. This should explain the proposal in detail, showing: - where existing buildings or walls are to be demolished (if applicable); -details of the existing building(s) as well as those for the proposed development. - The drawings should be at a Scale 1:50 or 1:100 with written dimensions to show the overall size of any new buildings or extensions, and include a scale bar.	

44	Plans – Site Sections, Finished Floor and Site Levels – Existing and Proposed	Part 3, Article 7, Town and Country Planning (Development Management Procedure)(England) Order 2015 (as amended)	Required for all applications which involve a change in ground levels or where development is proposed next to changing ground levels.	Where a proposal involves a change in ground levels, drawings must show both existing and proposed finished ground levels. Drawings must include details of floor levels, building height and relationship to site boundaries. On sloping sites it will be necessary to show how proposals relate to existing ground levels where ground levels may be modified. The drawings should be at a Scale 1:50 or 1:100 with written dimensions to show overall size of any new buildings or extensions, and a include a scale bar.	
45	Plans – Roof Plans – Existing and Proposed	Part 3, Article 7, Town and Country Planning (Development Management Procedure)(England) Order 2015 (as amended)	Required where a roof would be created or altered by the proposed development.	A roof plan should show the shape of the roof and details of the roofing materials and any features such as chimney positions or windows. It may be possible to combine the roof plan with the proposed block plan, where the roof plan is simple and clearly conveyed. Plans should be at a scale of 1:50, 1:100 or 1:200 with a scale bar and show the direction of North.	
46	Planning Obligation(s)/Draft Heads of Terms	NPPF 56-59 JCS INF6 INF7 GCP G7	All major applications as required from the S106 agreement.	Applicants are strongly advised to use our pre-application service well in advance of their submission dates so that their applications are not delayed unnecessarily whilst these requirements are agreed. Heads of Terms will typically relate to; – Education - school places contribution. – Libraries – Housing – on and off-site affordable housing provision/contributions. – Self and Custom build percentage, plots and marketing requirements – Highways– Travel Plans, off site highway works or improvements. – Landscape and Recreation – Built facilities, open space contribution, maintenance costs, landscaping provision. – Employment and Training Opportunities. – Removal of Extant Planning Permission. For applications where a Section 106 Agreement or a unilateral undertaking under Section 106 will be required, you will need to supply the following information with the planning application: 1. Heads of Terms (anticipated planning obligations). 2. Your solicitor’s contact details. 3. Confirmation that you will pay the Council’s reasonable legal costs of drafting/negotiating the Section 106 Obligation. Planning permission is not considered granted and will not be issued until the S106 Agreement is completed.	NPPG Planning obligations - GOV.UK Gloucester Open Space Strategy All Parks & Open Spaces Gloucester City Council

				The onsite provision and any offsite contribution towards recreational open space should relate directly in scale and kind to the proposed development in accordance with the requirements as set out in Gloucester City Council's Open Space Strategy. In the case of outline planning applications indicative plans should be provided illustrating how the provision could be accommodated on the site.	
47	Planning Statement	NPPF	All major applications. Proposals seeking a departure from or being contrary to the development plan.	A Planning Statement will identify the context and need for a proposed development and the principles and justification for the development. The statement will also include an assessment of how the proposed development accords with relevant national and local planning policies as well as supplementary planning documents. A supporting statement of any regeneration benefits from the proposed development, should also be provided, including, details of any new jobs that might be created or supported; the relative floor space totals for each proposed use (where known); any community benefits; details of any pre-application advice and reference to any regeneration strategies that might lie behind or be supported by the proposal.	National Planning Policy Framework
48	Planning Performance Agreement for Amendments with Consultation	Section 111 of the Local Government Act 1972, Section 2 of the Local Government Act 2000 and Section 93 of the Local Government Act 2003 Town and Country Planning (Development Management Procedure) (England) Order 2015 – Article 34 NPPF 40, 41, 42, 43	Major applications with a previous preapplication submission where the applicant wishes to be considered for negotiations, amendments and will require re-consultation.	Completed PPA Template or written confirmation that the applicant does not want to enter into a negotiation and re-consultation process during the application.	https://www.gloucester.gov.uk/media/zrnnee3c/ppa-template.docx
49	Public Houses	JCS SD2, INF4 GCP B6	Redevelopment or change of use of building last used as a public house.	Evidence of reasonable efforts to retain pub. Including a comprehensive sustained marketing campaign (agreed in advance by the Council); or details of existing public houses that meet the needs of the local community; or details of a replacement facility within reasonable walking distance of the site.	
50	Regulation 77 application for permitted development	Conservation of Habitats and Species Regulations (2017) (as amended) Paragraph 3 of the Town and Country Planning (General	Permitted development and Prior approvals – prior to commencement – for new dwellings, tourist accommodation, residential annexes (development types deemed to have a Likely	Details of the development which is intended to be carried out accompanied by: - Optional - A copy of any relevant notification be the appropriate nature conservation body under regulation 76; - Application Fee - Site location plan - Existing and proposed block/site plans, elevational drawings - Reference number of any Prior Approval application.	https://www.gloucester.gov.uk/planning-development/planning-applications/cotswold-beechwoods-mitigation/

		Permitted Development) (England) Order 2015 (as amended)	Significant Effect on a Special Area of Conservation).	- The appropriate long or short form S106 Unilateral Undertaking legal agreement.	
51	Retail or Leisure Development Impact Test Assessment	NPPF 90-95	All retail and leisure developments greater than 2500 square metres located outside of city centre.	A retail or leisure impact assessment should be assessed on a like-for like basis and include: - proportionate evidence which identifies that the proposal does not negatively impact on the vitality or viability of the city centre; - impact on existing, committed and planned public and private investment in centre(s) in the catchment area of the proposals; - impact on town centre vitality and viability, including consumer choice; - impact on allocated sites outside the town centre being developed in accordance with the development plan; - impact on trade/turnover both in centre and wider area; - if in or on the edge of the town centre whether of appropriate scale; - any locally important impacts on centres. Evidence that the development does not result in an over-concentration of uses in a centre / area or part of a centre. Evidence could include: - surveys of uses and opening times of businesses in the surrounding area; - evidence related to anti-social behaviour; - hours of use; - proposed business operation.	Guidance: Ensuring the vitality of town centres - https://www.gov.uk/guidance/ensuring-the-vitality-of-town-centres
52	Retail and Main Town Centre Sequential Test	NPPF 91 - 95	Any application for 'Main Town Centre Uses' outside the city or local centre.	A sequential test proportionate and appropriate to the scale, nature and context of the proposed development which may include: - Catchment definition – drive time and walk time in isochrones (e.g. 5 minute intervals) and a catchment map - Centre Identification - list of all town and retail centres with the catchment (including adjacent authorities). - Sequential preference and alternatives – Primary Shopping Area first, then city centre, edge of centre, out of centre, local centres. Review all existing or soon-to-be available units - Suitability, Availability and Viability (SAV) Assessment - o Suitability – Can the site accommodate the proposal (format, size, access, servicing, parking)? - o Availability – Is the site currently or likely to be available within a reasonable timeframe? - o Viability – Would taking the site forward be economically feasible (costs, remediation, conversion, etc.)? - Flexibility Statement - explain any constraints or inflexibility and demonstrate flexibility on the proposed format or scale. - Comparison table of sites - Conclusion	Guidance: Ensuring the vitality of town centres - https://www.gov.uk/guidance/ensuring-the-vitality-of-town-centres

53	Self Build and Custom Build Homes	GCP A7	All housing sites (excluding applications for flats) of 20 or more units.	For major developments a table and plan identifying 5% of plots, serviced plot locations and a marketing plan/report. Also see Heads of Terms above.	Self-build and custom housebuilding - GOV.UK
54	Social and Community Infrastructure	JCS INF4	Required for proposals to develop land or buildings currently or previously in use as a community facility.	The statement must provide evidence to demonstrate, including evidence of engagement with relevant local community groups and partner organisations, why the facility is no longer required and, as appropriate, how, when and where suitable local replacement facilities will be provided.	
55	Specialist Accommodation	JCS SD10, SD11, SD12 GCP A5	Specialist housing developments.	All applications proposing specialist accommodation (Children's Homes, Sheltered housing, Residential care and nursing homes, Extra-care housing, Shared homes, Cluster units, Respite, rehabilitation and convalescent accommodation, Hostel accommodation, Accommodation for the homeless) must be accompanied with: - Evidence of demonstrable need for this form of housing. Including confirmation from the relevant commissioning body of the need and support for the proposed scheme. - Evidence of suitability for intended occupiers in relation to affordability, quality, design, type of facilities, provision of support and care. - Details of accessibility to local shops, services, public transport and community facilities appropriate to the intended occupiers. - Evidence of concentration in local area (levels of activity, noise and disturbance, demand on social infrastructure) All applications proposing the loss of specialist accommodation with no replacement will need to provide a statement demonstrating that there is no local need.	
56	Student Accommodation	JCS SD4, SD10, SD11, SD14 GCP A4	Applications for Student Accommodation	Details of formal agreement with further education establishment. Details of identified need.	
57	Telecommunications Supporting Statement	NPPF JCS SD14	All applications proposing telecommunications development, including applications for prior approval under the Town and Country Planning (General Permitted Development) Order.	The statement shall provide the necessary evidence to justify the proposed development. This should include: - The outcome of consultations with organisations with an interest in the proposed development, in particular with the relevant body where a mast is to be installed near a school or college or within a statutory safeguarding zone surrounding an aerodrome or technical site. - For an addition to an existing mast or base station, a statement that self-certifies that the cumulative exposure, when operational, will not exceed International Commission on non-ionising radiation protection guidelines. - For a new mast or base station, evidence that the applicant has explored the possibility of erecting antennas on an existing building, mast or other structure and a statement that self-certifies that, when operational, International Commission guidelines will be met.	
58	Transport Assessment/ Statement	NPPF JCS SD4, INF1 GCP	Required for applications likely to that generate significant amounts of transport movement.	A judgment as to whether a development proposal would generate significant amounts of movement will be considered on a case by case basis (i.e. significance may be a lower threshold where road capacity is already stretched or a higher threshold for a development in an area of high public transport accessibility).	Manual for Gloucestershire streets Highways

59	Travel Plan	NPPF JCS SD4, INF1, INF6, INF7	Required for applications likely to that generate significant amounts of transport movement.	A judgment as to whether a development proposal would generate significant amounts of movement will be considered on a case by case basis (i.e. significance may be a lower threshold where road capacity is already stretched or a higher threshold for a development in an area of high public transport accessibility).	
60	Trees Survey and Tree Protection Plan	GCP E7	Proposals affecting trees covered by a tree preservation order. Proposals within a Conservation Area, and trees within or adjacent the site are affected by the Application. All sites with trees and hedges growing within or bounding them, with a stem diameter greater than 75mm when measured at 1.5m above ground level, where the proposals affect the trees/hedges.	- Tree survey - Tree works method statement - Tree Protection Plan The tree survey should be undertaken by a competent arboriculturist and should follow the guidelines set out in BS5837:2012 “ Trees in relation to design, demolition and construction – recommendations” or any subsequent revisions. Following the tree survey, and depending upon the size and scale of the proposals, an Arboricultural Impact Assessment may be required and shall include a tree protection plan, plan indicating trees for retention and removal, an evaluation of impact of proposed tree losses, any specialist issues that may need to be addressed by an arboricultural method statement. Where trees are to be removed details of any replacement tree planting including location, species, size and canopy volume shall be provided. This shall include the measurement of the new canopy volume compared to the previous canopy volume (CAVAT value). Full guidance on the survey information, arboricultural impact assessment, and method statement that should be provided with an application is set out in in BS5837:2012 “ Trees in relation to design, demolition and construction – recommendations” or any subsequent revisions.	
61	Ventilation/ Extraction Statement	NPPF JCS SD14	Required for applications for restaurants, cafes, takeaways, premises selling / serving hot food and any proposals which include a ventilation or extraction system (except householder development)	The statement should include: - Details of the position and design of ventilation and extraction equipment. - Details of the odour abatement techniques and acoustic noise characteristics. The applicant should take into account the guidance contained in “Guidance on the Control of Odour and Noise from Commercial Kitchen Exhaust Systems” (DEFRA / EMAQ+ 2018) and submit a completed “odour risk assessment” based on this guidance. The applicant should also include details of the calculated noise outputs from the proposed extraction and odour control schemes and an assessment of the likelihood of adjacent residential properties being adversely impacted by noise. This assessment should be undertaken in accordance with BS4142:2014 Method for rating industrial and commercial sound. Once the noise is rated a mitigation design plan shall be provided to address the impact.	HVCA (Heating and Ventilation Control Association) ‘DW/172 For Kitchen Ventilation Systems Guidance’ ‘Association of Noise Consultants’ www.association-of-noise-consultants.co.uk hold register of qualified (Institute of Acoustics) consultant engineers. (ANC is the trade association for acoustic, noise and vibration consultancy practices in UK)
62	Viability Assessment	NPPF 56-59	Any application where s106 planning	A full, un-redacted viability assessment is required and will be published in full in the same manner as other documents that form part of the application, except in	Development Appraisal Tool -

		JCS SD11, SD12, INF6, INF7 GCP G7	obligations are not proposed to be met in full, including the policy requirement for affordable housing provision and other infrastructure including contributions towards highways, education, libraries, open space, ecology/biodiversity etc.	exceptional circumstances where the publication of certain specific information would harm the commercial confidentiality of the developer to no public benefit. Applicants making a case for exceptional circumstances must provide a full justification as to the extent to which disclosure of a specific piece of information would cause an ‘adverse effect’ and harm to the public interest that is not outweighed by the benefits of disclosure. The viability assessment should follow the government’s recommended approach to viability assessment for planning as set out in the national planning practice guidance: PPG Viability The Council is likely to arrange for any viability assessment submitted to be independently appraised at the expense of the applicant. Written commitment to pay for reasonable costs for the Council’s appraisal is required.	https://www.gov.uk/government/publications/development-appraisal-tool Viability Guidance - https://www.gov.uk/guidance/viability
63	Waste Minimisation Statement	JCS SD3 Gloucestershire Waste Core Strategy, Policy WCS2 Waste Minimisation in Development Projects SPD	Major development	The statement needs to demonstrate how any waste arising during the demolition, construction and subsequent occupation of the development will be minimised and sustainably managed.	Waste minimisation SPD Minor Development waste minimisation leaflet

Appendix 1 – Application Summary for Basic Householder Application

Required Documents	Tick
Completed form Including a signed ownership and agricultural holdings certificate (either A, B, C or D). (Where Ownership Certificates B, C or D have been completed <i>evidence of notice as required by Article 13 of the Town and Country Planning (Development Management Procedure) (England) Order 2015</i>).	
Location Plan - Ordnance survey based, at a scale of 1:1250 or 1:2500 - Up-to-date, with north marked, and sufficient to locate the site. - Identifies the land to which the application relates, i.e. a red outline to application site. Include all land necessary to carry out the proposed development (e.g. land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings). - Blue outline to other land owned by the applicant - The plan must cover a large enough area and show street names to enable the location to be easily found. - A scale bar must be included on all drawings. Plans marked “not to scale” or “do not scale” will not be registered. - Show the direction of North	
Existing and Proposed Block Plan: at a scale of 1:200 or 1:500 - The existing plan must show: - footprint of all existing buildings and structures on site with written key dimensions and distances to the site boundaries - boundary treatments - any trees or hedges affected by the development should be shown. - The proposed plan must show: - the footprint of the proposed development (where applicable) - all buildings to be retained - key dimensions of the proposed (height, width, depth) - distances to the site boundaries - all the buildings, roads and footpaths on land adjoining the site including access arrangements; - the position of all proposed trees or hedges and those to be retained on the site, and those on adjacent land; - the extent and type of any hard surfacing and boundary treatment including the type and height of walls or fencing. - All public rights of way crossing or adjoining the site - Show the direction of North - Any new boundary walls or fencing proposed as part of the development - Parking areas, existing or proposed or any other hard surfacing - A scale bar must be included on all drawings. Plans marked “not to scale” or “do not scale” will not be registered	
Existing and Proposed Elevations at a scale of 1:50 or 1:100 - Required for any extensions or new building - All existing and proposed elevations affected by the proposal must be shown and labelled - Key dimensions of the proposed (height, width, depth) - A scale bar must be included on all drawings. Plans marked “not to scale” or “do not scale” will not be registered	
Existing and proposed floor plans at a scale of 1:50 or 1:100 Existing and proposed floor plans are required. This should explain the proposal in detail, showing: - Where existing buildings or walls are to be demolished (if applicable) - Details of the existing building(s) as well as those for the proposed development. - Proposed key written dimensions (width and depth) to show the overall size of any new buildings or extensions - A scale bar must be included on all drawings. Plans marked “not to scale” or “do not scale” will not be registered	
Existing and proposed site sections and finished floor and site levels at a scale of 1:50 or 1:100 - Required if a proposal involves a change in ground levels, the plans should show the existing and finished levels and the relationship to neighbouring development - Levels should be related to a fixed point datum - The impact of any significant change in levels should be illustrated by sectional drawings which show both existing and proposed levels. - A scale bar must be included on all drawings. Plans marked “not to scale” or “do not scale” will not be registered	
Roof Plans at a scale of 1:50, 1:100, 1:200 - Showing the shape of the roof and any materials, roof lights, flues etc it may be possible to combine the roof plan with the proposed block, where the roof plan is simple - A scale bar must be included on all drawings. Plans marked “not to scale” or “do not scale” will not be registered	
The correct fee: Planning Portal Fee Calculator	
Where Ownership Certificates B, C or D have been completed	

Evidence of notice as required by Article 13 of the Town and Country Planning (Development Management Procedure) (England) Order 2015	
Additional information that may be required – see Part B above for full details	
Historic Environment Statement - <i>This is required for any proposal affecting the historic environment. This includes ‘heritage assets’ such as Listed Buildings, buildings in Conservation Areas and undesignated historic buildings. It also includes Scheduled Monuments, and undesignated landscape and buried assets (including archaeological deposits).</i>	
Daylight/Sunlight Assessment - This may be required for applications where there is a potential adverse impact upon the current levels of sunlight/daylight enjoyed by adjoining properties or building(s), including associated gardens or amenity space.	
Flood Risk Assessment - For any development that has flood risk or drainage implications you must complete the ‘ Flood Risk & Drainage Validation Checklist ’. If in flood zone 2 or 3 a Flood Risk Assessment is required. Guidance for householder development can be found here - Householder Development Guidance - Flood Risk & Drainage .	
Drainage - Required for any application that has surface water implications, including any householder development resulting in an increase in impermeable area of 50 m ² or more. For any development that has flood risk or drainage implications you must complete the ‘ Flood Risk & Drainage Validation Checklist ’.	
Biodiversity Survey Report - Required if an important wildlife site, habitat, natural feature or species could be affected by the proposal.	
Small sites biodiversity statement - All developments are required to improve biodiversity. For householder applications, HMOs, and development on other small sites, applicants should provide a short statement outlining how they will improve biodiversity. This can include the provision of insect hotels, rain gardens, artificial nests for birds (swift bricks or bird boxes), bat bricks, roosting pockets, hedgehog holes, or tree and hedge planting. A guide for small sites can be found here: https://www.gloucester.gov.uk/media/k0ppalty/biodiversity-net-gain-small-developments-guide-march-2024-1.pdf	
Tree Survey/ Arboricultural Assessment - For householder applications, any proposals involving development within two metres of the canopy spread of any tree(s) within or adjoining the application site should indicate the position and spread of the tree(s) on the application plans.	

Appendix 2 – Annexe Functional Link

For applications for residential annexes.

Agent/applicant to complete and submit prior to validation:

Service	Contained in annexe itself or separate to/not shared with main dwelling?	Contained in or shared with main dwelling?
Full kitchen		
Kitchenette	Consisting of:	
Living room/sitting area		
Bedroom		
Bathroom		
Laundry facilities		
New address		
Post box		
Utility meters		
Services (TV, phone, internet)		
Parking		
Garden		
Access		
Cycle storage		
Bins/waste storage		

EV charger point		
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Appendix 3 - Flood Risk & Drainage Validation Checklist

If your planning application requires a Flood Risk Assessment or Drainage Strategy (see Part B of the Local Validation Checklist) the following information is required. This is to enable us to determine if your application meets the local and national policies highlighted in the main Validation Checklist. If you are not sure please use our pre-application service to discuss your application.

Please note that the checklist below is not an exhaustive list of the content required and is not meant to replace planning policy / guidance.

Householder Applications		Please indicate if you have included the required information
Refer to the more detailed guidance here		
H1	Flood Risk Assessment (FRA): Where the development is in flood zone 2 or 3 (taking into account climate change):	
H1.1	A simple Flood Risk Assessment report. This must provide the information set out below and follow Government Flood Risk Standing Advice Guidance	
H1.2	Identification of the flood zone within which the site is located. See the flood maps for planning . (dataset: flood zones 2 and 3; climate change - 2070 to 2125)	
H1.3	An up-to-date design flood level for the site. Refer to Section 1.8 of the detailed guidance. This should be the 100yr (or 1%) flood level with a 37% climate change allowance.	
H1.4	The finished floor level (FFL) of the development related to Ordnance Datum (m AOD). For extensions the floor level should be no lower than the existing floor level, but preferably no less than 300 mm above the design flood level.	
H1.5	External ground levels of the site to Ordnance Datum (m AOD).	
H1.6	A brief assessment of the flooding risk from other sources such as surface water, ground water, sewer, reservoir, historic flooding etc. See Section 1.11 of the detailed guidance.	
H1.7	Details of the flood resilience / flood resistance proposals. These are required to a height of 600mm above the design flood level. Refer to Section 1.12 of the detailed guidance.	
H1.8	(Flood Zone 3 Only) Where a development displaces more than 5 m ³ of flood plain storage volume, then a proposal will need to be submitted to show how this will be compensated for. Refer to Section 2.8. of the detailed guidance.	
H2	Where developments will result in an increase in impermeable area (additional footprint of building and hard surfacing) of 50 m² or more:	
H2.1	Provide an outline drainage layout plan showing: 1. All the proposed new roof / driveway / paving areas marked with sizes in m ² , and, 2. The proposed drainage layout including, where used: the location and size of the flow control; the location and size of the surface water attenuation / storage facility; the locations and sizes of any soakaways	
H2.2	Where soakaways are proposed, the results of BRE 365 infiltration testing and the soakaway sizing calculations must be provided (refer to in the infiltration section under major/minor development, below).	
H3	Other:	
H3.1	Identify any areas of the site that are within 8 m of a watercourse (measured from the top of bank). This includes culverted (below ground) watercourses, where the 8 m starts from the edge of the culvert. There should be no built development within 8 m of watercourses. This applies to both ‘main river’ and ‘ordinary watercourses’.	

Major & Minor Development Applications		Please indicate if you have included the required information
Refer to the more detailed guidance here		
M	Flood Risk Assessment (FRA):	
M1	A Flood Risk Assessment (FRA) report: This must provide the information set out below# and follow the detailed guidance here: What to include in your flood risk assessment - Understanding and assessing flood risk - Planning Portal	
M1.1	Flood Zone: Identification of the flood zone within which the site is located. See the flood maps for planning . (dataset - flood zones 2 and 3; climate change - 2070 to 2125).	

	Only 'water compatible' and 'essential infrastructure' development are permitted in flood zone 3b. Flood zone 3b areas are equivalent to the 'high chance' flood extents on the 'Rivers and sea map' on the EA 'long term flood risk mapping' .	
M1.2	<i>Design Flood Level:</i> Also referred to as the 'estimated' flood level: - river flooding likely to occur with a 1% annual probability (a 1 in 100 chance each year); or - tidal flooding with a 0.5% annual probability (1 in 200 chance each year); or - surface water flooding likely to occur with a 1% annual probability (a 1 in 100 chance each year), plus an appropriate allowance for climate change.	
M1.3	<i>Sequential Test:</i> See the main validation checklist for guidance and to see where this required.	
M1.4	<i>Exception Test:</i> See the main validation checklist for guidance and to see where this is required.	
M1.5	<i>Finished Floor Level:</i> For 'more vulnerable' and 'highly vulnerable' development the finished floor level should be set at least 600 mm above the design flood level. You may be able to reduce this to 300mm if there is a high level of certainty about your estimated flood level. If there is a particularly high level of uncertainty it may need to be increased.	
M1.6	<i>Safe Access Egress:</i> In line with the PPG, for 'more vulnerable' and 'highly vulnerable' development', safe access / egress must be available <u>during</u> a design flood event.	
M1.7	<i>FEMP (Flood Evacuation Management Plan)</i> Required where the site is at a risk of flooding and/or the access/egress routes involve crossing flood zone 2 or flood zone 3 areas, or areas of high surface water flood risk.	
M1.8	<i>Flood Resistance / Resilience:</i> Where the finished floor level of the development is less than 600 mm above the design flood level flood resistance / resilience measures are mandatory for 'more vulnerable' and 'less vulnerable' development classifications and advisory for other development classifications.	
M1.9	<i>Loss In Floodplain Storage Volume:</i> Where a development displaces more than 5 m³ of flood plain storage volume, then a proposal will be required to show how this will be mitigated. - Mitigation should be 'like for like' and 'level for level' - Mitigation in the form of voided or elevated structures or floodable buildings will not be accepted - The mitigation should include 20% betterment to allow for uncertainties and room for error in calculations and delivery Further guidance can be found here in Paragraph: 049 Reference ID: 7-049-20220825, here.	
	<i># This is not an exhaustive list. For detailed requirements refer to the comprehensive government / EA guidance.</i>	
M2	Sustainable Drainage System (SuDS):	
M2.1	<i>Existing Site:</i> - The condition, location, capacity and ownership of any existing onsite drainage infrastructure must be clearly presented on a plan - The plan must clearly demonstrate drainage characteristics such as natural flow paths - Existing and future flood risk from any source must be detailed on the plan	
M2.2	<i>Proposed Design:</i> - Surface water design must align with the SuDS hierarchy - Surface water should not be connected to the public foul sewer	

	• Surface water discharge to be limited to greenfield rates (Qbar). Some leeway may be allowed at brownfield sites where greenfield rates are not practicable. • The permissible discharge rate shall be based on the positively drained area. • A plan is required showing the proposed and existing ground levels • Details of any permissions or legal agreements for discharge including: ○ Severn Trent Water (both foul and surface water) ○ Private sewers (including capacity checks) • Consider easement and permissions relating to watercourses, infiltration systems and other services and 3rd party land • Surface water entering the site from elsewhere is conveyed appropriately without increased flooding or impacting on any SuDS systems. • SuDS infrastructure must not to be located within FZ3	
M2.3	<i>Where hydraulic modelling is used:</i> • Climate change allowances: 40% design rainfall 100yr; 37% for the 30yr design return periods) • Urban Creep: 10% of the impermeable area • Cv values: set to 1 for both summer and winter • MADD factor or additional storage: set to 0 • Rainfall durations: 15min to 10800min • PIMP: set to 100% for all surfaces • A contributing area plan is required clearly indicating how areas on the site are collected and discharge to the sewer. This plan must correlate with areas used in any supporting calculations and clearly labelled.	
M2.4	<i>Infiltration:</i> Infiltration testing should be submitted to support either the inclusion or exclusion of infiltration as a means of surface water disposal. Information submitted to comply with / include: • Accordance with BRE365 • A plan showing the location of testing locations • Photographs of the site and trial pits showing depths • Details on pit dimensions, depths of testing plus dates, times and readings for each test • Test locations and depths to correlate with the expected location and design of the proposed infiltration system • Percolation rate calculation • Evidence that there is no groundwater to within a 1m depth of the base of the proposed infiltration feature • Ground water level observations / infiltration testing to be carried out when ground water levels are at their highest (typically October to March.) • Soakaway locations must be in accordance with Building Regulations (no soakaways within 5 meters of a building/highway or within 2 m of a boundary). • Factors of safety (FOS) in line with the publication CIRIA C753 (table 25.2) • Infiltration through base of soakaways to be set to zero (not applicable to permeable surfacings)	
M2.5	SuDS Basins: • Gloucester City Council will not usually adopt SuDS - in public open space or otherwise • Basins (and other above ground SuDS features) shall be well designed both spatially and aesthetically, with plenty of space around them and good planting design – cramped basins, shoe-horned into spaces which are too small to comfortably accommodate them, will not be accepted • Basins to incorporate a minimum of 3.5 m wide safety / maintenance bench around the perimeter • Basin sides to have varying gradients (max 1 in 4 gradient) • Inlets and outlets to be as discrete as possible with over-engineered structures avoided. They should be finished in pitched stone, or similar approved • Galvanised key clamp railings to be avoided (use timber / plastic lumber / black metal estate fencing) • Basin topography to be as naturalistic as possible. In particular, unnaturalistic looking bunds and ‘perched’ basins are to be avoided. • Sections through the basins should be provided • Refer to the CIRIA SuDS manual (C753) and DEFRA National standards for sustainable drainage systems (SuDS) for more detailed requirements	
M2.6	Water Quality: Water quality for surface water runoff must meet the requirements set out in the publication CIRIA SuDS Manual (C753)	
M3	<i>Other:</i>	
M3.1	Watercourses:	

	Identify any areas of the site that are within 8 m of a watercourse (measured from the top of bank). This includes culverted (below ground) watercourses, where the 8 m starts from the edge of the culvert. There should be no built development within 8 m of watercourses. This applies to both 'main river' and 'ordinary' watercourses.	
M3.2	Ground Level Raising: Ground level raising should generally be avoided where possible as this can lead to flooding / drainage issues for existing or proposed properties. Where ground level raising is required, this should be clearly identified via plans and sections.	

I (name of applicant or agent) confirm that I have included the required information and have accurately completed this checklist. I understand that:

- Failure to include the information required will result in delays to the validation of my application.
- If it is found that there are inaccuracies in the completion of this checklist the Local Planning Authority will not make further requests for information, and the application will be determined based on the submitted information.

Signed:

Date: