

23 November 2020

## **EXECUTIVE**

A meeting of the **Executive** will be held on **Tuesday, 1st December, 2020 at 10.00 am.** This will be a virtual meeting and you can observe the meeting [via our Youtube Page.](#)

PHIL SHEARS  
Managing Director

### **Membership:**

Councillors Connett (Leader), Dewhirst (Deputy Leader), J Hook, Keeling, Jeffries, MacGregor, Purser, Taylor and Wrigley

**Please Note:** The meeting will be live streamed with the exception where there are confidential or exempt items, which may need to be considered in the absence of the media and public.

## **AGENDA**

1. **Apologies for absence**

2. **Minutes** (Pages 3 - 8)

To approve and sign the minutes of the meeting held on 3 November 2020.

3. **Declarations of Interest (if any)**

4. **Public Questions (if any)**

Members of the Public may ask questions of the Leader or an Executive Member. A maximum period of 15 minutes will be allowed with a maximum of period of three minutes per questioner.

The deadline for questions is no later than 12 noon two working days before the date of the meeting.

**5. Executive Forward Plan**

To note forthcoming decisions anticipated [on the Executive Forward Plan](#)

**Executive Key Decisions**

**6. Local Development Scheme Update** (Pages 9 - 22)

**Reports/matters for consideration/information**

**7. Organisational Recovery Plans**

To receive a verbal update.

**8. Planning Validation Checklist** (Pages 23 - 90)

If you would like this information in another format, please telephone 01626 361101 or e-mail [info@teignbridge.gov.uk](mailto:info@teignbridge.gov.uk)

## **EXECUTIVE**

### **3 NOVEMBER 2020**

#### **Present:**

Councillors Connett (Leader), Dewhirst (Deputy Leader), J Hook, Keeling, Jeffries, MacGregor, Purser, Taylor and Wrigley

#### **Member in Attendance:**

Councillor H Cox

#### **Officers in Attendance:**

Martin Flitcroft, Chief Finance Officer & Head of Corporate Services

Lorraine Montgomery, Head of Operations

Michelle Luscombe, Principal Policy Planner

Fergus Pate, Principal Delivery Officer

Chris Braines, Waste & Cleansing Manager

Graeme Smith, Coastal Officer

Estelle Skinner, Green Infrastructure Officer,

Sarah Selway, Democratic Services Team Leader & Deputy Monitoring Officer

Christopher Morgan, Trainee Democratic Services Officer

### **59. MINUTES**

The minutes of the meeting held on 6 October 2020 were approved as a correct record and will be signed at the earliest convenience.

### **60. DECLARATIONS OF INTEREST**

Councillor Wrigley declared as interest in respect of minute no.70 (Long-term maintenance of Dawlish Countryside Park) as a committee member of the South East Devon Habitat Regulations Committee.

### **61. EXECUTIVE FORWARD PLAN**

**RESOLVED** that the Forward Plan be noted.

### **62. SECOND NATIONAL LOCKDOWN**

The Chief Finance Officer advised Members of actions that the Council would be putting in place as a result of the announcement of a second national lockdown.

This would include the closure of services that could not operate and the furlough of staff where necessary. There would be anticipated demand on the hardship fund and site visits would be kept to a minimum.

In light of the pressures the lockdown would put on administrative resources, the operation of the Councillors' Community Fund would be suspended until December. Guidance on how to raise funding requests for issues which could not wait until December would be circulated to Members shortly. Members were updated on the business support grants and additional funding that would be available to all authorities to support business and vulnerable residents.

### **63. RURAL SKIP SERVICE - CALL IN OF EXECUTIVE DECISION**

The Chair of Overview and Scrutiny Committee (1) Councillor H Cox presented the call-in of the Executive decision to cease the Rural Skip Service. He advised Executive that the committee had a full and informed debate on the stopping of the Rural Skip Service and proposed the following recommendation to Executive:-

*That financial information be given to affected parishes and towns within four weeks to enable them to make a decision whether they wish to take on and continue the service.*

Executive Member for Recycling, Household Waste and Environmental Health welcomed the debate that Overview and Scrutiny had on the matter and he supported the recommendation from the committee. This was agreed by the Executive Members.

**RESOLVED** that the Executive decision of 6 October 2020 be endorsed with the addition of (3) below as recommended by Overview & Scrutiny Committee (1).

- (1) The discontinue the service be agreed and necessary arrangements with the existing contractor for early contract termination be made; and
- (2) Support be provided to the Town & Parish Councils impacted to assist them with their own arrangements where requested; and
- (3) That financial information be given to affected parishes and towns within four weeks to enable them to make a decision whether they wish to take on and continue the service.

(The vote was unanimous)

### **64. BUDGET MONITORING - REVENUE AND CAPITAL - TREASURY MANAGEMENT LENDING LIST**

Executive Member for Corporate Resources presented the report to update Members on the principal areas where there were likely to be departures from the 2020/21 budget and the variations to the end of September 2020. In the fourth tranche of Central Government funding the council had received

£264,280.00, although it was still uncertain as to what funding the council would receive going forward and the impact this would have on future budgets.

The Chief Finance Officer advised that budgets would need to be revisited in light of the second lockdown. For the next financial year it was still unknown if the New Homes Bonus scheme would be re-introduced and if the fees and charges compensation scheme would continue. It was hoped that the council's provisional settlement would be received earlier in December in order that the council could set a balanced budget in a timely manner.

The Leader commented that these were uncertain times and Town and Parish Councils could also look at how they support their local communities.

It was agreed to write to all Town and Parish Councils to bring attention to their legal framework regarding budgets and how they could use their funds to assist their communities. Also the Leader would write to the Districts MP's, the Chancellor and the Local Government Association seek clarification regarding the continuation of the New Homes Bonus.

**RESOLVED** that the:-

- (1) Updated revenue budget position be noted;
- (2) Updated capital programme as shown at appendix 1 be approved; and
- (3) Updated lending list as shown at appendix be noted.

(The vote was unanimous)

**65. FUTURE STRATEGIC PLANNING WORKING WITH EXETER CITY COUNCIL, EAST DEVON DISTRICT COUNCIL, MID DEVON DISTRICT COUNCIL AND DEVON COUNTY COUNCIL**

Executive Member for Planning presented the options for future joint strategic planning arrangements with East Devon, Exeter and Mid Devon Councils and to recommend a preferred approach to Full Council. He advised Members of the Council's obligation of the duty to co-operate and that the preferred option was a non-statutory joint strategy and infrastructure plan.

In response to a Member, the Principal Policy Planner clarified that while Dartmoor National Park was not a formal partner, the district did engage with the authority wherever possible. Work would continue with Homes England to ensure there was joint working with the authorities and Homes England to help to secure any possible future infrastructure funding.

**RECOMMENDED** to Full Council that:-

- (1) It formally withdraws from the preparation of the Greater Exeter Strategic Plan; and

- (2) It supports in principle the production of a joint non-statutory plan, to include joint strategy and infrastructure matters, with East Devon, Exeter and Mid-Devon Councils, and in partnership with Devon County Council. This will be subject to agreement of details of the scope of the plan, a timetable for its production, the resources required, and governance arrangements to be agreed at a later date.

(The vote was unanimous)

## **66. SHELLFISH COLLECTION ON THE TEIGN AND EXE ESTUARIES**

Executive Member for Climate Change, Coastal Protection and Flooding update Members on the shellfish collection and to offer support to the Devon and Severn Inshore Fisheries and Conservation Authority (IFCA) in the management of the resource. Concerns had been raised regarding the level of activity of the gathering of shellfish above that which would be expected for personal consumption. The mechanism to address this would be for Devon and Severn IFCA, as the responsible agency, to set a byelaw which could potentially set a recognised catch limit for personal gathering for example 5KG. The recommendation offered support to Devon and Severn IFCA in taking this byelaw forward.

**RESOLVED** that:-

- (1) The report be noted; and
- (2) The Devon and Severn Inshore Fisheries and Conservation Authority be supported in efforts to manage the shellfisheries in the Teign and Exe Estuaries.

(The vote was unanimous)

## **67. MARINE DREDGE DISPOSAL**

Executive Member for Climate Change, Coastal Protection and Flooding updated Members in regard to a Marine Licence and outlined the options as detailed in the report advising the recommendation was that option three be taken forward.

Members raised concerns regarding the potential environmental impact and that the council's objection to the Marine Management Organisations granting of the Marine Licence had not been acknowledged on their website.

**RESOLVED** that:-

- (1) The existing objection to Marine Licence MLA/2016/00372/2 be maintained pending resolution of outstanding issues; and

- (2) The Marine Management Organisation is recommended to support properly representative sediment testing methodologies be incorporated within Marine License criteria, and that any application process or current License where this cannot be adequately demonstrated be suspended.

(The vote was unanimous)

**68. RESPONSE TO THE GOVERNMENT CONSULTATION ON PLANNING FOR THE FUTURE WHITE PAPER**

The Executive Member for Planning presented the Council's response to the Government consultation on Planning for the Future White Paper.

Executive Members endorsed the submitted response.

**69. LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985 - EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED** that under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act.

**70. LONG-TERM MAINTENANCE OF DAWLISH COUNTRYSIDE PARK**

Councillor Wrigley declared an interest as a committee member of the South East Devon Habitat Regulations Committee.

Executive Member for Planning presented the report to put in place long term management arrangements for Dawlish Countryside Park, including associated budgets and agreements. The recommended process offered potential to cover the funding of the site management for the full term of the lease and funding agreement, which was 999-years.

In response to Members' questions, officers clarified that a masterplan with a defined long term strategy to cover maintenance would form part of any contract.

**RECOMMENDED** to Full Council that to:-

- (1) Approve funding to secure the long term management of Dawlish Countryside Park Suitable Alternative Natural Green Space (SANGS);
- (2) Enter into contract with Land Trust for use of an endowment to secure the long-term management of Dawlish Countryside Park; and

- (3) Delegate authority to the Head of Place & Commercial Services, in conjunction with the Portfolio Holder for Planning, to complete agreements to facilitate the long term management of Dawlish Countryside Park.

(The vote was unanimous)

The meeting started at 10.00 am and finished at 11.21 am.

Chair

**TEIGNBRIDGE DISTRICT COUNCIL**

**EXECUTIVE**

**01 DECEMBER 2020**

<b>Report Title</b>	<b>Local Development Scheme Update</b>
<b>Purpose of Report</b>	To update the Local Development Scheme following withdrawal from the Greater Exeter Strategic Plan project.
<b>Recommendation(s)</b>	<p><b>The Committee RESOLVES to:</b></p> <ol style="list-style-type: none"> <li>1. Approve the Local Development Scheme as attached at Appendix A to come into effect on 9 December 2020.</li> <li>2. Additional budget of £40k is made available to fund the cost of plan preparation work over the next 4 years.</li> </ol>

<b>Financial Implications</b>	These are as set out in section 2.1 Martin Flitcroft Chief Finance Officer Tel: 01626 215246 Email: martin.flitcroft@teignbridge.gov.uk
<b>Legal Implications</b>	These are as set out in section 2.2 Paul Woodhead, Legal Services Team Leader and Deputy Monitoring Officer Tel: 01626 215139 Email: paul.woodhead@teignbridge.gov.uk
<b>Risk Assessment</b>	These are as set out in section 2.3 Michelle Luscombe Principal Planning Policy Officer Tel: 01626 215754 Email: michelle.luscombe@teignbridge.gov.uk
<b>Environmental/ Climate Change Implications</b>	Further to the environment and climate change implications set out in Section 2.4, the recommendation to support consultation on a partial draft plan, as outlined in Section 3, may help to mitigate contentions around sustainable development, e.g. the allocation of renewable energy generation sites. It is important that the new local plan and its enhanced environmental policies are brought forward in the shortest practical timeframe to promote sustainable development. William Elliott Tel: 01626 215754 Email: william.elliott@teignbridge.gov.uk
<b>Report Author</b>	Michelle Luscombe Principal Planning Policy Officer Tel: 01626 215706 Email: michelle.luscombe@teignbridge.gov.uk
<b>Executive Member</b>	Executive Member for Planning (Gary Taylor)
<b>Appendices</b>	1. Timetable Options 2. Local Development Scheme – December 2020
<b>Part I or II</b>	Part 1
<b>Background Papers</b>	None

## 1. PURPOSE

- 1.1 The purpose of this report is to seek agreement on an updated Local Development Scheme (i.e. the timetable for preparing the Local Plan) following the Council's formal withdrawal from the Greater Exeter Strategic Plan project in November 2020.

## 2. REPORT DETAIL

### 2.1. Financial

Executive

01 December 2020

2.1.1. In order to make a sound plan, there are costs associated with gathering evidence, site investigation work and the statutory examination. The majority of the costs associated with procuring evidence can be met within the Spatial Planning base budget but detailed site investigation work and the costs of examination cannot be met fully from this budget and require additional financing.

2.1.2. It is estimated that over the next four years, the overall cost of preparing the plan is likely to exceed the Spatial Planning base budget by c. £40k. It is therefore requested that this budget gap is noted as a budget pressure and that sufficient funds are made available when required. This budget gap may increase if our housing number changes and/or depending on our preferred sites for development which may require more detailed investigation. If this is the case, a further report will be brought back to the Executive as the plan progresses to request additional funds for specific pieces of work to support the plan.

2.1.3. It should be noted that In October 2019, the Executive resolved to make additional budget available to fund the costs of statutory plan examination for the Local Plan of £30k in 2021/22 and £50k in 2023/24. This was on the basis of preparing the Local Plan in two parts. As this report sets out, it is no longer proposed to prepare the plan in two parts, thereby avoiding two separate examinations. There will also be no examination for the Greater Exeter Strategic Plan for which a budget pressure of £30k was also agreed in October 2019 to be made available in 2022/23. Combining the three plans into one single process will therefore save an estimated £40k on examination costs.

## **2.2. Legal**

2.2.1. Preparing and updating local plans is a statutory requirement. Section 15 of the Planning and Compulsory Purchase Act requires local planning authorities to prepare and maintain an LDS which sets out the plans which are to be prepared, their scope, and the timetable for preparing

them. The new Local Plan 2020-2040 will replace various existing policies of the Teignbridge Local Plan 2013-2033. Once adopted it will have full weight in considering planning applications.

### **2.3. Risks**

2.3.1. The main risk is that a submitted plan is found unsound by the local plan inspector, or unlawful once it has been adopted. A secondary, albeit important, risk is that preparation of any plan is delayed by various factors such as changing government policy and background evidence and advice/requirements of the local plan inspectors. These are strategic risks in the council's corporate risk register and are regularly updated and reported to Councillors in the quarterly reports.

2.3.2. It should be noted that this LDS is being updated at a time when national planning reforms are being proposed. The proposed timetable is based on the Local Plan being prepared under existing or transitional arrangements. If and when the reforms are introduced, Officers will review the impact of the changes and bring a revised Local Development Scheme back to the Executive if necessary at that stage. In the meantime, it is considered important to continue to press ahead with Local Plan preparation, as the majority of the work involved will inevitably be transferable into any new planning system introduced.

2.3.3. The current coronavirus situation presents an element of risk in terms of delays to the overall programme as a result of further lockdowns, school closures, furloughing of staff and sickness absence resulting from positive cases. At the moment, this risk remains low but we will continue to monitor this and amend our service priorities and/or timetable accordingly if and when necessary.

### **2.4. Environmental/Climate Change Impact**

2.4.1. Climate change mitigation and adaptation will be contained in the Local Plan, reflecting an updated carbon reduction target and specific policies to manage carbon emissions from new development.

Executive

01 December 2020

## 2.5. Background

2.5.1. In October 2019, the current Local Development Scheme was agreed for the district which included the following plans, all of which would have collectively comprised the Development Plan for Teignbridge. These were:

- The Greater Exeter Strategic Plan (prepared jointly by East Devon, Mid Devon, Exeter and Teignbridge Councils to provide strategic planning policies and site allocations for the Greater Exeter area).
- Teignbridge Local Plan Review Part 1 (policies managing how development takes place).
- Teignbridge Local Plan Review Part 2 (site allocations for new homes, employment land, facilities and supporting infrastructure).
- Wolborough Development Plan Document (site specific policies to manage the NA3 allocated site).

2.5.2. Since October 2019, various changes have taken place which now require a fundamental review of the Local Development Scheme. Most significantly, each of the partners involved in the GESP has sought, or is in the process of seeking, formal agreement from their respective Councils to withdraw from the GESP project. This follows East Devon's decision to withdraw in August 2020. As a result, all work relating to strategic planning policies and site allocations will now need to be incorporated within the Local Plan. It is hoped that all partners will agree over the next few months to prepare a non-statutory joint plan alongside Local Plans to address common and cross-boundary issues and coordinate the delivery of strategic infrastructure and investment.

2.5.3. It should also be noted that Full Council made a decision on 24 February 2020 to cease work on the Wolborough Development Plan Document and it was subsequently removed from the Local Development Scheme at that time.

Executive

01 December 2020

2.5.4. Under the current Local Development Scheme, the Local Plan is scheduled to be prepared in two parts. At the point at which this was agreed, the Local Plan timetable was dependent on the GESP and its progress because of the relationship between the two on matters like development levels and distribution. As such, it was considered necessary to 'fast track' any parts of the plan which were not dependent on GESP (such as policies on climate change, design, affordable housing and biodiversity) with the second part of the Local Plan including site allocations, and following on at a later date once the GESP had progressed through further stages.

2.5.5. Now that the GESP is no longer proceeding, the Local Plan timetable is not dependent on any other plans being prepared. It is also going to be solely responsible for allocating sufficient land to meet the districts development needs over the next 20 years. As such, it is no longer appropriate to only fast track policy matters, as land allocations which would have been made through GESP now need to be expediently progressed through the Local Plan. It is therefore proposed that the Local Plan proceeds as a single plan, with Parts 1 and 2 combined.

### **3. OPTIONS**

#### **3.1. Consideration of timetable options**

3.1.1. It is clear that we need to progress the Local Plan as quickly as possible in order to get updated policies in place and ensure we have sufficient deliverable sites available to meet our 5 year land supply and Housing Delivery Test requirements.

3.1.2. There are 5 statutory stages which the preparation of a Local Plan has to go through. The first of these (the Regulation 18 stage) is the only stage at which there is significant flexibility in what can be included in a draft plan and how many iterations of it can be consulted on. For example, the content of the draft plan could range from simply setting out the scope of the plan to including draft policies and options for site

allocations. The more content that we consult on at this stage, the longer it will take to prepare the Local Plan overall. However, the Regulation 18 stage is seen as a critical period for enabling meaningful community and stakeholder engagement from the outset as it is the point at which key decisions about where and how development takes place will be shaped.

3.1.3. We have already undertaken an extensive Regulation 18 consultation on what was Part 1 of the Local Plan in March-June 2020. This comprised all draft policies relating to sustainable communities, climate change, design and wellbeing, homes, economy, and the environment. There is no requirement to re-consult on these policies prior to the Regulation 19 (Proposed Submission) stage.

3.1.4. However, we have not undertaken any consultation on site options for housing, employment, renewable energy and gypsy and traveller pitches. Similarly, there are some policies which would have been included within the GESP which have not been consulted on. It is important these issues are reflected in another Regulation 18 consultation in order for us to satisfy our legal procedural requirements as well as give our community and stakeholders an opportunity to comment on them at an early stage.

3.1.5. A range of options for progressing the next Regulation 18 stage were discussed with the Local Plan Working Group (a cross party Member group advising on Local Plan matters) in October 2020. These were broadly:

- Option 1: Frontload a **full draft plan** consultation with an informal consultation on the Housing and Economic Land Availability Assessment (i.e. a schedule of c. 360 sites which have been submitted for assessment as possible development sites). Follow with consultation on a full draft plan as per Option 2.
- Option 2: Consult on a **full draft plan** that includes all site options for housing, employment, renewable energy and gypsy and traveller

pitches **and** re-consults on all policies previously consulted on in the March 2020 consultation.

- Option 3: Consult on a **partial draft plan** that includes all site options for housing, employment, renewable energy and gypsy and traveller pitches. Consult on any former GESP policies which have not yet been consulted on as well as any policies previously consulted on in March 2020 which are affected by material changes.
- Option 4: Frontload a **partial draft plan** consultation with an informal consultation on the Housing and Economic Land Availability Assessment (i.e. a schedule of c. 360 sites which have been submitted for assessment as possible development sites). Follow with consultation on a **partial draft plan** as per Option 2.
- Option 5: Consult on the scope of the plan only (i.e. an explanation of the matters which will be included in the Proposed Submission plan).

3.1.6. A more detailed scoping of the options is provided in Appendix 1.

3.1.7. There was consensus from the Local Plan Working Group that Option 5 would not be acceptable in meeting shared aspirations for community and stakeholder engagement in the Local Plan process. It was also agreed that in the interests of progressing the Local Plan as swiftly as possible, Options 1 and 2 were not time efficient options.

3.1.8. Consultation on a partial draft plan, as per Options 3 and 4, was therefore considered to provide the best way forward. There was some discussion around the option to consult on the Housing and Economic Land Availability Assessment (HELAA) separately, with some Members keen to take communities through the process of selecting and eliminating sites at the earliest stage. However, others were satisfied with publishing the HELAA as evidence alongside the partial draft plan to ensure transparency but to balance this with progressing more quickly with the Regulation 18 consultation. The majority of the Local Plan

Working Group supported this latter approach which aims to submit the plan within this administrative period. It is therefore this approach (Option 3) which is reflected in the proposed Local Development Scheme (Appendix 2).

## 4. CONCLUSION

### 4.1. Proposed timetable

4.1.1. Having considered the options available and the advice of the Local Plan Working Group it is recommended that the following timetable is approved for the Local Development Scheme:

- March 2020 – *Regulation 18* Draft Plan (policies only) - **COMPLETED**
- May 2021 – *Regulation 18* Draft Plan (site options and policies not previously consulted on or which are subject to a material change)
- July 2022 – *Regulation 19* Proposed Submission
- January 2023 – *Regulation 22* Submission
- June 2023 – *Regulation 23-25* Examination in Public
- January 2024 – *Regulation 26* Adopt Plan

4.1.2. The Local Development Scheme is provided in Appendix 2.

# Appendix 1

## Timetable Options

Option	Scope	Indicative timescales	Risks/benefits
<p><b>Option 1</b> Consultation on HELAA and full Draft Plan</p>	<p>Informal consultation on unconstrained assessment of HELAA sites (6 weeks)</p> <p>Formal consultation on full Draft Plan (policies, development strategy and site options) (8 weeks)</p>	<ul style="list-style-type: none"> <li>• Publish HELAA: Jan/Feb 2021</li> <li>• Reg 18 (Draft Plan): September 2021</li> <li>• Reg 19 (Proposed Submission): January 2023</li> <li>• Submission: July 2023</li> <li>• Examination: October 2023</li> <li>• Adoption: July 2024</li> <li>•</li> </ul>	<p>Publication of the HELAA would enable communities to comment on all sites submitted for consideration. However, publishing all HELAA sites could generate a significant amount of avoidable objection as many sites will not progress to the next stage.</p> <p>Second opportunity to comment on policies, although analysing two sets of responses will add approximately 2 months to the programme.</p> <p>Submission date is after the current administrative term.</p> <p>Lengthy initial stages will limit our opportunity to prepare the Local Plan under transitional arrangements (prior to White Paper planning reforms and new housing numbers coming into force).</p>
<p><b>Option 2</b> Consultation on full Draft Plan</p>	<p>Formal consultation on full Draft Plan (policies, development strategy and site options) (8 weeks)</p> <ul style="list-style-type: none"> <li>• Publish HELAA alongside as evidence</li> </ul>	<ul style="list-style-type: none"> <li>• Reg 18 (Draft Plan): June 2021</li> <li>• Reg 19 (Proposed Submission): October 2022</li> <li>• Submission: April 2023</li> <li>• Examination: August 2023</li> <li>• Adoption: April 2024</li> </ul>	<p>Second opportunity to comment on policies, although analysing two sets of responses will add approximately 2 months to the programme.</p> <p>Submission date within purdah for district elections so would have to be delayed until after this administrative term.</p> <p>Lengthy initial stages will limit our opportunity to prepare the Local Plan under transitional arrangements (prior to White Paper planning reforms and new housing numbers coming into force).</p>

<p><b>Option 3</b> Consultation on partial Draft Plan (site options and policies not previously consulted on or which are subject to a material change)</p>	<p>Formal consultation on partial Draft Plan (8 weeks)</p> <ul style="list-style-type: none"> <li>Publish HELAA alongside as evidence</li> </ul>	<ul style="list-style-type: none"> <li>Reg 18 (Draft Plan): May 21</li> <li>Reg 19 (Proposed Submission): July 22</li> <li>Submission: January 23</li> <li>Examination: June 23</li> <li>Adoption: January 24</li> </ul>	<p><i>NB: cannot publish Reg 18 ahead of end of May due to County elections and would not be ready prior to purdah.</i></p> <p>Opportunity to speed up the early stages by not repeating a consultation on policies. However, the amount of work required for development strategy and site options still limits our opportunity to prepare the Local Plan under transitional arrangements (prior to White Paper planning reforms and new housing numbers coming into force).</p> <p>Submission date close to pre-election run-up but possible.</p>
<p><b>Option 4</b> Consultation on HELAA, partial Draft Plan (site options and policies not previously consulted on or which are subject to a material change)</p>	<p>Informal consultation on unconstrained assessment of HELAA+ sites (6 weeks)</p> <p>Formal consultation on partial Draft Plan (8 weeks)</p>	<ul style="list-style-type: none"> <li>Publish HELAA: Jan/Feb 2021</li> <li>Reg 18 (Draft Plan): September 2021</li> <li>Reg 19 (Proposed Submission): December 2022</li> <li>Submission: June 2023</li> <li>Examination: October 2023</li> <li>Adoption: June 2024</li> </ul>	<p>The amount of work required on HELAA engagement and site options work limits opportunities to publish the Draft Plan sooner than September 2021, although leaving out policies will shorten the next stage by around 2 months compared to options 1 and 1a.</p> <p>Submission date is after the current administrative term.</p>
<p><b>Option 5</b> Consultation on scope of plan only</p>	<p>Formal consultation on the scope of the plan only (6 weeks)</p>	<ul style="list-style-type: none"> <li>Reg 18 (Scope): Feb 2021</li> <li>Reg 19 (Proposed Submission): April 2022</li> <li>Submission: October 2022</li> <li>Examination: March 2023</li> <li>Adoption: October 23</li> </ul>	<p>Best opportunity to get a Local Plan prepared under transitional arrangements (prior to White Paper planning reforms and new housing numbers coming into force).</p> <p>Significant reputational risk due to lack of transparency over development strategy and site selection.</p>

## Appendix 2

### Proposed Local Development Scheme

**To come into force on 9 December 2020**

#### **Introduction**

Teignbridge Council proposes to prepare one Development Plan Document which will be the Teignbridge Local Plan 2020-2040. The timetable and description are set out below:

#### **Teignbridge Local Plan 2020-2040**

This document will set an overall vision and strategy for the area in the context of local circumstances, national policy, and climate and ecological emergency declarations. It will set the overall amount of growth for the period 2020 – 2040 and implement the overall vision and strategy by allocating sufficient land for new employment, housing, renewable energy and other development needs.

The Local Plan will include strategic and non-strategic policies to manage how development takes place in the district. Policies will focus on improving our built and natural spaces to support high quality living conditions in an increasingly zero carbon environment. They will set out the Council's expectations for high standards of design, development and living conditions to give a clear and improved framework for all future development taking place in the district.

The Local Plan will include policies and site allocations relating to:

- Climate change and energy requirements;
- Design;
- Employment (e.g. business development; rural economy; tourism);
- Environmental conditions (e.g. air, water and soil quality; contamination; pollution);
- Environmental protection (e.g. landscapes; biodiversity; woodland; protected sites);
- Town centres;

Executive

01 December 2020

- Natural infrastructure;
- Health and wellbeing;
- Housing types and standards (e.g. affordable housing; exception sites; custom build; accessible homes);
- Settlement hierarchy;
- Settlement limits;
- Employment allocations;
- Gypsy and traveller site allocations;
- Housing allocations;
- Renewable energy allocations;
- Town centre redevelopment proposals;
- Town specific retail requirements;
- Place specific policies and initiatives.

**Timetable:**

- March 2020 – *Regulation 18* Draft Plan (policies only) - **COMPLETED**
- May 2021 – *Regulation 18* Draft Plan (site options and policies not previously consulted on or which are subject to a material change)
- July 2022 – *Regulation 19* Proposed Submission
- January 2023 – *Regulation 22* Submission
- June 2023 – *Regulation 23-25* Examination in Public
- January 2024 – *Regulation 26* Adopt Plan

This page is intentionally left blank

## TEIGNBRIDGE DISTRICT COUNCIL

### EXECUTIVE

**1 DECEMBER 2020**

<b>Report Title</b>	<b>Planning Application Validation Guides</b>
<b>Purpose of Report</b>	To inform Members of the recent consultation relating to the Validation Guides which have been updated in accordance with the requirement to review and republish the local list of validation requirements every two years.
<b>Recommendation(s)</b>	<b>The Committee is recommended to:</b>  <b>Note the public consultation that has taken place on revised validation guides for planning applications and support their publication in their revised forms.</b>
<b>Financial Implications</b>	There are no financial implications in this report – see 2.1 Martin Flitcroft - Chief Finance Officer Tel: 01626 215246 Email: marting.flitcroft@teignbridge.gov.uk
<b>Legal Implications</b>	As set out in paragraph 2.2 Paul Woodhead Legal Services Team Leader and Deputy Monitoring officer Tel: 01626 215139 Email: paul.woodhead@teignbridge.gov.uk
<b>Risk Assessment</b>	Consulting on and publishing an updated guide minimises the risks of validation appeals occurring – see 2.3 Ros Eastman – Business Manager: Strategic Place Tel: 01626 215745 Email: roselyn.eastman@teignbridge.gov.uk
<b>Environmental/ Climate Change Implications</b>	Consulting on and publishing our list confirms our approach and commitment to our carbon reduction policies – see 2.4 Ros Eastman – Business Manager: Strategic Place Tel: 01626 215745 Email: roselyn.eastman@teignbridge.gov.uk
<b>Report Author</b>	Ros Eastman – Business Manager: Strategic Place Tel: 01626 215745 Email: roselyn.eastman@teignbridge.gov.uk
<b>Portfolio Holder</b>	Cllr G Taylor: Exec Member for Planning
<b>Appendices</b>	1. Validation Guide 2. Consultation responses matrix
<b>Background Papers</b>	None

## 1. PURPOSE

1.1. Under The Town and Country Planning (Development Management Procedure) (England) Order 2015 (Regulation 11) Local Planning Authorities (LPA) are required to review and re-publish their local list validation requirements every two years.

1.2. In between times, the guides are living documents that are updated in response to legislation and policy changes.

1.3. Local list validation requirements must be:

- reasonable, having regard in particular to the nature and scale of the proposed development; and
- about a matter which it is reasonable to think will be a material consideration in the determination of the application.

These statutory tests are set out in section 62 (4A) of the Town and Country Planning Act 1990 (inserted by the Growth and Infrastructure Act) and article 11(3)(c) of the Town and Country Planning (Development Management Procedure) (England) (Order) 2015.

1.4. The Teignbridge District Council Validation Guides include both the national list of validation requirements and the local list of validation requirements and set out the information to be submitted to the council for the different types, nature and sizes of planning application. There are two guides, a main guide and a simplified version for householder applications.

1.5. Provided the required information is submitted an application will be considered valid. The quality of the information is assessed during the course of the application and further detail sought if necessary.

1.6. Legislation does not stipulate how the local lists should be reviewed and re-published but the National Planning Practice Guidance (NPPG) recommends a three step process

Step 1 - Review the existing local list to identify the drivers for each item on the list. These drivers should be statutory requirements, policies in the National Planning Policy Framework or Development Plan, or published guidance that explains how adopted policy should be implemented.

Step 2 - Where the LPA considers that changes are necessary, the proposals should be issued to the local community, including applicants and agents, for consultation.

Step 3 – Consultation responses should be taken into account when preparing the final revised list. The revised list should be published on the LPA's website.

- 1.7. We have reviewed the local list of validation requirements and revised the Validation Guides in accordance with changes in legislation and policy, both for Teignbridge District Council and our Statutory Consultees.
- 1.8. We have placed the revised validation guides on the council's website for consultation for a 4 week period and invited comments by: email to our registered agents (we currently have a database of c. 60 registered local / regional and national agents), the Members' Newsletter, an update to Town and Parish councils, consultations to all our regular and statutory consultees and posts on social media.
- 1.9. All responses received have been fully considered and amendments made to the validation guides to reflect these comments where appropriate.

## **2. REPORT DETAIL**

### **2.1 Financial**

There are no immediate resource implications arising from this report as any additional work required to complete the process will be carried out by existing staff within existing budgets without a call on additional funding.

### **2.2 Legal**

This is a standard procedure to review and republish the local lists in line with statutory requirements. The Executive is merely being asked to note the consultation and revised documents and accordingly there are no legal issues arising from the review.

### **2.3 Risks**

Where a local list is out of date there is a risk that an applicant may refuse to provide information and seek an appeal for non-determination. This has not happened so far, but it is important that the local list is now re-published.

## **2.4 Environmental/Climate Change Impact**

The policy on carbon reduction plans had already been added to the validation guide and, whilst there have not been any refusals from applicants to provide carbon reduction related information, re-publishing the local lists will ensure that no relevant application will be validated without the pertinent information.

This should lead to a greater level of compliance with and earlier achievement of our policies relating to carbon reduction insofar as the Development Management process itself is able to influence these matters.

## **3. CONCLUSION**

- 3.1** Members are requested to resolve to note the review and consultation that has taken place and support the re-publishing of the local lists.

# **Planning Validation Guidance**

**(excluding Householder applications – see separate guide)**

General information	Page 1
1. Application form and fee	Page 3
2. Plans required (depending on type of application)	Page 4
3. Information required (depending on type of application)	Page 7

## **GENERAL INFORMATION**

This validation guide sets out the information required to validate a planning application and other consents. It includes both national and local validation requirements.

Date	Version update notes
Sep 2020	Draft for consultation
Nov 2020	Final version 1
19 Nov 2020	Final version 2 – Green bin wording added to Bin Storage section. Wording of Carbon Reduction Plan section amended

## **Pre-Application Advice**

We offer a paid pre-application advice service [www.teignbridge.gov.uk/planningguide](http://www.teignbridge.gov.uk/planningguide).

## **Submitting an application**

We recommend that applications are submitted electronically via the Planning Portal which is likely to lead to your application being validated more quickly [www.teignbridge.gov.uk/planningapply](http://www.teignbridge.gov.uk/planningapply)

## **What is a Major application?**

The following types of application are classed as 'major'

- Residential applications for 10 or more houses or for Outline Consent on a site of 0.5 hectares or more *or*
- Commercial development site of 1 hectare or more or involving floor space of 1000m<sup>2</sup> or more.

## **Outline/Reserved Matters Applications**

Where full information within part 3 has been submitted at outline stage this information will not be required to be resubmitted at reserved matters stage.

## **What is Validation?**

Validation is the process of checking that all relevant documentation has been provided. If you submit an application without the necessary documentation, or with clear inaccuracies, or without the appropriate fee, the application is not valid and will not be progressed until this is resolved. The relevant guidance notes, available with the application forms, should also be read. Some of the requirements are National Requirements and some are Local Requirements which have been adopted by the Council. For simplicity, no differentiation is made in this document between the two types of requirement.

## **Extra information requested after validation**

The list of requirements is not exhaustive and the Council can still request further, or more detailed, information after validation to resolve any particular issues that arise. Any additional information not required by the Validation Checklist, but which the Council needs to determine the application, will be requested during the course of the application and should be provided as soon as possible.

## **Validation disputes**

If you disagree with our reasons for invalidating a planning application and negotiation with us has failed, you may send a notice to us setting out your reasons for refusing to supply the information under Section 12 of the Development Management Procedure Order 2015. You must have submitted all the other information needed to validate the application together with the fee. We will then either agree and validate the application or disagree and issue a Non Validation Notice against which you may then appeal under Section 78 of the Town and Country Planning Act 1990.

## **Diversity**

Our Diversity Policy promotes inclusion for all sectors of the community and applications/supporting information, along with any representations received from the public, will be checked for any inappropriate comments. Only planning related matters can be considered, and any comments regarding disability, race or ethnicity, religion or belief, sexual orientation or gender reassignment or that are defamatory, prejudiced or otherwise likely to cause offence to the subject of the comments or any other reader will be removed. Any comments that are considered to constitute hate incidents or hate crimes may be passed to the police

## **Data Protection**

All applications and supporting documentation will be published on the website. Private telephone numbers, private email addresses and signatures will be removed prior to publication. We are committed to ensuring that your privacy is protected by adhering to the EU General Data Protection Regulation (GDPR). Any personal information provided will be used by us solely for the purpose of processing your application and contacting you regarding this. The data will be processed in accordance with our full [privacy policy](#).

## 1. **APPLICATION FORM – Required for all applications**

- 1.1. All applications must be made on the correct form.
- 1.2. Ownership certificate A, B, C or D on the application form must be completed stating the ownership of the application site. This also incorporates the Agricultural Land Declaration.
  - complete Certificate A if you own all of the land (freehold or leasehold of more than 7 years) and do not have agricultural tenants.
  - or**
  - complete Certificate B, C or D if you do not own all the land or if you have agricultural tenants on the land. This includes situations where the development overhangs the boundary with the adjoining property/land.
    - Certificate B – Complete this if you know who the owners/agricultural tenants are. State the names and addresses of these people on the application form. You also need to serve 21 days' notice on them, before you submit the application
    - Certificate C – This is a combination of the circumstances described in Certificates B and D and should be completed accordingly.
    - Certificate D – Complete this if you do not know any of the owners. Specify the steps you have taken to find the owners e.g. land registry search. You must advertise the application in a local newspaper at least 21 days before submission.
- 1.3. The application form must be signed and dated and all questions on the form must be answered fully and accurately.
- 1.4. The correct full fee must be submitted with the application. [Schedule of fees and fee calculator](#)

## **2 PLANS REQUIRED**

### **All plans must:**

- be to a recognised metric scale (e.g. 1:50 etc) which is marked clearly on the plan.
- have a scale bar or at least one measurement marked on the plan so that the scale can be checked for accuracy
- be clearly marked with the direction of North;
- have the size of the plan (A3, A2 etc) marked on the plan.
- have a unique drawing number which is also used in the file name.
- belong to you as copyrighted plans cannot be accepted
- preferably contain a single type of drawing per document e.g. site location plan, block plan, existing elevations, proposed elevations, existing floor plans, proposed floor plans.
- preferably be a maximum of A3 in size to assist when viewing online.
- be in black and white (no grey scale or colour on plans as it makes them faint and difficult to view online) with the exception being the red and blue outlines for site location plans
- be submitted as a PDF, correctly orientated for on-screen display
- be of a quality and resolution that will be clear to view by the public when uploaded onto the website.

### **2.1 Site Location Plan (existing)**

Required for all applications.

- a) must be up to date
- b) normally at a scale of 1:1250 (or 1:2500 if appropriate)
- c) showing the full site, all site boundaries, adjoining properties and, where possible, at least two named roads
- d) the properties shown should be numbered or named so that the exact location is clear
- e) the proposed site **must be clearly edged with a red line** to 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).
- f) a blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

There are many companies that provide site location plans and the Planning Portal has links to their [accredited suppliers for planning maps](#)

### **2.2 Block Plan (existing and proposed)**

Required for all applications showing

- a) at a scale of 1:500, 1:200 or 1:100 depending on the size of the site
- b) the proposed development

- c) all site boundaries, existing buildings, roads, tracks, footpaths and access arrangements on the site
- d) any buildings to be demolished
- e) all buildings, roads, tracks, footpaths and access arrangements on land adjoining the site
- f) all public rights of way crossing or adjoining the site
- g) existing and proposed parking provision
- h) the position of all trees on the site, including those on adjacent land that could influence or be affected by the development; with proposals for removal/retention/new planting indicated
- i) the position of all hedges on the site, including boundary hedges, other vegetation, ponds, watercourses, walls, banks & historic features with proposals for removal/retention indicated
- j) the extent and type of any hard surfacing
- k) boundary treatment including walls or fencing where this is proposed
- l) ground levels across the site and floor levels, existing and proposed including any retaining walls
- m) route line of all existing and proposed services

### **2.3 Elevation drawings (existing and proposed)**

Required for all applications for new, altered, replacement or extended buildings.

- a) at a scale of 1:50 or 1:100
- b) showing all affected elevations in full
- c) showing proposed building materials, style and finish of the building and windows and doors
- d) showing any other buildings that are attached to the elevation and where possible the main features of that adjoining building (e.g. details of doors, windows on the same elevation of an adjoining terraced or semi-detached dwelling)
- e) label orientation of elevations e.g. north, south etc.
- f) for developments of more than one house, each house type to be on a separate pdf

### **2.4 Floor Plans (existing and proposed)**

Required for all applications for new, altered, replacement or extended buildings.

- a) at a scale of 1:50 or 1:100
- b) explaining the proposal and usage in detail
- c) showing the entire floor area for any existing building as well as the proposed development
- d) showing new buildings in context with adjacent buildings
- e) showing any buildings or walls to be demolished
- g) for developments of more than one house, each house type to be on a separate pdf

### **2.5 Existing and proposed site sections and finished floor and site levels**

Required for all proposed new buildings or where there are variations in site levels. Levels may be evident from floor plans and elevations, but particularly in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified

- a) at a scale of 1:50 or 1:100
- b) showing a cross section(s) through the proposed building(s)
- c) where the proposal involves a change in ground levels, showing both existing and finished levels fixed to a datum point off site and also show the proposals in relation to adjoining buildings

## **2.6 Roof plans**

Required where there are new roofs or alterations to existing roofs

- a) at a scale of 1:50 or 1:100
- b) showing the shape of the roof and roofing materials.

## **2.7 Street Scene Plans**

Required where the proposal will significantly affect a road frontage, or where there are concerns regarding the height and appearance of new buildings

- a) at a scale of 1:100 or 1:200
- b) illustrating the proposed development alongside neighbouring properties for a sufficient length of the street to judge the impact of the development

## **2.8 Specialist Plans**

May be required to show specific details in a larger scale

- a) at a scale of 1:5, 1:10 or 1:20
- b) where certain issues such as the detail of window joinery is required e.g. for Listed Buildings

## **2.9 Photos of site and immediate environment**

Optional but very useful to assist understanding of the site and development

## **2.10 Advertisement Consent plans**

Required for Advertisement Consent applications

- a) at a scale of 1:20 or 1:50
- b) showing the size of the advertisement
- c) showing position on land or building in question, the height above ground level and the projection from any building
- d) showing the materials and colours to be used
- e) detailing of the method and colour of any illumination

### 3 ADDITIONAL INFORMATION REQUIRED

When required	Guidance, Policy background and further information sources
<b>3.1 Affordable Housing Statement</b>	
<p>Major residential development</p> <p>Rural Exception site proposals</p> <p>Applications for 5 or more dwellings in a rural area</p>	<p>An Affordable Housing Statement should set out how the scheme will comply with the Affordable Housing policy in the adopted Teignbridge Local Plan 2013 – 2033. Additional information on emerging policy in relation to Affordable Housing and Design and Layout is provided in the policies of the Teignbridge Local Plan 2020-204 Update Part 1 – whilst this is emerging guidance, if met it will ensure greater likelihood of support for proposals. Any departure from the adopted and emerging affordable housing guidance should be explained in the statement and cross-referenced to viability report if necessary.</p> <p>The Affordable Housing Statement may be included as a section in the Planning Statement but should in any event address the following:</p> <p><u>Outline and Full applications (not Reserved Matters)</u></p> <p>A statement of compliance setting out the proposals Affordable Housing Provision</p> <p><u>Residential Allocations</u> Each application for development which is in an area of housing allocation must meet the affordable housing requirement set out in the allocation. If the application is part of a phased scheme the planning statement should clarify how the affordable housing contribution of each phase contributes to the overall agreed delivery of affordable housing. Applications for &lt; 10 dwellings in an allocation area are is not exempt from affordable housing (cf NPPF63) as the application forms part of a major development.</p> <p><u>Development within Major Towns and settlements</u> The Teignbridge Local Plan 2013-2033 sets three tiers of affordable housing levels for the (1) Newton Abbot and Kingsteignton, (2) Dawlish and Teignmouth and (3) other areas. Development within the settlement limits of the Major Towns should meet those requirements.</p> <p>A Draft Heads of Terms in relation to affordable housing should be submitted using the Teignbridge standard s106 template sets for the required form of obligation for affordable housing.</p> <p><u>Housing Need</u></p>

The affordable housing targets set out in the Council's planning policy are based on viability testing; the true scope of affordable housing need is much greater. The Housing Enabling service can provide up to date information on the Devon Home Choice identified need of home size and tenure splits for settlements in Teignbridge. The Teignbridge Housing Service can provide further information on the affordable housing need in an area including housing size and tenure requirements.

### **FULL or Reserved Matters Applications**

The Affordable Housing Statement should include / reference:

- **Accommodation Schedule** listing for all affordable homes the plot/unit number, the size specification (occupancy and GIA) having reference to the size requirements below
- **Layout Plan** showing all affordable housing plots and details such as allocated parking spaces, sheds, etc. Consideration should be given outlining areas where inset maintenance agreements will be expected from Affordable Housing providers.
- **Floor Plans** – see following reference to dwelling size
- **Flatted Development** - floor plans should highlight any common facilities and services (such as shared laundry areas)/

### **Fixtures and Fittings**

- Some AHPs have standard packages of white goods which have implications for layouts of kitchens/utilities. Early engagement with AHPs and selection of delivery partner will enable identification of any potential issues.

### **Affordable Dwelling Size**

- The draft revised Teignbridge Local Plan 2020-2040 expects all homes proposed to meet nationally escribed space standards (NDSS) with regard to gross internal floor areas and storage. This is emerging guidance but sets an expectation for homes in the district
- Homes England has an expectation is that affordable homes should meet the NDSS and many affordable housing providers have their own space standards which are increasingly geared toward NDSS. To ensure best value sale transfer agreement for affordable dwellings we recommend the NDSS is the basis for minimum accepted standard. Within TDC there are many examples of major market led developments achieving this space standard. Where this cannot be met for exceptional reasons, there can be some flexibility but in no case can a dwelling < 85% of NDSS be accepted as an affordable home.
- Where standard housetypes are being used, consider that AH tenants and landlords generally prefer additional floorspace/storage space to unnecessary en-suite facilities.

- Floorplans should **include reference furniture in the bedrooms** so that the effective occupancy (number of bed spaces/persons) can be judged; where reference furniture (beds, wardrobes, desks/tables) works effectively a slight reduction on NDSS may be considered by some AHPs.

	Number of bed spaces (persons)	1 storey dwellings Size m <sup>2</sup>	85%	2 storey dwellings Size m <sup>2</sup>	85%	3 storey dwellings Size m <sup>2</sup>	85%	Built-in storage m <sup>2</sup>
1b	1p	39 (37) *	33					1
	2p	50	43	58	49			1.5
2b	3p	61	52	70	60			2
	4p	70	60	79	67			
3b	4p	74	63	84	71	90	77	2.5
	5p	86	73	93	79	99	84	
	6p	95	81	102	87	108	92	
4b	5p	90	77	97	82	103	88	3
	6p	99	84	106	90	112	95	
	7p	108	92	115	98	121	103	
	8p	117	99	124	105	130	111	

### 3.2 Agricultural Appraisal

New agricultural dwelling or other building in countryside for farming purposes

Three years of accounts must be provided along with your justification for requiring an agricultural dwelling/building. This may best take the form of a professional Agricultural Appraisal.

The [Dwelling for Agricultural purposes form](#) must also be completed for agricultural dwellings.

This will be assessed for need and viability by our Agricultural Consultant as part of the application process.

Agricultural development of:

- an agricultural building to house livestock (primarily beef and dairy cattle, pigs or poultry); and/or
- any new or expanded pit, tank or lagoon for storing slurry;
- any anaerobic digester; and/or
- any combustion plant.

within 10km of SSSIs and Habitats sites should be accompanied by a [Simple Calculation of Atmospheric Impact Limits \(SCAIL\) assessment](#).

	<p>Teignbridge contacts:  Email <a href="mailto:planning@teignbridge.gov.uk">planning@teignbridge.gov.uk</a></p>
<h3>3.3 Air Quality Assessment</h3>	
<p>Proposals which:</p> <ul style="list-style-type: none"> <li>• Increase congestion. (an increase in periods with stop start driving)</li> <li>• Significant change in traffic volumes e.g. a change in the Annual Average Daily Traffic</li> <li>• Alter traffic composition e.g. increase in HGVs</li> <li>• are in an AQMA</li> <li>• Include new car parking 100 spaces outside AQMA or 50 spaces in AQMA</li> <li>• involve significant dust emissions</li> <li>• may impact on nearby residents (e.g. construction)</li> </ul>	<p>Application proposals that impact upon air quality or are potential pollutants must be supported by an air quality assessment indicating the change in air quality resulting from the proposed development and outlining appropriate mitigation measures as necessary. An Air Quality Assessment should be prepared by a suitably qualified expert.</p> <p>Applications for dwellings or other vulnerable uses such as Residential Homes or Nurseries which fall within an Air Quality Management Area (AQMA) will require also require an Air Quality Assessment.</p> <p>There are AQMAs within Newton Abbot, Kingsteignton, Kingskerswell, Teignmouth and Dawlish.</p> <p>Development may result in the need for a Section 106 contribution as shown in the criteria set out in Appendix 4 of <a href="#">Teignbridge District Council Air Quality Action Plan</a></p> <p>Further information:  <a href="#">Development Control - Planning for Air Quality</a>  <a href="#">Air Pollution Information System</a> - Provides advice on habitats, ecosystems and species  <a href="#">DEFRA Magic map</a> – Impact Risk Zones for Sites of Special Scientific Interest</p> <p>Teignbridge contacts:  Website - <a href="#">Air quality page</a>  Email - Environmental Health - <a href="mailto:envc@teignbridge.gov.uk">envc@teignbridge.gov.uk</a></p>
<h3>3.4 Arboricultural Survey and Tree Protection Plan</h3>	
<p>Where the answer to the Trees and/or Hedges questions on the application form is 'Yes'</p>	<p>An arboriculturalist should undertake a survey and appraisal of trees on the application site and adjoining land and produce the following information, consistent with the standards set out in British Standard 5837:2012.</p> <ul style="list-style-type: none"> <li>• Trees to be felled and trees to be retained should be clearly marked on a plan. An accompanying schedule should provide full information on the amenity value of each tree together with details of species, size, age and condition.</li> </ul>

	<ul style="list-style-type: none"> <li>• A tree constraints plan should show root protection areas and the canopy spread of the tree(s) on the application site and adjoining land.</li> <li>• As well as the trees, the survey must indicate key landscape features such as ponds, hedges and wildlife corridors that may be affected by the proposed development. Trees to be felled and trees to be retained should be clearly marked. For larger applications it will also be appropriate to provide details of the landscape strategy for the site, including indications of new planting.</li> <li>• An arboricultural method statement should be provided detailing the measures to be taken to protect the trees shown to be retained on the submitted drawings, accompanied by schedules of any necessary tree work and proposals for long-term maintenance.</li> </ul> <p>If you are granted full planning permission, you will not need separate consent for tree works which are required to implement the planning permission.</p> <p>However, works to protected trees or trees within a conservation area which are not required to implement the planning permission, will require separate consent.</p> <p>Further Information  <a href="#">Teignbridge District Council Trees and Development Supplementary Planning Document.</a>  <a href="#">British Standard 5837:2012 Trees in relation to design, demolition and construction</a>  <a href="#">Natural England standing advice on Ancient Woodland</a></p> <p>Teignbridge contacts:  Website – <a href="#">Trees page</a>  Email <a href="mailto:designandheritage@teignbridge.gov.uk">designandheritage@teignbridge.gov.uk</a></p>
<p><b>3.5 Bin Storage</b></p>	
<p>All Applications for new residential development</p>	<p>Teignbridge District Council operates a recycling system of one wheeled bin for residual waste, two recycling boxes, a food waste caddy and a reusable sack for paper for a standard residential dwelling. The size and number of bins changes for flats, dependent upon the number of units.</p> <p>Any new residential unit must have provision for off-street bin storage (shown on submitted plans).</p> <p><b>Bin/box sizes (approximate)</b></p>

	Capacity (litres)	Width (mm)	Depth (mm)	Height (mm)
Food Waste Caddy	23	260	320	380
Recycling Boxes (x 2)	55	450	600	370
Black Bin (residual waste)	180	470	770	1110
Green Bin (garden waste)	240	585	740	1110

The Green Waste collection service is a voluntary paid for service but space for a bin needs to be allocated where there are gardens.

Not required for outline applications where layout is a reserved matter.

Commercial waste is not collected directly by the Council however you should contact environmental health at [envc@teignbridge.gov.uk](mailto:envc@teignbridge.gov.uk) for advice on bin requirements for hot food takeaways, restaurants etc.

Teignbridge contacts:  
Email [ts@teignbridge.gov.uk](mailto:ts@teignbridge.gov.uk) for advice on calculating number/size of bins for flats etc.

### 3.6 Biodiversity - Appropriate Assessments – within 10km of Exe EstuarySPA/Dawlish Warren SAC

<p>Dawlish Warren SAC or Exe Estuary SPA:-</p> <ol style="list-style-type: none"> <li>1. all development within, or adjacent to, the SAC or SPA</li> <li>2. all new dwellings and new tourist accommodation within 10km of SAC or SPA as shown on <a href="#">10k Buffer Zone</a></li> <li>3. developments that generate noise, light, increased recreational use or</li> </ol>	<p>Where a development may affect the Dawlish Warren Special Area of Conservation (SAC) or the Exe Estuary Special Protection Area (SPA) either directly or indirectly, alone or in-combination with other developments, the Council must undertake an Appropriate Assessment of the impacts under the <a href="#">Conservation of Habitats and Species Regulations 2017</a></p> <p>The applicant/agent must submit evidence including:</p> <ul style="list-style-type: none"> <li>- the type and extent of the impact(s), including up-to-date survey where appropriate;</li> <li>- mitigation measures proposed and how they will be delivered and maintained;</li> <li>- how the mitigation will fully offset the impacts on the SPA/SAC;</li> <li>- on-going monitoring to prove the effectiveness of the mitigation, where appropriate.</li> </ul> <p>It may be necessary to undertake wildlife or site-user surveys over an extended period prior to submission of any application. All wildlife surveys must be up to date and undertaken by suitably qualified and licensed ecological consultants. See our <a href="#">Biodiversity and Development web page</a> for more information and contacts.</p>
---	--

<p>disturbance in or close to the SAC or SPA</p> <p>4. developments that generate surface water or other discharges that will flow into the Exe Estuary or Exminster Marshes</p> <p>5. development of land outside the SPA or SAC, but that provides supporting habitat for the species that form the special interest of the SPA or SAC (functionally linked land)</p>	<p>Information on lighting, noise, sewage/surface water discharge and any other potentially harmful matters may also be required. Your ecological consultant and subject-specific professionals should be involved in assessing possible impacts and proposing appropriate mitigation measures.</p> <p>To mitigate impacts of surface water discharge a suitable Sustainable Urban Drainage scheme (SUDS) may be appropriate.</p> <p><b>Residential/Tourist Units</b> All new dwellings and new tourist accommodation proposed within 10km of the Exe Estuary SPA/Dawlish Warren SAC must provide adequate mitigation for recreational impacts on the SPA/SAC.</p> <p>Developers may wish to offer their own mitigation measures, advised by a suitably qualified ecologist. The Council will assess the adequacy of these measures through the Habitats Regulations Assessment process.</p> <p>Alternatively applicants/agents may decide to meet the mitigation requirements by paying a financial contribution (see below) plus relevant legal fee either by signing a Unilateral Undertaking to pay on approval and prior to commencement of works or by making a payment in advance subject to terms and conditions.</p> <p>Contribution amounts (as at 1 April 2020 - index linked annually) are as follows:  Dwellings within 10km of the Exe Estuary SPA AND Dawlish Warren SAC  Dwellings = £876 per dwelling  Tourist accommodation - serviced = 56% of above amount per room  Tourist accommodation - self catering =52% of above amount per unit  Tourist accommodation - touring pitches = 32% of above amount per pitch  Dwellings within 10km of the Exe Estuary SPA alone  Dwellings = £242 per dwelling  Tourist accommodation - serviced = 56% of above amount per room  Tourist accommodation - self catering =52% of above amount per unit  Tourist accommodation - touring pitches = 32% of above amount per pitch</p> <p>In a few cases the standard mitigation may be insufficient and additional mitigation may be required. The Council will advise of the need for additional mitigation.</p> <p><b>Other Development</b></p>
---	---

	<p>A financial contribution may also be appropriate where a use may generate additional recreational pressure on the European-designated sites, for example, new tourism facilities. Mitigation will also be required for all other likely harmful impacts on the special interests of the designated sites or their functionally linked land.</p> <p>Further information</p> <p><a href="#">DEFRA Magic Map</a> - to view SSSI Impact Risk Zones layer</p> <p>Teignbridge Contacts:          Website - <a href="#">Biodiversity and Development web page</a>          Email - <a href="mailto:designandheritage@teignbridge.gov.uk">designandheritage@teignbridge.gov.uk</a></p>
--	---

**3.7 Biodiversity – Appropriate Assessments – Within South Hams SAC Zones**

<p>Within a South Hams SAC Sustainance Zone or Landscape Connectivity Zone applications involving:-</p> <ul style="list-style-type: none"> <li>• New build or change of use on, or adjacent to, greenfield sites, vegetated brownfield sites, woodland, hedges, rivers or streams;</li> <li>• Loss of or changes to farmland, woodland or scrub</li> <li>• Removal of hedges/trees</li> <li>• Wind turbines</li> <li>• Floodlighting</li> </ul>	<p>Where a development may affect the South Hams Special Area of Conservation (SAC) or the greater horseshoe bats that constitute the SAC’s ‘special interest’, either directly or indirectly, alone or in-combination with other developments, the Council must undertake an Appropriate Assessment of the impacts under the <a href="#">Conservation of Habitats and Species Regulations 2017</a></p> <p>The applicant/agent must submit evidence including:</p> <ul style="list-style-type: none"> <li>- The use made of the area by greater horseshoe bats, with up-to-date survey evidence;</li> <li>- the type and extent of the impact(s) from the development, including habitat loss, flight path severance and increased lighting levels;</li> <li>- mitigation measures proposed and how they will be delivered and maintained;</li> <li>- how the mitigation will fully address the impacts on the SAC and greater horseshoe bats;</li> <li>- on-going monitoring of the effectiveness of the mitigation.</li> </ul> <p>Sites located within the South Hams Special Area of Conservation or one of the associated Greater Horseshoe Bats Sustainance Zones which can be viewed on Ecology layers of the Devon County Council map viewer <a href="#">South Hams SAC map</a> may require comprehensive bat surveys, undertaken over an extended period prior to submission of the application. These surveys should comply with the latest Bat Conservation Trust’s survey guidance. Sites location within the South Hams SAC Landscape Connectivity Zone may also require bat surveys. Pre-application advice should be sought.</p>
---	--

<ul style="list-style-type: none"> <li>• Other external lighting</li> </ul>	<p>The <a href="#">South Hams SAC Planning Guidance</a> gives more detail on likely impacts on SAC bats, size and type of developments that might impact on them and possible mitigation measures. The guidance explains the difference between the Sustenance Zones and the Landscape Connectivity Zone.</p> <p>All surveys must be up to date and undertaken by suitably qualified and licensed ecological consultants. See <a href="#">Biodiversity and Development web page</a> for more information and contacts. Information on existing and proposed lighting levels, must also be provided in consultation with lighting and ecological consultants. In some cases noise studies may also be required, again informed by consultants. Mitigation measures must be devised in consultation with ecological and subject-specific consultants.</p> <p>Further Information:  <a href="#">Bat Surveys for Professional Ecologists</a></p> <p>Teignbridge Contacts:  Website – <a href="#">South Hams Special Area of Conservation web page</a>  Email - <a href="mailto:designandheritage@teignbridge.gov.uk">designandheritage@teignbridge.gov.uk</a></p>
---	---

**3.8 Biodiversity – Bats and Birds in buildings Survey Reports**

<p>Applications involving:-</p> <ul style="list-style-type: none"> <li>• Barn Conversions</li> <li>• Demolitions</li> <li>• Redevelopment of existing buildings that involves works to roofs, roof spaces, external cladding or cellars</li> <li>• Works to underground structures other than drains/sewers</li> <li>• Wind turbines or solar panels</li> </ul>	<p>Bat and Bird reports are required for the applications listed unless:</p> <ul style="list-style-type: none"> <li>• Located in highly urban areas within Dawlish, Kingsteignton, Newton Abbot or Teignmouth as defined on the maps on our <a href="#">Bat and Bird Surveys web page</a></li> <li>• The building was erected after 2005, without specific bat provision incorporated</li> <li>• Works are to a flat roof or to a single layer sheet metal/plastic roof.</li> </ul> <p>A licenced bat consultant will be needed to undertake the survey(s) and produce the report unless they consider that a full report is not required (e.g. no evidence of bats) when you may obtain a letter from them stating why a full report is not required and submit this with your application instead.</p> <p>Bat and Bird Survey Reports must include date of survey, methodology used, evidence found, assessment of impacts on protected species, mitigation/compensation for impacts, details on how these will be delivered and a scheme for monitoring effectiveness of mitigation/compensation. The necessary surveys may need to be undertaken over an extended period prior to submission of any application.</p>
---	--

<ul style="list-style-type: none"> <li>• Floodlighting</li> </ul>	<p>All reports must be up-to-date (less than 2 ½ years old at time of submission) and produced by a licensed bat consultant (their licence number should be quoted in the report). See <a href="#">Bat and Bird Surveys web page</a> for more information and contacts. If your bat consultant considers that Emergence Surveys are needed, these should be undertaken and the results submitted with the application.</p> <p>Sites within or affecting the South Hams Special Area of Conservation (see point 3.7 of this guide) may require comprehensive bat surveys, undertaken over an extended period.</p> <p>Further Information:  <a href="#">Natural England Standing Advice for Bats</a>  <a href="#">Bat Surveys for Professional Ecologists</a></p> <p>Teignbridge Contacts:  Website - <a href="#">Bat and Bird Surveys web page</a>  Email - <a href="mailto:designandheritage@teignbridge.gov.uk">designandheritage@teignbridge.gov.uk</a></p>
---	---

### 3.9 Biodiversity - Ecological Reports

<p>Applications involving:-</p> <ul style="list-style-type: none"> <li>• New builds or change of use on greenfield or vegetated brownfield sites</li> <li>• Developments adjacent to greenfield or vegetated brownfield sites</li> <li>• Works to, or adjacent to, rivers and streams</li> <li>• Loss of intertidal habitat</li> </ul>	<p>Applications for development that has the potential to adversely affect biodiversity must be accompanied by an Ecological Report which must appraise the site itself and adjacent land. It must be produced by a suitably qualified and licensed ecological consultant and include:</p> <ul style="list-style-type: none"> <li>• desk study</li> <li>• phase 1 survey</li> <li>• Natural England Offsetting Metric calculations showing the net biodiversity loss/gain</li> <li>• protected species surveys</li> <li>• any additional habitat and species surveys advised by the ecologist</li> <li>• assessment of importance of biodiversity features</li> <li>• assessment of impacts</li> <li>• suite of measures to avoid/mitigate/compensate impacts</li> <li>• details of how these will be delivered</li> <li>• details of biodiversity enhancements/net gain that will be provided and</li> <li>• a scheme for monitoring the effectiveness of mitigation/compensation.</li> </ul> <p>Surveys may need to be undertaken over an extended period and the results used to inform the design of the development/compensation. Many parts of Teignbridge provide habitat and breeding grounds for legally</p>
--	---

<ul style="list-style-type: none"> <li>• Loss of trees</li> </ul>	<p>protected species. Applicants/agents need to comply with all relevant legislation relating to these protected species.</p> <p>All reports must be up-to-date and produced by a suitably qualified and licensed professional ecological consultant. See <a href="#">Biodiversity and Development web page</a> for more information and contacts. If your professional ecological consultant considers that a report is not required you may submit a letter from them justifying why this is the case.</p> <p>Further Information  <a href="#">Natural England Standing Advice for Protected Species</a></p> <p>Teignbridge Contacts:  Website - <a href="#">Biodiversity and Development web page</a>  Email - <a href="mailto:designandheritage@teignbridge.gov.uk">designandheritage@teignbridge.gov.uk</a></p>
---	--

**3.10 Carbon Reduction Plan**

All major applications for residential or commercial development.

Teignbridge District Council declared an [environment and climate change emergency](#) on 18 April 2020 and plays a leading role in tackling climate change. All development proposals, both major and non major, should seek to minimise their carbon footprint both during construction and in use.

For major applications a Carbon Reduction Plan is required which shows how the overall emissions associated with the development will be limited in line with Policy S7 (Carbon Emissions Targets) of the Teignbridge Local Plan which seeks to reduce emissions from development.

Policy S7 was amended following the Executive Council meeting on 8 October 2020, in accordance with the updated 2008 Climate Change Act. Policy S7 requires a 48% reduction in emissions by 2033.

The [Policy S7 Demonstration Calculator](#) must be used to show that the proposed development complies with Policy S7.

Regulated emissions rates must be entered into the Calculator for residential and/or commercial buildings to indicate whether the proposed development complies with Policy S7. Results from the Policy S7 Demonstration Calculator must then be identified within a Carbon Reduction Plan, which must be submitted

	<p>within the planning application, as required under Policy EN3 of the Teignbridge Local Plan. Further guidance is provided within the Policy S7 Demonstration Calculator spread sheet.</p> <p>Further information  <a href="#">Teignbridge Local Plan S7 and EN5</a> (updated to require 48% reduction by 2033)  <a href="#">Carbon offsetting Calculator</a></p>
--	---

**3.11 Community Infrastructure Levy**

<ul style="list-style-type: none"> <li>• New residential units</li> <li>• Residential extensions of more than 100m<sup>2</sup></li> <li>• Residential annexes</li> <li>• Out of town retail development</li> </ul>	<p>Community Infrastructure Levy (CIL) is charged on residential and out of town retail development under the <a href="#">Community Infrastructure Levy Regulations 2010</a>. The levy is used to pay for improving and providing new infrastructure, including roads, education, recreation and public transport facilities.</p> <p>A <a href="#">CIL Additional Information form</a> must be completed and submitted with these applications.</p> <p>Warning - If the application is approved, with a CIL liability, the applicant must ensure the correct forms are received by the council and the correct procedures are followed before any development including demolition takes place or the full amount including surcharges could become immediately payable and any set offs/exemptions may be forfeit.</p> <p>Further Information:  <a href="#">CIL Guidance</a>  <a href="#">CIL Forms</a></p> <p>Teignbridge Contacts:  Email - <a href="mailto:planning@teignbridge.gov.uk">planning@teignbridge.gov.uk</a>  Website - <a href="#">CIL web page</a></p>
--	---

### 3.12 Design and Access Statement

Required for all major applications.

Required for all Listed Building Applications.

Required for the following applications \* in a Conservation Area:

- One or more dwellings
- Increase in floor space of 100m<sup>2</sup> or more (any type of development)

\*except for:

- Change of Use unless it involves development
- Engineering or Mining operations or Waste development
- Section 73 applications to vary or remove conditions

A Design and Access Statement is a concise report providing a framework for applicants to explain how the proposed development is a suitable response to the site and its setting, and demonstrate that it can be adequately accessed by prospective users. They aid decision-making by enabling the council and third parties to better understand the analysis that has underpinned the design of a development proposal. The level of detail in a Design and Access Statement should be proportionate to the complexity of the application, but should not be long.

Design and Access Statement for a planning application must:

- Explain the design principles and concepts that have been applied to the development;
- Demonstrate the steps taken to appraise the context (particular characteristics of the site and its wider setting) of the development and how the design of the development takes that context into account;
- Explain the approach to access, and how relevant Local Plan policies have been taken into account;
- Detail any consultation undertaken in relation to access issues and how the outcome of the consultation has informed the development
- Explain how any specific issues which might affect access to the development have been addressed.

Design and Access Statement for Listed Building Consent must:

- explain the design principles and concepts that have been applied to the works
- explain the approach to access, including what alternative means of access have been considered, and how relevant Local Plan policies have been taken into account;
- Detail any consultation undertaken in relation to access issues and how the outcome of the consultation has informed the development
- Explain how any specific issues which might affect access to the development have been addressed.
- Explain how both the design and access elements take account of:
  - The special architectural or historic importance of the building;
  - The particular physical features of the building that justify its destination as a listed building;
  - The building's setting.

Access explanations are not required for listed building consent that only affects the interior of a building.

Teignbridge Contacts:

Email - [planning@teignbridge.gov.uk](mailto:planning@teignbridge.gov.uk)

### 3.13 Environmental Impact Assessment

Development falling within Schedule 1 or 2 of the Town and Country Planning (Environmental Impact Assessment) Regulations 2017 (the EIA Regs)

An Environmental Statement (and non-technical summary) must be provided for any development that falls within Schedule 1 of the [Town and Country Planning \(Environmental Impact Assessment\) Regulations 2017](#) and for some Schedule 2 projects. The Environmental Statement must be prepared by persons who, in the opinion of the council, have sufficient expertise to ensure the completeness and quality of the statement. The Environmental Statement must be accompanied by a statement setting out how the requirement for sufficient expertise has been met.

Applicants/agents can seek a 'screening opinion' from the Council as to whether an Environmental Impact Assessment (EIA) is required. This is best done at the pre-application stage.

- If an EIA is required the Council can then carry out a 'scoping opinion' to identify the matters that the EIA will need to address. The Environmental Statement must then be submitted with the application
- If an EIA is not required there is no further action needed.

If a screening opinion is not sought before an application falling within Schedule 1 or 2 of the EIA Regs is submitted it will still be validated and the Planning Case Officer will undertake a screening opinion during the first couple of weeks of the planning process. If the application requires an EIA the planning application process ('clock') will stop until the Environmental Statement is provided.

In cases where an EIA is not required environmental information may still need to be provided. See other sections of this document.

Teignbridge Contacts:  
Email - [planning@teignbridge.gov.uk](mailto:planning@teignbridge.gov.uk)

### 3.14 Flood Risk Assessment/Surface Water Management

- All development within Flood Zones 2 or 3
- All Major Development (regardless of

**Flood Risk Assessment (FRA)** will be required if the proposed development is a major application or falls within Flood Zones 2 or 3 or is within 20 metres of the top of the bank of a main river or includes the control of any river or stream.

Use the [Flood map](#) to identify if a site is in a flood zone. The FRA should be produced using the [Environment Agency advice on FRA](#) and the [Flood risk assessment advice](#) in the Planning Practice Guidance.

<p>whether or not in a Flood Zone)</p> <ul style="list-style-type: none"> <li>• Development less than 1 ha in flood zone 1, including a change of use in development type to a more vulnerable class (for example from commercial to residential)</li> <li>• Development in an area within flood zone 1 which has critical drainage problems as notified</li> </ul>	<p>The FRA should include evidence regarding the availability of any alternative sites at a lower risk of flooding to help the LPA determine whether the flood risk Sequential Test can be satisfied. The FRA must also provide sufficient information to demonstrate whether the proposal will be safe of its lifetime, not increase flood risks elsewhere and (where possible) reduce flood risks overall. Within each Flood Zone, new development should be directed to sites at the lowest probability of flooding from all sources</p> <p>The FRA should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account. The FRA should identify opportunities to reduce the probability and consequences of flooding. The FRA should include the design of surface water management systems including Sustainable Drainage Systems (SuDs) and address the requirement for safe access to and from the development in areas at risk of flooding.</p> <p>Note – Levels on plans submitted with applications in Flood Zones 2 and 3 should be shown in mAOD.</p> <p>Contacts:  Environment Agency cost-recovered pre-application advice for zones 2 and 3 from <a href="mailto:SPDC@environment-agency.gov.uk">SPDC@environment-agency.gov.uk</a>  Devon County Council as Lead Local Flood Authority  Teignbridge District Council – <a href="mailto:Planning@teignbridge.gov.uk">Planning@teignbridge.gov.uk</a></p>
<p>All new developments</p>	<p><b>Surface Water Management</b> - All new developments must have an effective and robust surface water system which should not increase flood risk to adjacent properties or land and where possible should make improvements to reduce the risk of flooding.</p> <p>Applicants must demonstrate how surface water from the development will be disposed of in a manner that does not increase flood risk elsewhere, in accordance with Sustainable Drainage Systems (SuDS) principles. SuDS systems should be designed in accordance with local and national standards.</p> <p>Critical Drainage Areas (Ashburton, Bovey Tracey, Dawlish Warren, Newton Abbot and Holbeam) specify particular requirements for surface water management, such as discharging surface water at a rate no higher than the equivalent 1 in 10 year return period.</p>

	<p>If surface water is to be managed by infiltration then groundwater will need to be monitored to ensure it will not impact on infiltration features.</p> <p>Major developments must be accompanied by a Surface Water Management Plan.</p> <p>Devon County Council, as the Lead Local Flood Authority, is the statutory consultee for major developments with surface water implications.</p> <p>Developments in catchment for water sensitive SSSIs may be required to provide further detail. This should be discussed prior to application.</p> <p>Further Information:  <a href="#">Government advice on flood risk management</a>  <a href="#">Section 10 of Devon County Council SuDS Guidance</a></p> <p>Teignbridge Contacts:  Email - <a href="mailto:planning@teignbridge.gov.uk">planning@teignbridge.gov.uk</a></p>
<p>All development involving a non-mains drainage system</p>	<p><b>Foul Drainage Assessment (FDA)</b>  NPPG para 20 sets out that, foul drainage should discharge into a public sewer unless cost/practicality makes this unfeasible. Only then should non-mains sewage disposal solutions be considered.</p> <p>A FDA should be submitted with all development involving a non-mains drainage system including justification as to why connection to the mains sewerage system is not feasible and sufficient information to demonstrate that the proposed system will be viable and not detrimental to the environment such as:</p> <ul style="list-style-type: none"> <li>• Full details of proposed flows</li> <li>• A plan showing location of proposed treatment plant and soakaway field/discharge point</li> <li>• Percolation test results to demonstrate viability of any soakaway.</li> </ul> <p>The Environment Agency have an <a href="#">FDA Form</a> online</p> <p>Contacts:  Environment Agency cost-recovered pre-application advice for major applications from <a href="mailto:SPDC@environment-agency.gov.uk">SPDC@environment-agency.gov.uk</a></p> <p>Teignbridge District Council for non-major applications from <a href="mailto:planning@teignbridge.gov.uk">planning@teignbridge.gov.uk</a></p>

### 3.15 Green Infrastructure

All Major Applications and any application that has a significant impact on Green Infrastructure corridors (as defined on page 25 of the Teignbridge Green Infrastructure Strategy 2014)

The [Teignbridge Green Infrastructure Strategy 2014](#) is the key document for Green Infrastructure (GI) in Teignbridge and is supported by the [Devon County Council GI Strategy](#). A list of typical GI assets can be found in the [Landscape Institute's Position Statement](#) (page 4).

Proposals should not harm the integrity of the strategic and local GI network or diminish the value of existing key GI assets. Where appropriate, the value of existing GI assets shall be enhanced, new assets created and connectivity improved between individual assets. Particular emphasis should be placed on delivering high quality assets that provide multiple functions and benefits.

**A Green Infrastructure Context Plan** is required to identify the key GI opportunities for the development site and how they relate to the surrounding area and the GI network. This plan presents the evidence base for the Green Infrastructure Masterplan and is informed by an evaluation of the existing and potential assets and their potential roles and benefits.

**A Green Infrastructure Masterplan** is required to identify and define green infrastructure provision within the proposed development site and how these proposed GI site assets connect to the wider GI network.

**A Green Infrastructure Statement** is required to explain how the proposal contributes to achieving the Teign Green Network local vision and themes. It should include how the proposed GI influenced the design of the proposed development and how it delivers GI benefits.

Teignbridge Contacts:  
Email – [forwardplanning@teignbridge.gov.uk](mailto:forwardplanning@teignbridge.gov.uk)

### 3.16 Ground Conditions / Instability

Applications in areas of land instability  
Applications within 200 metres of cliffs, chines

Where any instability is suspected or may occur in coastal areas or due to steep slopes, mining activities etc. a Land Stability Report must be undertaken for development and should be produced by a suitably qualified geotechnical, civil or structural engineer. A Land Stability Report is not only for coastal sites, it will also be required for inland areas of unstable land.

<p>or steep embankments.</p>	<p>The report may assess local geology, the history of landslides, consider ground investigation, soil testing, slope stability analysis and reporting depending upon the level of assessment needed.</p> <p>Further information  <a href="#">Government guidance on land stability</a></p> <p>Teignbridge Contacts:  Email - <a href="mailto:planning@teignbridge.gov.uk">planning@teignbridge.gov.uk</a></p>
------------------------------	--

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

<p>Proposals that:-</p> <ul style="list-style-type: none"> <li>• Affect a Listed Building</li> <li>• Located in or adjacent to a Conservation Area</li> <li>• Affect a Scheduled Ancient Monument</li> <li>• Affect a site likely to have archaeological remains</li> <li>• Affect Registered Parks &amp; Gardens</li> </ul>	<p><b>A Heritage Statement, including a Description or Statement of Significance</b> is required for all development affecting heritage assets. A heritage asset is defined as 'a building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. Heritage asset includes designated heritage assets and assets identified by the local planning authority (including local listing).' It should give a description of the heritage asset affected and the contribution of the setting to that significance.</p> <ul style="list-style-type: none"> <li>• The scope and level of detail should be proportionate to the importance of the heritage asset and will vary according to the particular extent of the works involved and the circumstances of each application</li> <li>• Information gained from the <a href="#">historic environment record</a>, together with the impact of the proposal should be set out to explain the design concept in conjunction with the Design and Access Statement.</li> <li>• It should detail the sources that have been considered and the expertise that has been consulted.</li> </ul> <p>A Heritage Statement must be provided for each of the following:</p> <p><b>For Listed Building Consent</b>, it should outline the historic importance of the building and include a schedule of works, an analysis of the significance of archaeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact on the historic fabric, the special character of the listed building or structure, its setting and the setting of any adjacent listed buildings. A structural survey may also be required.</p>
--	---

Where the proposal includes total or substantial demolition of a listed building the statement should include:

- Condition of the building and cost of repair/maintenance in relation to the importance of the building and the value derived from continued use
- Efforts made to retain the building in use including open marketing at a realistic price
- Merits of alternative proposals for the site

**For substantial or total demolition in a Conservation Area Consent**, where a building or structure is positively contributing towards the character of a conservation area. It should include:

- a structural survey outlining the condition of the building
- a written analysis of
  - the character and appearance of the building/structure
  - the contribution it makes to the conservation area
  - the principles of, and justification for, the proposed demolition
  - the impact of the demolition on the special character of the area.

For **applications either related to, or impacting on, the setting of heritage assets**, depending on the scale of the application, it should include

- plans showing historic assets that may exist on, or adjacent to, the application site including listed buildings and structures, historic parks and gardens, historic battlefields and scheduled monuments
- an analysis of the significance of archaeology, history and character of the building/structure
- the principles of, and justification for, the proposed works and their impact on the special character and setting of the heritage asset.

If previously unidentified heritage assets are found that are considered to be of architectural, artistic, archaeological or historic Interest and their significance will need to be judged. Information on the heritage assets must be sought from the [historic environment record](#) and the effects of proposals on identified assets will need to be considered.

For **applications within or adjacent to a Conservation Area** it should include an assessment of the impact of the development on the character, appearance or setting of the area. [Conservation Area Appraisals](#) have been prepared by the Council for each of the conservation areas.

	<p>New development will need to demonstrate that it preserves those aspects of its setting that either enhances or makes a positive contribution towards the character or appearance of the conservation area.</p> <p>For <b>applications involving the disturbance of ground on sites that are known to have or are considered likely to have archaeological interest</b> an applicant may need to commission an assessment of existing archaeological information as well as more intrusive archaeological investigations and submit the results as part of the Heritage Statement to allow the importance of the archaeological site to be understood along with the impact of the development upon it, and enable an informed and reasonable planning decision to be made. Such information on the recording of archaeological remains should be made publicly available, particularly where a heritage asset is to be lost. This normally involves adding the information to the <a href="#">historic environment record</a> and the appropriate museum or other repository.</p> <p>Further Information  <a href="#">Government guidance on conserving and enhancing the historic environment</a>  <a href="#">Section 128 of National Planning Policy Framework</a></p> <p>Devon County Council Historic Environment Team can advise as to the requirement and scope of any heritage statement or archaeological interest of the site.  Email : <a href="mailto:archaeol@devon.gov.uk">archaeol@devon.gov.uk</a></p> <p>Teignbridge Contacts:  Email - <a href="mailto:designandheritage@teignbridge.gov.uk">designandheritage@teignbridge.gov.uk</a>  Website - <a href="#">Listed buildings web page</a></p>
--	--

**3.18 Land Contamination Assessment**

<p>On all applications where the answer to any of the 'Existing Use' questions on the application form is 'yes'</p>	<p>A Land Contamination Assessment, completed by a competent person, must be submitted with all applications where contamination is known or suspected and also for any particularly vulnerable use. This is required to determine the existence or otherwise of contamination, its nature and the risks it may pose and whether these can be satisfactorily reduced to an acceptable level.</p> <p>'Particularly vulnerable use' includes dwellings, schools, nurseries, allotments and playing fields among others. Residential extensions and conservatories are excluded unless there is a known contamination issue.</p>
---	---

<p>Or if the proposal is likely to pose a risk to controlled waters.</p>	<p>However, to ease the burden on small developers, the Council will <b>not</b> normally require an assessment:-</p> <ul style="list-style-type: none"> <li>• For residential extensions or small residential schemes on sites which are within a residential curtilage where there is no reason to suspect nearby contamination or</li> <li>• Where there is a current approval or where a contaminated land report has already been submitted as part of a previous application or</li> <li>• Where the application is clearly not a risk e.g. minor change with no ground disturbance.</li> </ul> <p>If the proposed development is situated within 250 metres of a former landfill site there will be a requirement for specific consideration of issues with ground gas.</p> <p>Teignbridge Contacts:  Email – Environmental Health <a href="mailto:envc@teignbridge.gov.uk">envc@teignbridge.gov.uk</a>  Website - <a href="#">Contaminated land web page</a> for general information and Technical Advice notes 1 and 2  Environment Agency cost-recovered pre-application advice if the proposal is likely to pose a risk to controlled waters from <a href="mailto:SPDC@environment-agency.gov.uk">SPDC@environment-agency.gov.uk</a></p>
--	--

**3.19 Landscape & Visual Assessment/Landscape Proposals**

<p>All Applications likely to have a significant landscape or visual impact</p> <p>All Applications with potential to adversely affect Areas of Great Landscape Value (AGLV), Undeveloped Coast (CPA) &amp; Registered Historic Parks &amp; Gardens</p>	<p><b>Landscape</b> should be considered at the inception of development schemes. This should take the form of an assessment and an analysis of the of the site and context, helping to:</p> <ul style="list-style-type: none"> <li>• inform an understanding of the character of the site and the site context;</li> <li>• identify the key characteristics of an area to which development proposals need to respond;</li> <li>• influence design decisions that would help minimise adverse effects on the landscape and visual amenity and help to create a distinctive identity.</li> </ul> <p><b>An assessment of the landscape impacts</b> of the proposals should include its impact on landscape character and visual impact, including wider impact from public viewpoints and residential amenity. Visual impact should take account of the distance from the development, magnitude of impact, sensitivity of viewers (e.g. a notable public viewpoint) and seasonal effects of screening vegetation.</p> <p><b>Site survey &amp; analysis plans</b> should include topography (contours/spot heights), existing features such as trees, hedges and other vegetation, ponds and watercourses, structures &amp; earthworks, roads, tracks &amp; paths, historic features and service information. Analysis should include conditions &amp; value of site features, views and viewpoints, soils &amp; ground conditions and microclimate.</p>
---	---

**The scope and detail** of landscape assessment and design will vary and should be proportionate to the scale and impact of the development. Whilst major developments will require a full Landscape and Visual Impact Assessment, a Landscape & Visual Appraisal or Technical Note with photographs may be adequate for smaller proposals.

Images and photomontages should follow [Visualisation of Development](#) guidance.

**Landscape proposal plans** should indicate the location of existing and proposed trees, hedges and other vegetation to be retained/removed and of other site features identified in the survey such as boundary fences and walls along with existing and proposed levels where appropriate. Detailed proposals for hard and soft landscape works should include proposed earthworks (excavation/re-grading), water features, heights and materials for hard boundaries and surfaced areas and planting and maintenance schedules and specifications. These should include species mixes, numbers/percentages, planting distances, method, size/type of plant, cultivation, protection (e.g. stock fencing/guards) and maintenance (e.g. weeding, pruning, mulching and watering). All new planting should be covered by a 5 year establishment maintenance period. Any plant which fails to establish successfully during this period should be replaced.

Hard and soft landscaping and building design should be complementary. The design should allow sufficient space for the long term retention of existing mature trees and hedgerows and for the planting of trees and hedges of appropriate size, allowing for their long term growth.

**A Planting Strategy** should accompany larger schemes: to describe the strategic purposes of different aspects of the planting, such as responding to the natural and cultural landscape context, define spatial massing and containment, create identity, screening, unity, variety and stimulation.

**A Long-term Landscape/Ecological Management Plan (LEMP)** will be required for larger schemes/major applications where the long term character of vegetation is key to the suitability of development proposals.

**A Heritage Statement** will be required where proposals are likely to have impacts on Registered Parks and Gardens or its setting.

Further information.

Teignbridge [Landscape web page](#) has links to the following useful documents:

- Teignbridge District Landscape Character Assessment
- Devon County Landscape Character Assessment

	<ul style="list-style-type: none"> <li>• National Character Area Profiles</li> <li>• Teignbridge Landscape Design Planning Advice Note</li> <li>• Solar Photovoltaic Development in the landscape SPD</li> <li>• Sensitivity to Onshore Wind Energy Developments</li> </ul> <p><a href="#">Native hedgerows and Devon banks</a></p> <p>Teignbridge Contacts:  Email - <a href="mailto:designandheritage@teignbridge.gov.uk">designandheritage@teignbridge.gov.uk</a>  Website - <a href="#">landscape web page</a></p>
<b>3.20 Lighting assessment</b>	
Applications involving significant external lighting	<p>All proposals involving the provision of publicly accessible developments, in the vicinity of residential property, a Listed Building or a Conservation Area, Local Wildlife Site, green link or watercourse where external lighting would be provided or made necessary by the development</p> <p>Guidance Details should include the following as relevant: • hours of operation; • an isolux contour map showing light spillage to 1 lux; • light levels; • column heights; layout plan with beam orientation, • a schedule of equipment • a description of the measures such as hoods and cowls that have been provided to avoid glare; • impact on nearby dwellings or roads and use of planting to mitigate effect.</p> <p>Teignbridge Contacts:  Email - <a href="mailto:planning@teignbridge.gov.uk">planning@teignbridge.gov.uk</a></p>
<b>3.21 Manufacturer's details</b>	
Applications for wind turbines, solar panels, microgeneration, extraction devices etc.	<p>Manufacturer's specification of device.</p> <p>Teignbridge Contacts:  Email - <a href="mailto:planning@teignbridge.gov.uk">planning@teignbridge.gov.uk</a></p>
<b>3.22 Mineral Resource Assessment</b>	

<p>Applications located within a Mineral Safeguarding Area (MSA) or Mineral Consultation Area (MCA)</p>	<p>For development within an MCA, Policy M2 of the Devon Minerals Plan seeks to safeguard mineral resources but does allow for non-mineral development where the applicant can demonstrate that the mineral resource is not of current or potential economic or heritage value.</p> <p>The need for an MRA will be identified by DCC through pre-application consultation or on consultation following submission of a planning application</p> <p>More information:  <a href="#">DCC Mineral Safeguarding SPD</a></p> <p>Contacts:  Devon County Council</p>
---	---

### 3.23 Noise impact assessment

<p>Applications for</p> <ul style="list-style-type: none"> <li>• Potentially noise generating developments near sensitive locations</li> <li>• Noise sensitive applications near existing noise generating uses</li> </ul>	<p>The following developments should include a noise impact assessment / noise mitigation scheme for the impact of noise on nearby residential uses:</p> <ul style="list-style-type: none"> <li>(i) change of use to restaurants, cafes, takeaways or drinking establishments.</li> <li>(ii) conversion of buildings to residential use</li> <li>(iii) new residential development sited on classified roads</li> <li>(iv) new residential development nearby to licensed premises</li> <li>(v) new commercial development within Use Classes B2 or B8 adjacent to existing residential development.</li> <li>(vi) any application for an entertainment and licensed premise</li> </ul> <p>Other developments (including day nurseries, sports facilities, smoking areas, places of worship) can generate noise and may warrant a noise impact assessment / noise mitigation scheme, this will be determined on a site to site basis.</p> <p>If the development includes a delivery or service yard the noise assessment should include how the noise from deliveries will be controlled.</p> <p>Noise Impact Assessments should be based on physical measurement surveys rather than predictive modelling. It will normally be necessary to confirm the noise emissions of proposed new plant and equipment,</p>
--	---

	<p>either from reliable manufacturers' data or by undertaking measurements of existing facilities elsewhere, rather than relying on assumed noise emissions. A Noise Impact Assessment should be prepared by a suitably qualified acoustician. The Institute of Acoustics have a <a href="#">find-a-specialist service</a></p> <p>Guidance on the production of the assessment can be found at <a href="#">Institute of Acoustics ProPG: Planning &amp; Noise – New Residential Development</a></p> <p>For commercial kitchens a noise assessment should be completed and submitted with the application demonstrating the potential impact of the proposal and the mitigation that will be used. Guidance can be found in the <a href="#">Control of Odour and Noise from Commercial Kitchen Exhaust Systems</a>.</p> <p>Teignbridge Contacts: Email – Environmental Health <a href="mailto:envc@teignbridge.gov.uk">envc@teignbridge.gov.uk</a></p>
<p><b>3.24 Planning Statement</b></p>	
<p>All Major applications</p> <p>Applications with economic impact</p>	<p>A planning statement should identify the context and need for a proposed development and include:</p> <ul style="list-style-type: none"> <li>• an assessment of how the proposed development accords with relevant national, regional and local planning policies.</li> <li>• details of consultations with the local planning authority and wider community/statutory consultees undertaken prior to submission</li> <li>• a separate statement on community involvement where appropriate.</li> <li>• any regeneration benefits from the proposed development, including: <ul style="list-style-type: none"> <li>• details of any new jobs that might be created or supported</li> <li>• the relative floorspace totals for each proposed use (where known)</li> <li>• any community benefits</li> <li>• reference to any regeneration strategies that might lie behind or be supported by the proposal.</li> </ul> </li> </ul> <p>Teignbridge Contacts: Email - <a href="mailto:planning@teignbridge.gov.uk">planning@teignbridge.gov.uk</a></p>
<p><b>3.25 Retail and Leisure Development</b></p>	

<p>All retail and leisure development</p>	<p>Any applications which represents a departure from the local plan will require an Impact Assessment covering:</p> <ul style="list-style-type: none"> <li>a) impact of the proposal on existing, committed and planned investment in a centre or centres in the catchment area of the proposal</li> <li>b) impact of the proposal on town centre vitality and viability</li> <li>c) availability of alternative sites for the development;</li> <li>d) accessibility of site and connections to the town centre</li> </ul> <p>The level and type of evidence and analysis required to address the key considerations should be proportionate to the scale and nature of the proposal.</p> <p>Further guidance  <a href="#">Teignbridge Local Plan</a></p> <p>Teignbridge Contacts:  Email - <a href="mailto:planning@teignbridge.gov.uk">planning@teignbridge.gov.uk</a></p>
<p><b>3.26 Section 106 Agreements</b></p>	
<p>Section 106: dependant on individual site</p>	<p>Planning obligations agreed under s106 of Town and Country Planning Act 1990 are used to deliver affordable housing and a limited amount of site-specific infrastructure.</p> <p>S106 - Applicants/agents should clarify the Council's requirements in pre-application discussions and submit a Statement of Proposed Heads of Terms for a Section 106 Agreement or Unilateral Undertaking with their application.</p> <p>Unilateral Undertakings are also required under section 3.6 Biodiversity - Appropriate Assessments – within 10km of Exe EstuarySPA/Dawlish Warren SAC, unless alternative mitigation measures are submitted or payment is made in full in advance.</p>
<p><b>3.27 Self Build Dwellings</b></p>	
<p>All residential</p>	<p>The online application form does not currently include an option to record self-build. Therefore proposals that</p>

applications that include self-build	Include self-build must use the <a href="#">Residential Dwelling Units Supplementary Information Template</a> which does include self-build. This is available as a download whilst completing the online application process.
<b>3.28 Sport Facilities</b>	
All applications that involve loss or change of sports facilities	<p>Where applications will result in a loss of playing fields or loss or change of other facilities Sports England will be consulted and require:</p> <ul style="list-style-type: none"> <li>• Plans showing extent of playing field area lost</li> <li>• Justification for chosen location and alternatives considered</li> <li>• Any changes in provision of sports facilities</li> <li>• How replacement facilities will equal or better quality will be achieved and maintained.</li> </ul> <p>Further information:  <a href="#">Sports England Validation Checklist Requirements as at Nov 2020.pdf</a>  <a href="http://www.sportengland.org">www.sportengland.org</a></p>
<b>3.29 Statement of Community Involvement</b>	
Major applications	<p>Applicants are strongly encouraged to</p> <ul style="list-style-type: none"> <li>• seek pre-application advice from the council and from statutory consultees</li> <li>• write and regularly review a Consultation Strategy for the proposal, in consultation with the Council, taking into account the <a href="#">Statement of Community Involvement</a>, adopted by the Council in June 2019</li> <li>• Consult the local community in accordance with the Consultation Strategy</li> <li>• Consider the consultation responses received and submit a document explaining how it has influenced the planning application.</li> </ul> <p>Teignbridge Contacts:  Email - <a href="mailto:planning@teignbridge.gov.uk">planning@teignbridge.gov.uk</a></p>
<b>3.30 Structural Survey</b>	

Conversion of existing buildings	<p>A Structural Survey, carried out by a qualified structural engineer, may be required in support of an application if the proposal involves conversion of an existing building, for example barn conversions.</p> <p>Teignbridge Contacts:  Email - <a href="mailto:planning@teignbridge.gov.uk">planning@teignbridge.gov.uk</a></p>
<b>3.31 Telecommunications Development</b>	
Telecommunications applications	<p>Planning applications for mast and antenna development by mobile phone network operators in England should be accompanied by a range of supplementary information including the area of search, details of any consultation undertaken, details of the proposed structure, and technical justification and information about the proposed development along with evidence that all relevant Mast-Sharing and Site-Sharing opportunities have been investigated.</p> <p>Planning applications should also be accompanied by a signed declaration that the equipment and installation has been designed to be in full compliance with the requirements of the radio frequency (RF) public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection (ICNIRP).</p> <p>Teignbridge Contacts:  Email - <a href="mailto:planning@teignbridge.gov.uk">planning@teignbridge.gov.uk</a></p>

<b>3.32 Transport Assessment/Travel Plan or Transport Statement</b>	
<p>Schemes with significant transport implications.</p> <p>The thresholds are set out in Appendix B of <a href="#">Guidance on Transport Assessment (March 2007)</a></p> <p>Development of land resulting in a material increase or significant change of traffic using existing rail infrastructure (particularly level crossings) or require rail improvements.</p>	<p>A <b>Transport Assessment</b> (TA) is required. The coverage and detail of the TA should reflect the scale of the development and the extent of the transport implications of the proposal. For major proposals, the TA should illustrate accessibility to the site by all modes of transport, and the likely modal split of journeys to and from the site. It should also give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal, and to mitigate transport impacts.</p> <p>A <b>Travel Plan</b> (TP) is also required outlining the way in which the transport implications of the new development will be managed in order to ensure the minimum environmental, social and economic impacts. For schemes with relatively small transport impacts, a <b>Transport Statement</b> can be submitted instead of the TA/TP outlining the transport aspects of the application, assessing the existing and proposed conditions but without the detailed analysis of impact on the wider network.</p> <p>Where a Transport Assessment or Transport Statement is submitted it must include Annual Average Daily Traffic flow (AADT) as well as peaks.</p> <p>Information to be submitted should be agreed in advance as part of pre-application discussions</p> <p>Further guidance <a href="#">Guidance on Transport Assessment (March 2007)</a></p> <p>Teignbridge Contacts: Email - <a href="mailto:planning@teignbridge.gov.uk">planning@teignbridge.gov.uk</a></p>
<b>3.33 Vacant Building Credit</b>	
<p>5 or more dwellings where vacant buildings to be demolished and vacant building credit for Affordable Housing is being claimed</p>	<p>Vacant Building Credit (VBC) was introduced with the aim of stimulating the re-development of brownfield sites. It offers a financial credit based on the existing gross internal floor area of the vacant building to the development site. It does not apply to a building that has been deemed abandoned. VBC Policy is set out in NPPF (paragraph 63) and Planning Practice Guidance (paragraph 028 Reference ID:23b-028-20190315).</p>

	<p>To apply for Vacant Building Credit a statement must be submitted as part of the planning application which provides:</p> <ul style="list-style-type: none"> <li>• Evidence that any referenced building is a ‘Vacant Building’. A ‘Vacant Building’ is a building that has not been in use for three years.</li> <li>• Evidence a building on site is not an ‘Abandoned Building’ or vacated solely for the purpose of redevelopment. The council will take into account all of the following: <ul style="list-style-type: none"> <li>○ The physical condition of the building</li> <li>○ The length of time that the building has not been used</li> <li>○ Whether it had been used for any other purpose</li> <li>○ Evidence of the owners intentions</li> </ul> </li> </ul> <p><b>Layout Plans</b> showing the footprint and Gross Internal Floor Area (GIFA) of the existing building are required along with floor plans of the proposed development showing GIFA.</p> <p>The NPPF specifically excludes ‘land that is or was last occupied by agricultural or forestry buildings’ and buildings in residential use cannot be used for VBC for the purposes of affordable housing.</p> <p>Further information  <a href="#">Vacant Building Credit Advice Note</a></p> <p>Teignbridge Contacts:  Email - <a href="mailto:planning@teignbridge.gov.uk">planning@teignbridge.gov.uk</a></p>
--	---

<b>3.34 Ventilation and Extraction Details</b>	
<p>All applications for:</p> <ul style="list-style-type: none"> <li>• Restaurant and Cafes</li> <li>• Drinking Establishments</li> <li>• Hot Food Take-Away</li> </ul> <p>Applications within Use Class B1 and B2 that produce odorous emissions</p>	<p>Details of the position and design of ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics, will be required to accompany all applications for the Use Classes:-</p> <p>Applications for the use of premises for the following purposes:</p> <ul style="list-style-type: none"> <li>• Restaurant and Cafes</li> <li>• Drinking Establishments</li> <li>• Hot Food Take-Away</li> </ul>

	<p>May also be required for Use Class B1 (general business), B2 (general industrial) and other commercial developments that will cause odorous emissions for example brewing, rendering, paint spraying, leisure uses etc. where substantial ventilation or extraction equipment is proposed to be installed</p> <p>This information (excluding odour abatement techniques unless specifically required) will also be required for significant retail, business, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.</p> <p>Any ventilation or extraction systems should be marked on the relevant elevation drawings.</p> <p>For commercial kitchens a noise assessment should be completed and submitted with the application demonstrating the potential impact of the proposal and the mitigation that will be used. Guidance can be found in the <a href="#">Control of Odour and Noise from Commercial Kitchen Exhaust Systems</a>.</p> <p>Teignbridge Contacts: Email – Environmental Health <a href="mailto:envc@teignbridge.gov.uk">envc@teignbridge.gov.uk</a></p>
<p><b>3.35 Viability Assessment</b></p>	
<p>Major Residential applications not meeting Affordable Housing targets</p>	<p>If an application does not offer the appropriate level of affordable housing as set out in the adopted <a href="#">local plan</a> a viability assessment is required to show that provision of the required level of affordable housing would make the development not viable. This assessment itself will be subject to a separate appraisal by an assessor approved by the Council and paid for by the developer and will be published on the website in line with guidance as set out in the Planning Practice Guidance for <a href="#">Viability and decision taking</a></p> <p>Teignbridge Contacts: Email - <a href="mailto:planning@teignbridge.gov.uk">planning@teignbridge.gov.uk</a></p>
<p><b>3.36 Waste Audit Statement/Waste Management plan</b></p>	
<p>Major applications and those involving extensive excavation</p>	<p>Required to detail the proposal for dealing with waste produced during construction, and resulting from the development.</p>

	<p>Major development proposals to be accompanied by a Waste Audit Statement. This is to minimise waste production and support sustainable waste management throughout the demolition, construction and operational phases of the development</p> <p>Further guidance from Devon County Council:</p> <ul style="list-style-type: none"><li>• <a href="#">Policy W4 of the Devon Waste Plan</a></li><li>• <a href="#">Waste Management and Infrastructure Supplementary Planning Document</a></li></ul>
--	---



**End of document**

# **Householder Planning Application Validation Guide**

**(see separate guide for all other types of planning application)**

General information	Page 1
1. Application form and fee	Page 3
2. Plans required (depending on type of application)	Page 4
3. Information required (depending on type of application)	Page 7

## **GENERAL INFORMATION**

This validation guide sets out the information required to validate a householder planning application. It includes both national and local validation requirements.

Date	Version update notes
Sept 2020	Draft for consultation
Nov 2020	Final version

## **Pre-Application Advice**

We offer a paid pre-application advice service [www.teignbridge.gov.uk/planningadvice](http://www.teignbridge.gov.uk/planningadvice)

## **Submitting an application**

We recommend that applications are submitted electronically via the Planning Portal which is likely to lead to your application being validated more quickly [www.teignbridge.gov.uk/planningapply](http://www.teignbridge.gov.uk/planningapply)

## **What is Validation?**

Validation is the process of checking that all relevant documentation has been provided. If you submit an application without the necessary documentation, or with clear inaccuracies, or without the appropriate fee, the application is not valid and will not be progressed until this is resolved. The relevant guidance notes, available with the application forms, should also be read. Some of the requirements are National Requirements and some are Local Requirements which have been adopted by the Council. For simplicity, no differentiation is made in this document between the two types of requirement.

### **Extra information requested after validation**

The list of requirements is not exhaustive and the Council can still request further, or more detailed, information after validation to resolve any particular issues that arise. Any additional information not required by the Validation Checklist, but which the Council needs to determine the application, will be requested during the course of the application and should be provided as soon as possible.

### **Validation disputes**

If you disagree with our reasons for invalidating a planning application and negotiation with us has failed, you may send a notice to us setting out your reasons for refusing to supply the information under Section 12 of the Development Management Procedure Order 2015. You must have submitted all the other information needed to validate the application together with the fee. We will then either agree and validate the application or disagree and issue a Non Validation Notice against which you may then appeal under Section 78 of the Town and Country Planning Act 1990.

### **Diversity**

Our Diversity Policy promotes inclusion for all sectors of the community and applications/supporting information, along with any representations received from the public, will be checked for any inappropriate comments. Only planning related matters can be considered, and any comments regarding disability, race or ethnicity, religion or belief, sexual orientation or gender reassignment or that are defamatory, prejudiced or otherwise likely to cause offence to the subject of the comments or any other reader will be removed. Any comments that are considered to constitute hate incidents or hate crimes may be passed to the police

### **Data Protection**

All applications and supporting documentation will be published on the website. Private telephone numbers, private email addresses and signatures will be removed prior to publication. We are committed to ensuring that your privacy is protected by adhering to the EU General Data Protection Regulation (GDPR). Any personal information provided will be used by us solely for the purpose of processing your application and contacting you regarding this. The data will be processed in accordance with our full [privacy policy](#).

## **1. APPLICATION FORM – Required for all applications**

- 1.1. All applications must be submitted on the appropriate Householder application form with the exception of development relating to a flat which must be submitted using a full planning application form.
- 1.2. Ownership certificate A, B, C or D on the application form must be completed stating the ownership of the application site. This also incorporates the Agricultural Land Declaration.
  - complete Certificate A if you own all of the land (freehold or leasehold of more than 7 years) and do not have agricultural tenants.
  - or**
  - complete Certificate B, C or D if you do not own all the land or if you have agricultural tenants on the land. This includes situations where the development overhangs the boundary with the adjoining property/land.
    - Certificate B – Complete this if you know who the owners/agricultural tenants are. State the names and addresses of these people on the application form. You also need to serve 21 days' notice on them, before you submit the application
    - Certificate C – This is a combination of the circumstances described in Certificates B and D and should be completed accordingly.
    - Certificate D – Complete this if you do not know any of the owners. Specify the steps you have taken to find the owners e.g. land registry search. You must advertise the application in a local newspaper at least 21 days before submission.
- 1.3. The application form must be signed and dated and all questions on the form must be answered fully and accurately.
- 1.4. The correct full fee must be submitted with the application. [Schedule of fees and fee calculator](#)

## 2 PLANS REQUIRED

### All plans must:

- be to a recognised metric scale (e.g. 1:50 etc) which is marked clearly on the plan.
- have a scale bar or at least one measurement marked on the plan so that the scale can be checked for accuracy
- be clearly marked with the direction of North;
- have the size of the plan (A3, A2 etc) marked on the plan.
- have a unique drawing number which is also used in the file name.
- belong to you as copyrighted plans cannot be accepted
- preferably contain a single type of drawing per document e.g. site location plan, block plan, existing elevations, proposed elevations, existing floor plans, proposed floor plans.
- preferably be a maximum of A3 in size to assist when viewing online.
- be in black and white (no grey scale or colour on plans as it makes them faint and difficult to view online) with the exception being the red and blue outlines for site location plans
- be submitted as a PDF, correctly orientated for on-screen display
- be of a quality and resolution that will be clear to view by the public when uploaded onto the website.

### 2.1 Site Location Plan (existing)

Required for all applications.

- a) Must be up to date
- b) normally at a scale of 1:1250 (or 1:2500 if appropriate)
- c) showing the full site, all site boundaries, adjoining properties and, where possible, at least two named roads
- d) the properties shown should be numbered or named so that the exact location is clear
- e) the proposed site **must be clearly edged with a red line** to include all land necessary to carry out the proposed development - normally to the boundary. Any other land within your ownership or control, should be edged with a blue line.

There are many companies that provide site location plans and the Planning Portal has links to their [accredited suppliers for planning maps](#)

### 2.2 Block Plan (existing and proposed)

Required for all applications showing

- a) at a scale of 1:500, 1:200 or 1:100 depending on the size of the site
- b) the proposed development

- c) all site boundaries, existing buildings, roads, tracks, footpaths and access arrangements on the site
- d) any buildings to be demolished
- e) all buildings, roads, tracks, footpaths and access arrangements on land adjoining the site
- f) all public rights of way crossing or adjoining the site
- g) existing and proposed parking provision
- h) the position of all trees on the site, including those on adjacent land that could influence or be affected by the development; with proposals for removal/retention/new planting indicated
- i) the position of all hedges on the site, including boundary hedges, other vegetation, ponds, watercourses, walls, banks & historic features with proposals for removal/retention indicated
- j) the extent and type of any hard surfacing
- k) boundary treatment including walls or fencing where this is proposed
- l) ground levels across the site and floor levels, existing and proposed including any retaining walls
- m) route line of all existing and proposed services

### **2.3 Elevation drawings (existing and proposed)**

Required for all applications for new, altered, replacement or extended buildings.

- a) at a scale of 1:50 or 1:100
- b) showing all affected elevations in full.
- c) Showing proposed building materials, style and finish of the building and windows and doors
- d) showing any other buildings that are attached to the elevation and where possible the main features of that adjoining building (e.g. details of doors, windows on the same elevation of an adjoining terraced or semi-detached dwelling).
- e) label orientation of elevations e.g. north, south etc.

### **2.3 Floor Plans (existing and proposed)**

Required for all applications for new, altered, replacement or extended buildings.

- a) At a scale of 1:50 or 1:100
- b) explaining the proposal and usage in detail
- c) showing the entire floor area for any existing building as well as the proposed development.
- d) showing new buildings in context with adjacent buildings.
- e) showing any buildings or walls to be demolished

## **2.5 Existing and proposed site sections and finished floor and site levels**

Required for all proposed new buildings or where there are variations in site levels. Levels may be evident from floor plans and elevations, but particularly in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified.

- a) at a scale of 1:50 or 1:100
- b) showing a cross section(s) through the proposed building(s).
- c) where the proposal involves a change in ground levels, showing both existing and finished levels fixed to a datum point off site and also show the proposals in relation to adjoining buildings.

## **2.6 Roof plans**

Required where there are new roofs or alterations to existing roofs.

- a) at a scale of 1:50 or 1:100.
- b) showing the shape of the roof and roofing materials.

## **2.7 Specialist Plans**

May be required to show specific details in a larger scale

- a) at a scale of 1:5, 1:10 or 1:20
- b) where certain issues such as the detail of window joinery is required e.g. for Listed Buildings

## **2.8 Photos of site and immediate environment are useful but not essential**

### 3 ADDITIONAL INFORMATION REQUIRED

When required	Guidance, Policy background and further information sources
<b>3.1 Arboricultural Survey and Tree Protection Plan</b>	
<p>Where the answer to the Trees and/or Hedges questions on the application form is 'Yes'</p>	<p>Trees to be felled and trees to be retained should be clearly marked on a tree constraints plan which also shows the proposed development. This should show root protection areas and the canopy spread of the trees. The species of the trees should also be marked. This could all be included in the Block Plan.</p> <p>Further Information:  <a href="#">Teignbridge District Council Trees and Development Supplementary Planning Document.</a></p> <p>Teignbridge contacts:            Website – <a href="#">Trees page</a>            Email <a href="mailto:designandheritage@teignbridge.gov.uk">designandheritage@teignbridge.gov.uk</a></p>
<b>3.2 Biodiversity – Bats and Birds in buildings Survey Reports</b>	
<p>Applications involving:-</p> <ul style="list-style-type: none"> <li>• Works to buildings or structures known or suspected to support bats</li> <li>• Demolition of buildings</li> <li>• Works to roofs including:               <ul style="list-style-type: none"> <li>○ Loft conversions</li> <li>○ Roof raising</li> <li>○ New windows or other accesses into roofs</li> </ul> </li> </ul>	<p>Bat and Bird reports are required for the applications listed <i>unless</i>:</p> <ul style="list-style-type: none"> <li>• Located in highly urban areas within Dawlish, Kingsteignton, Newton Abbot or Teignmouth as defined on the maps on our <a href="#">Bats, birds and development web page</a></li> <li>• The house was built after 2005 without specific bat provision incorporated</li> <li>• Works are to a flat roof or single layer sheet metal roof.</li> </ul> <p>A licenced bat consultant will be needed to undertake the survey(s) and produce the report unless they consider that a full report is not required (e.g. no evidence of bats) when you may obtain a letter from them stating why a full report is not required and submit this with your application instead.</p> <p>All reports must be up-to-date (less than 2 ½ years old at time of submission) and produced by a licensed bat consultant (their licence number should be quoted in the report). See <a href="#">Bat and Bird Surveys web page</a> for more information and contacts. If your bat consultant considers that Emergence Surveys are needed, these should be undertaken and the results submitted with the application.</p>

<ul style="list-style-type: none"> <li>○ Extensions joining existing roof</li> <li>○ Solar panels</li> <li>● Works to cellars</li> <li>● Wind turbines</li> </ul>	<p>Teignbridge Contacts:  Website - <a href="#">Bats, birds and development web page</a>  Email - <a href="mailto:designandheritage@teignbridge.gov.uk">designandheritage@teignbridge.gov.uk</a></p>
<b>3.3 Community Infrastructure Levy</b>	
<p>Any extension over 100m<sup>2</sup> or any residential annex</p>	<p>Community Infrastructure Levy (CIL) is charged on residential and out of town retail development under the <a href="#">Community Infrastructure Levy Regulations 2010</a>. The levy is used to pay for improving and providing new infrastructure, including roads, education, recreation and public transport facilities.</p> <p>A <a href="#">CIL Additional Information form</a> must be completed and submitted with these applications.</p> <p>Warning - If the application is approved, with a CIL liability, the applicant must ensure the correct forms are received by the council and the correct procedures are followed before any development including demolition takes place or the full amount including surcharges could become immediately payable and any set offs/exemptions may be forfeit.</p> <p>Further Information:  <a href="#">CIL Guidance</a>  <a href="#">CIL Forms</a></p> <p>Teignbridge Contacts:  Email - <a href="mailto:planning@teignbridge.gov.uk">planning@teignbridge.gov.uk</a>  Website - <a href="#">CIL web page</a></p>

### 3.4 Design and Access Statement

All Listed Building Applications.

Design and Access Statement for Listed Building Consent must:

- explain the design principles and concepts that have been applied to the works
- explain the approach to access, including what alternative means of access have been considered, and how relevant Local Plan policies have been taken into account;
- Detail any consultation undertaken in relation to access issues and how the outcome of the consultation has informed the development
- Explain how any specific issues which might affect access to the development have been addressed.
- Explain how both the design and access elements take account of:
  - The special architectural or historic importance of the building;
  - The particular physical features of the building that justify its destination as a listed building;
  - The building's setting.

Access explanations are not required for listed building consent that only affects the interior of a building.

Teignbridge Contacts:

Email - [planning@teignbridge.gov.uk](mailto:planning@teignbridge.gov.uk)

### 3.5 Heritage Statement

Listed Building Applications

Dwellings within or adjacent to a [Conservation Area](#)

Dwellings close to a Heritage Asset i.e:

- Listed Building
- Scheduled Ancient Monument

**A Heritage Statement is** required for all development affecting Heritage assets (e.g. Listed Buildings, Conservation Areas, Scheduled Monuments, Registered Parks and Gardens, sites of Archaeological Importance)

- It should give a description of the heritage asset and the effect of the development upon the setting of the heritage asset.
- The scope and level of detail should be proportionate to the importance of the heritage asset and will vary according to the extent of the works involved and the circumstances of each application
- It should list the sources of information used and any experts consulted. Useful information can be obtained from the [historic environment record](#) maintained by the Historic Environment Team at Devon County Council and from our [Conservation Area Appraisals](#)

<ul style="list-style-type: none"> <li>• Registered Park or Garden</li> <li>• Site of Archaeological importance</li> </ul>	<p><b>For Listed Building Consent (application for works to a listed building)</b> it should contain a schedule of works to be done, the historic importance of the building and the effect on its setting. Depending on the scale of the works you may also need a structured survey and archaeological assessment.</p> <p>Where the proposal includes total or substantial demolition of a listed building the statement should include:</p> <ul style="list-style-type: none"> <li>• Condition of the building and cost of repair/maintenance in relation to the importance of building and the value derived from continued use</li> <li>• Efforts made to retain the building in use including open marketing at a realistic price</li> <li>• Merits of alternative proposals for the site</li> </ul> <p><b>For planning applications for total or partial demolition in a conservation area</b> it should include a written analysis of the character and appearance of the building/structure, the contribution it makes to the conservation area and a statement on its structural condition. It must also give justification for the proposed demolition including the effect the demolition will have on the special character of the area.</p> <p><b>For planning applications affecting (close to) a Listed Building, Scheduled Monument or Registered Park &amp; Gardens</b> it should justify the proposed works and their impact on the setting of the heritage asset. English Heritage should be consulted with regard to any development affecting a Grade I or Grade II* Listed Building, Park or Garden or Scheduled Monument.</p> <p><b>For planning applications within or adjacent to a Conservation Area</b> it should include an assessment of the impact of the works on the character and appearance of the area as described in the <a href="#">Conservation Area Appraisals</a></p> <p><b>For planning applications involving the disturbance of ground on sites that are known to have or are considered likely to have archaeological remains</b> an applicant may need to commission an assessment of archaeological information and, if required, intrusive archaeological investigations to allow the significance of the archaeology and the impact of the development on it to be understood. The results of this work will need to be included in a Heritage Statement submitted with the planning application. The results should also be added to the <a href="#">historic environment record</a> at Devon County Council. Areas of</p>
--	---

archaeological potential tend to be located around known archaeological sites recorded on the Historic Environment Record, Scheduled Monuments and within [Conservation Areas](#).

Further Information

[Government guidance on conserving and enhancing the historic environment](#)  
[Section 128 of National Planning Policy Framework](#)

Teignbridge Contacts:

Email - [designandheritage@teignbridge.gov.uk](mailto:designandheritage@teignbridge.gov.uk)

Website - [Listed buildings web page](#)

End of document

DRAFT

This page is intentionally left blank

**Planning Validation Guide consultation comments received with TDC responses**  
**November 2020**

From	Comment	Response / Amendment
Sport England	<p>Sent a copy of their recommended requirements for all applications indicating the information Sport England recommends should be submitted. Main points are:</p> <ul style="list-style-type: none"> <li>• Plans showing extent of playing field area lost</li> <li>• Justification for chosen location and alternatives considered</li> <li>• Any changes in provision of sports facilities</li> <li>• How replacement facilities will equal or better quality will be achieved and maintained.</li> </ul> <p><a href="https://www.sportengland.org/Sports%20England%20Validation%20Checklist%20Requirements%20as%20at%20Nov%202020.pdf">Sports England Validation Checklist Requirements as at Nov 2020.pdf</a>  <a href="http://www.sportengland.org">www.sportengland.org</a></p>	<p>We have added this as a requirement in Section 3 of the Validation Guide.</p>
Environment Agency	<p><b>Biodiversity – Ecological Reports</b>            Ecological reports should also be submitted with applications involving loss of intertidal habitat, which is a priority habitat.</p> <p>For the contacts section:            If the proposal affects an aquatic species or habitat the applicant can obtain pre-application advice from the Environment Agency via their cost-recovered planning advice service. The Environment Agency can be contacted at: <a href="mailto:SDPC@environment-agency.gov.uk">SDPC@environment-agency.gov.uk</a></p> <p><b>Flood Risk Assessment/Surface Water Management</b>            The 2<sup>nd</sup> paragraph could be clearer by stating: the applicant can find out whether their site is located within Flood Zones 2 or 3 by using the Flood Map for Planning. The FRA should be produced using the Flood risk assessment advice from the Environment Agency and the guidance in the Planning Practice Guidance: <a href="https://www.gov.uk/guidance/flood-risk-and-coastal-change#site-specific-flood-risk-assessment-all">https://www.gov.uk/guidance/flood-risk-and-coastal-change#site-specific-flood-risk-assessment-all</a></p> <p>The 4<sup>th</sup> paragraph could be amended to state: The FRA should include evidence regarding the availability of any alternative sites at a lower risk of flooding to help the LPA determine whether the flood risk Sequential Test can be satisfied. The FRA must also provide sufficient information to demonstrate whether the proposal will be safe of its lifetime, not increase flood risks elsewhere and (where possible) reduce flood risks overall.</p>	<p>Biodiversity Ecological - Added loss of intertidal habitat to the list of applications requiring reports. Updated contacts</p> <p>Pre-application advice link has also been added to our planning guidance web pages.</p> <p>FRA/Surface Water - Updated 2<sup>nd</sup> and 4<sup>th</sup> paragraphs and contacts</p>

	<p>Note – Levels on plans submitted with applications in Flood Zones 2 and 3 should be shown in mAOD.</p> <p>For the contacts section:          If the proposal is located within Flood Zones 2 or 3 the applicant can obtain pre-application advice from the Environment Agency via their cost-recovered planning advice service. The Environment Agency can be contacted at: <a href="mailto:SDPC@environment-agency.gov.uk">SDPC@environment-agency.gov.uk</a></p> <p>If the proposal is located within Flood Zone 1 the applicant should contact the Lead Local Flood Authority at Devon County Council.</p> <p><b>Land Contamination Assessment</b>          Contaminated Land Assessments should consider risks to both human health and controlled waters.</p> <p>For the contacts section:          If the proposal is likely to pose a risk to controlled waters the applicant can obtain pre-application advice from the Environment Agency via their cost-recovered planning advice service. The Environment Agency can be contacted at: <a href="mailto:SDPC@environment-agency.gov.uk">SDPC@environment-agency.gov.uk</a></p> <p>Further advice can be viewed at: <a href="https://www.gov.uk/government/publications/land-contamination-risk-management-lcrm">https://www.gov.uk/government/publications/land-contamination-risk-management-lcrm</a></p> <p><b>Additional information</b></p> <p><b>1. <u>Foul Drainage Assessment (FDA)</u></b>          A FDA should be submitted with all development involving a non-mains foul drainage system.</p> <p>Government guidance within the National Planning Practice Guidance (paragraph 020 in the section on water supply, wastewater and water quality – Reference ID: 34-020-20140306) stresses that the first presumption must be to provide a system of foul drainage discharging into a public sewer to be treated at a public sewage treatment works. Only where having taken into account the cost and/or practicability it can be shown to the satisfaction of the local planning authority that connection to a public sewer is not feasible, should non-mains foul sewage disposal solutions be considered.</p> <p>Paragraph 20 also states that ‘applications for developments relying on anything other than connection to a public sewage treatment plant should be supported by sufficient information to understand the potential implications for the water environment’. Any planning application for a non-mains system should therefore be accompanied by a Foul Drainage Assessment (FDA) form including a justification for why connection to the mains sewerage system is not feasible and sufficient information to demonstrate</p>	<p>Land contamination re controlled waters info added and contacts updated</p> <p>FDA section added</p>
--	---	---

	<p>that the proposed system will be viable in this location and will not be detrimental to the environment. Sufficient information would normally include the provision of the following:</p> <ul style="list-style-type: none"> <li>• Full details of the proposed flows (based on Flows and Loads 4);</li> <li>• A plan showing the location of the proposed treatment plant and appropriately sized soakaway field/discharge point; and</li> <li>• Percolation test results to demonstrate the viability of soakaways (if proposed).</li> </ul> <p>The FDA form is available online at <a href="https://www.gov.uk/government/publications/foul-drainage-assessment-form-fda1">https://www.gov.uk/government/publications/foul-drainage-assessment-form-fda1</a></p> <p>For the contacts section: If the proposal is a major development involving a non-mains system the applicant can obtain pre-application advice from the Environment Agency via their cost-recovered planning advice service. The Environment Agency can be contacted at: <a href="mailto:SDPC@environment-agency.gov.uk">SDPC@environment-agency.gov.uk</a></p> <p>If it is a non-major proposal the Council will be able to advise you on this. [Note – Please use the following link to view some guidance we have produced for LPAs to assist in this: <a href="https://www.planningportal.co.uk/info/200204/local_authorities/154/advice_for_local_authorities_on_non-mains_drainage_from_non-major_development">https://www.planningportal.co.uk/info/200204/local_authorities/154/advice_for_local_authorities_on_non-mains_drainage_from_non-major_development</a>.].</p> <p><b>2. Construction Environment Management Plan (CEMP)</b> We note that these are not a statutory requirement, however it would be beneficial to the environment if you could recommend that these are submitted with certain size developments.</p>	<p>CEMP is not a validation requirement and therefore it cannot be added to the Validation Checklist. It will be sought during application or conditioned</p>
<p>Wolborough Residents Association</p>	<p>Householder Planning Application Validation Guide – This forms a useful guide for householders, generally well explained and easy to follow. However, the web link to “We offer a paid pre-application advice service” does not indicate how this service can be accessed or what form it takes.</p> <p>Similarly, the web links under Biodiversity – Bats and Birds in buildings Survey Reports to “Bats, Birds and development web page” goes to “page not found”! The other link to “Bat and Bird Surveys web page” does open correctly and contains further links to “Bats, Birds and development web page”</p> <p>Affordable Dwelling Size refers to dwellings built at no less than 85% of NDSS be accepted as an affordable home. The emerging NDSS standards provide for a floor area of 37 square metres for a one bedroom flat with a shower. 85% of that works out at 31.45 sq. metres or just 300 sq. feet. This is a tiny space to expect</p>	<p>Web link corrected – thank you</p> <p>Web links corrected – thank you</p> <p>Affordable Housing - TDC policy is to meet NDSS unless exceptional</p>

	<p>anyone to live in and the Council should not be considering any development that falls below NDSS standards. In the rare case where this might apply there needs to be an indication of what might constitute “an exceptional circumstance”? Does the bar on defining dwellings below 85% NDSS as ‘affordable’ enable such homes to be built and sold at market prices?</p> <p>Air Quality Assessment - Development should seek to establish no negative impact on air quality and in major developments should demonstrate how air quality is going to be improved. Any effects must be quantifiable and conclusions presented subject to peer review if requested.</p> <p>Arboricultural Survey and Tree Protection Plan - The first bullet point mentions trees to be felled. There should be a presumption against felling any trees. Replacement simply on a one-for-one basis will take decades to be properly substitutional. Only if unavoidable, trees that have to be felled should be replaced on a multiple basis (3 or 4 to one?). Within a development of more than two houses there should be a requirement to plant new trees to replace felled trees. In areas of known biodiversity or conservation sensitivity tree felling should only be allowed in exceptional circumstances and those circumstances described.</p> <p>Bin Storage is unclear why provision for (off-street storage area) green garden waste bins does not form part of the validation requirements, at least in the case of dwellings with larger garden plots. Merely requiring “off-street” storage ignores the visual impact and this aspect of validation should be strengthened to ensure bins are not visible from the street.</p> <p>Biodiversity – Appropriate Assessments within 10km of Exe Estuary SPA/ Dawlish Warren SAC reference to the possible necessity to undertake wildlife surveys over an extended period prior to the submission of an application in the case of the Exe Estuary and Dawlish Warren SAC should by definition require a survey period of twelve months to cater for migrating birds, hibernating species etc.</p> <p>Biodiversity – Appropriate Assessments within South Hams SAC Zones – refers to the Council’s obligation to undertake an Appropriate Assessment of the impacts at sites within the SAC or associated GHB sustenance zones. It has become clear that Greater Horseshoe Bats traverse and forage over a much wider area than at first thought. Under the precautionary principle, any potential development site should be</p>	<p>circumstances which would be assessed as part of the planning balance. There is no bar on size on open market dwellings but again this would be assessed as part of the planning balance.</p> <p>Air Quality – noted - peer reviews are not usually undertaken – professional reports and in-house consultees provide advice.</p> <p>Arboricultural – noted; this is a planning assessment matter and not a validation requirement</p> <p>Bin Storage – garden waste bins storage area added. Bin storage location will be assessed as part of the planning process.</p> <p>Biodiversity Exe/DW– Not necessarily, advice will be given by experts – internal or external – as to appropriate methodology</p> <p>Biodiversity SH SAC – we follow the recently adopted guidance set out in the Joint GHB HRA Guidance 2019.</p>
--	---	--

	<p>surveyed over the year prior to submission of an application to ensure data is up to date and that any changes in GHB movements, roosts and foraging sites are identified. With all the development within the District it is more than likely that GHBs and other protected species will have adapted their behaviour, possibly to their ecological detriment.</p> <p>The validation guide refers to Bat Conservation Trust's survey guidance; this clearly sets out the parameters for field surveys. It is worth noting that greater horseshoe bats will often break their winter hibernation to forage, especially in Sustenance Zone roosts or near satellite hibernation roosts. In the case of larger developments, the bat survey season should be extended to encompass the winter months so that foraging habits by bats from these local roosts can be understood. Rather than say sites located in the Landscape Connectivity Zone may require bat surveys it would be better to maintain the precautionary principle and say unless likely significant effects can be ruled out bat surveys will be required. Any mitigation measures proposed by subject specific consultants should be subject to peer review if requested.</p> <p>The web link to "South Hams SAC Map" is not particularly easy to navigate and the identified areas for GHB flyways, pinch points, sustenance zones and roosts appears to be out of date with some known roosts not identified. It is to be hoped that the current Bat Survey project will address these deficiencies.</p> <p>Carbon Reduction Plan - why limited to major developments? Every development (even a single home or extension/re-development) should be an opportunity for energy reduction measures.</p> <p>Environmental Impact Assessment - It is essential to carry out an Environmental Impact Assessment at an early stage to ensure that identified sites are free of constraints or where constraints exist, they can be mitigated by proven methods.</p> <p>Design and Access Statement – refers to access issues but is unclear to what extent accessibility to surrounding networks and their effectiveness at providing the desired connectivity (to encourage walking/cycling) to shops, transport hubs etc.</p> <p>Flood Risk Assessment/Surface water Management – There is no reference to additional survey/water management requirements where there are SSSIs in close proximity or where the development directly impacts on catchment areas.</p> <p>Green Infrastructure masterplan, Heritage Statement &amp; Landscape &amp; Visual Assessment/Landscape Proposals There are further references to Green Infrastructure Masterplan, applications within or adjacent to Conservation Areas and Landscape which are important considerations, particularly when they are in close proximity to existing developed areas. As developments spread out from urban centres so access to green space becomes more remote for residents and the nature and characteristics of Conservation Areas and</p>	<p>This notes that survey requirements should be agreed with the LPA in advance.</p> <p>Our experts and NE work with applicant's professional consultants to ensure rigorous Assessment takes place.</p> <p>Noted. This is provided by DCC but we will pass on the comment.</p> <p>The CRP requirements reflect TDC Policy</p> <p>EIA - Noted</p> <p>D&amp;A Statement – document content will be assessed as part of the planning balance.</p> <p>Flood - SSSI - Added</p> <p>GI Masterplan /Heritage /Landscape – noted</p>
--	--	---

	<p>landscape become compromised. Given the combination of both natural and built areas that are particularly attractive, are a draw for tourists and provide a route to better wellbeing for residents, a high standard of assessment must be maintained. Once lost, the features for which the District is known will never be recovered.</p> <p>Lighting Assessment should always be required to assess the potential impact on light sensitive species hence the initial Environmental Impact Assessment is crucial to identify affected animals. In the case of bats, and particularly greater horseshoe bats, any bat specific dark corridors will need to demonstrate no artificial light spillage or certainty of &lt;0.5 lux. Further, validation should also include measures planned to ensure future adherence to an approved lighting scheme (ongoing protection for wildlife/neighbours' amenity etc).</p> <p>Noise Impact Assessment - Reliance on desk studies or manufacturers data must never replace on-site measurements. On site measurements must be recorded where there are likely to be noise impacts on nearby dwellings and any unusual acoustic properties of the surrounding area assessed.</p> <p>Planning Statement is an important document for residents to see in non-technical language the views of others, particularly the statutory consultees, Parish and town Councils. It is even more important that the requirement to consult with the local community is not only in accordance with the Consultation Strategy, but is meaningful, provides feedback and is not merely treated as a tick-box exercise.</p> <p>Viability Assessment – There needs to be a more robust assessment of any subsequent applications to vary a permission and in particular a proper audit of claims on viability. We would strongly recommend that it should be made clear that variations to (reductions in) the level of “affordable” provision in already approved applications will not be considered other than in exceptional circumstances.</p> <p>Waste Audit Statement/Waste Management Plan – There is no reference to a broader Construction Environment Management Plan - to protect the amenity of existing neighbours (expected duration of construction, hours of operation, access, off-street parking for contractors'/tradesmen's vehicles, noise/dust abatement etc.</p> <p>It is to be hoped that with the ever-increasing move to electronic data (as envisioned in the Planning White Paper) more user-friendly software is adopted by Teignbridge that includes the facility to zoom in to read the details and in a format that allows the reviewer to mark up or annotate their download versions.</p>	<p>Lighting – Adherence to approved lighting schemes is by inclusion of scheme in decision notice or by condition.</p> <p>Noise – this is set out in the guide. Should be agreed pre-application.</p> <p>Planning Statement – This is not a validation requirement. Comments noted</p> <p>Viability – not a validation requirement. Approach set in Policy.</p> <p>Waste – CEMP is not a validation requirement. It will be sought during application or conditioned</p> <p>Noted</p>
DCC	<p>Waste Planning</p> <p>We welcome the inclusion of section 3 in the updated Local Validation List, specifically reference to Policy W4 of the adopted Devon Waste Plan and the inclusion of a link to the further guidance provided in the County Council's Waste Management and Infrastructure Supplementary Planning Document. The requirement for major planning applications to be accompanied by a Waste Audit Statement has been poorly</p>	<p>Noted</p>

	<p>implemented since the adoption of the Devon Waste Plan and this amendment to the Local Validation List will assist in ensuring this policy requirement is met in Teignbridge going forward.</p> <p><b>Minerals Planning</b>  We note that the update does not include reference to the potential requirement for a Mineral Resource Assessment to be submitted where proposals are located within a Mineral Safeguarding Area (MSA) or Mineral Consultation Area (MCA). Such an assessment may be required to enable an applicant to satisfy Policy M2 of the adopted Devon Minerals Plan to ensure that finite mineral resources are not sterilised by built development. Whilst we acknowledge that this requirement will not apply to all planning applications within MSAs and MCAs in Teignbridge, the district contains extensive aggregate and ball clay mineral resources, and it would be helpful if this matter is highlighted within the Validation List to flag to applicants that this may be a requirement of their planning application.</p> <p>Based on these considerations, it is suggested that the following wording be added to your validation guidance:</p> <p>“Mineral Resource Assessment</p> <p>When required: Development within a Mineral Consultation Area where the applicant is seeking to demonstrate compliance with criterion (a) of Policy M2 of the Devon Minerals Plan Guidance, Policy Background and further information sources: Policy M2 (Mineral safeguarding Areas) of the Devon Minerals Plan seeks to safeguard economic mineral resources from sterilisation or constraint by new development, but does allow for non- mineral development where one or more criteria are met. Criterion (a) enables an applicant to demonstrate, through the submission of a Mineral Resource Assessment (MRA) that the mineral resource beneath or near their site is not of current or potential economic or heritage value.</p> <p>The need for a MRA will be identified by Devon County Council, as the mineral planning authority, either through pre-application consultation or on consultation following submission of the planning application. Applicants are encouraged to discuss the potential requirement for a MRA with the County Council prior to submission of an application, and further guidance on the need for, and scope of a MRA is provided in the County Council’s Mineral Safeguarding SPD which is available at <a href="https://www.devon.gov.uk/planning/planning-policies/minerals-and-waste-policy/mineral-safeguarding-spd">https://www.devon.gov.uk/planning/planning-policies/minerals-and-waste-policy/mineral-safeguarding-spd</a>”</p> <p><b>Historic environment</b>  The County Historic Environment Team welcomes the inclusion of the historic environment in Teignbridge District Council’s validation guidance documents and only have one comment for both guidance documents, namely that in addition to the inclusion of the hyperlinks to the county Historic Environment Record, and reference to using this information, it would be of use to include contact details in this section for the Devon</p>	<p>Section added highlighting possible pre-app or during app engagement with DCC. Not a formal validation requirement</p> <p>Contact added.</p>
--	--	---

	<p>County Council's Historic Environment Team who can advise as to the requirement and scope of any heritage statement that may be required, as well as upon on the requirement and scope of any assessment of the archaeological interest of the site that may be required.  Historic Environment Team contact details are set out below:  Historic Environment Team  Planning, Transportation and Environment  Devon County Council  Room 120  County Hall  Topsham Road  Exeter,  Devon, EX2 4QD</p> <p>Tel: 01392 382246  Email: archaeol@devon.gov.uk</p> <p>Surface water flooding  'Flood Risk Assessment/Surface Water Management'. This section could usefully highlight the Critical Drainage Areas (CDA's) within Teignbridge, those being the Ashburton, Bovey Tracey, Dawlish Warren and Holbeam areas. These CDAs specify requirements for surface water management, such as discharging surface water at a rate no higher than the equivalent 1 in 10 year return period. Whilst this section of the Validation List may not need to specify the precise requirements of Critical Drainage areas, it would be useful for applicants to be aware of the existence of CDA's and where they can get further information.</p> <p>Infiltration testing is required for planning applications. If infiltration is a viable method for managing surface water, then groundwater will need to be monitored to ensure that it will not impact on infiltration features. As such, you may want to consider highlighting the requirement for groundwater monitoring within the Validation List.</p> <p>Whilst this section helpfully provides a link to the County Council's Sustainable Drainage Systems: Guidance for Devon document, the validation guide would be improved by directing applicants specifically to section 10 of that guidance document which sets out the information required to be submitted with planning applications in relation to this topic area.</p>	<p>CDAs added</p> <p>Added</p> <p>Link amended as suggested</p>
<p>Walsingham  Planning  (Ian</p>	<p>It would be helpful if the document contained a checklist in the form of a matrix to provide an easily digestible summary and reference point for the more detailed information provided later in the document.</p>	<p>Noted and this has been considered but the number of different combinations of</p>

<p>Jewson) on behalf of clients in district</p>	<p>One of the main difficulties we face when identifying validation requirements, is differentiating the requirements for outline and reserved matters applications. With reserved matters in particular, we appreciate that it is a nuanced situation that can depend upon the information submitted in support of the principal consent and whether that information remains up-to-date and relevant. The guidance provide in relation to Affordable Housing Statements is useful in this regard and we would welcome a similar approach being taken to other items on the list.</p> <p>With regards to Part 3 of the Draft Document we have the following comments in relation to specific items:</p> <p>Air Quality Assessment – Specify that an AQA is not required for reserved matters applications where an up-to-date AQA was submitted in support of the principal consent.</p> <p>Bin Storage Details – Specify that bin storage details are not required for outline applications where layout is a reserved matter.</p> <p>Geotechnical Report - Specify that a Geotechnical Report is not required for reserved matters applications where an up-to-date Geotechnical Report was submitted in support of the principal consent.</p> <p>Land Contamination Assessment - Specify that a Land Contamination Assessment is not required for reserved matters applications where an up-to-date Land Contamination Assessment was submitted in support of the principal consent.</p> <p>Transport Assessment/Travel Plan or Transport Statement – Specify that a Transport Statement will suffice for reserved matters applications where an up-to-date Transport Assessment was submitted in support of the principal consent.</p>	<p>type, nature and size of applications would make this very complex to deliver.</p> <p>Outline/reserved matters comments noted</p> <p>Added note to page 1 'Where full information for requirements within Part 3 has been submitted at outline stage this information will not normally be required to be resubmitted at reserved matters stage'</p> <p>Bin storage – note added.</p>
<p>Natural England</p>	<p>Pre-application advice  Applicants may also wish to be aware that Natural England have a pre-application Discretionary Advice Service (DAS). Further information can be found at <a href="https://www.gov.uk/guidance/developers-get-environmental-advice-on-your-planning-proposals">https://www.gov.uk/guidance/developers-get-environmental-advice-on-your-planning-proposals</a>.</p> <p>Air Quality Assessment  We welcome the inclusion of air quality assessments (on page 11) and advise that assessment should also consider the potential effects on ecological receptors. In particular, dust as well as nutrient inputs through ammonia and nitrogen deposition can affect sensitive species. We suggest that the Air Pollution Information Service (APIS) is referenced in the Further Information section. APIS provides specific air pollution advice</p>	<p>Pre-application advice information has been added to our planning guidance web pages.</p> <p>APIS link added</p>

	<p>based on habitats, ecosystems and species, and provides critical loads for acidity and nitrogen for designated features within every SAC, SPA or SSSI in the UK.</p> <p>Natural England has published a set of mapped Impact Risk Zones (IRZs) for Sites of Special Scientific Interest (SSSIs), which can be accessed via Defra's MAGIC mapping website: <a href="https://magic.defra.gov.uk/">https://magic.defra.gov.uk/</a>. This helpful GIS tool can be used to help consider whether a proposed development is likely to affect a SSSI and to inform where an Air Quality Assessment may be required for a SSSI.</p> <p>A precautionary approach should be taken in terms of assessing whether ammonia arising from agricultural development and emissions from combustion plant development would be likely to harm air quality. Potential adverse impacts on air quality are most likely to arise from:</p> <ul style="list-style-type: none"> <li>a) an agricultural building to house livestock (primarily beef and dairy cattle, pigs or poultry); and/or</li> <li>b) any new or expanded pit, tank or lagoon for storing slurry;</li> <li>c) any anaerobic digester; and/or</li> <li>d) any combustion plant.</li> </ul> <p>Any planning applications for the above types of development are expected to be accompanied by a Simple Calculation of Atmospheric Impact Limits (SCAIL) assessment if they are within 10km of a Habitats site. It is not required for agricultural buildings to, primarily, house sheep or horses. This is a free tool for assessing impacts from agricultural and combustion sources on human health and semi-natural areas such as Sites of Special Scientific Interest (SSSIs) and Habitats sites. It assesses whether impact limits for human health or habitats are likely to be exceeded. The tool is available as two models: 'SCAIL Agriculture' and 'SCAIL Combustion' and more information can be found here: <a href="#">SCAIL - Simple Calculation of Atmospheric Impact Limits</a>.</p> <p><b>Arboricultural Survey and Tree Protection Plan</b>  Natural England also provides Standing Advice on Ancient Woodland, which may be a helpful reference for developments near ancient woodland and veteran trees. We would also add that trees can provide habitats for protected species such as bats. We recommend that reference to the Natural England Standing Advice for Protected Species be included.</p> <p><b>Biodiversity – Appropriate Assessment – within 10km of Exe Estuary SPA/Dawlish Warren SAC</b>  We would advise using the information in the notes section of our SSSI Impact Risk Zones layer on DEFRA's Magic Map to help determine whether a proposal for residential/tourism unit(s) needs to provide adequate mitigation for recreational impacts on the SPA/SAC, as the mapping tool allows the user to 'zoom</p>	<p>DEFRA magic map link added</p> <p>Information and SCAIL link added to agricultural buildings section</p> <p>Ancient woodland standing advice link added.</p> <p>Applications involving Loss of trees added to type for Biodiversity – Ecological Reports section</p> <p>DEFRA magic map link added</p>
--	--	---

	<p>in' on a specific site. The SSSI Impact Risk Zones layer is also a useful tool for indicating whether a proposal site, for other types of development, is in, adjacent to or linked to a Habitats site and, therefore, whether the need for HRA may be triggered.</p> <p>Natural England welcomes the inclusion of the details of the contributions that can be made to mitigate the recreational impacts of new dwellings and new tourist accommodation, however, the Council should consider that the actual figures are subject to review and change, and therefore, it might be more appropriate to refer to the 'latest' financial contribution amounts. It is my understanding that the SE Devon Habitats Regulation Partnership Executive Committee are due to consider an increase in contributions to secure staff delivering the mitigation strategy.</p> <p>Biodiversity – Appropriate Assessment – within South Hams SAC zones The reference to 'change of use' should not be included as impacts are generally localised (e.g. barn conversions) and protected species surveys would be required as part of wildlife licencing requirements where the building has scope to support roosting bats (not to be confused with protected sites, as underpinned by different legislation).</p> <p>The statement that 'mitigation will fully offset the impacts' should be amended, I would suggest 'offset' be replaced with 'address' or similar. Offsets are compensation and different from mitigation. Compensation within HRA context would require SoS determination through IROPI, and is a last resort and not likely to occur within the context of the South Hams SAC.</p> <p>The link to the Natural England standing advice link needs to be removed as it is specific to wildlife licencing context and not applicable to the South Hams SAC.</p>	<p>The latest figures are stated in the validation guide with the advice that they are index linked annually. The figures in the guide will be updated whenever they change.</p> <p>Whilst it is recognised that it is covered under different legislation we are still under a duty to ensure compliance under habitats legislation and therefore consider it prudent to leave change of use in the validation guide</p> <p>Amended to say 'address' rather than 'offset'.</p> <p>Link removed</p>
Network Rail	<p>Network Rail is a statutory undertaker responsible for maintaining and operating the country's railway infrastructure and associated estate. Network Rail owns, operates, maintains and develops the main rail network. This includes the railway tracks, stations, signalling systems, bridges, tunnels, level crossings and viaducts. The preparation of development plan policy is important in relation to the protection and enhancement of Network Rail's infrastructure.</p> <p>As Network Rail is a publicly funded organisation with a regulated remit it would not be reasonable to require Network Rail to fund rail improvements necessitated by commercial development. It is therefore appropriate to require developer contributions to fund such improvements.</p>	Noted

<p><b>Transport Assessments and Level Crossings</b></p> <p>Network Rail needs to monitor and assess new development that may have an impact on rail services and/or safety of existing infrastructure. In order to carry out this function it is vital that sufficient information is submitted with a planning application. It is noted that the Validation Guide requires the submission of a Transport Assessment and that for major proposals, the TA should reflect the scale of the development and the extent of the transport implications of the proposal. The Validation Guide provides a link to Guidance on Transport Assessment (March 2007).</p> <p><b>We recommend that any development of land which would result in a material increase or significant change of the traffic using existing rail infrastructure (particularly level crossings) and/or require rail improvements should also be added to this list of development when a TA is required.</b></p> <p>Network Rail has a strong policy to guide and improve its management of level crossings, which aims to; reduce risk at level crossings, reduce the number and types of level crossings, ensure level crossings are fit for purpose, ensure Network Rail works with users / stakeholders and supports enforcement initiatives. Without significant consultation with Network Rail and if proved as required, approved mitigation measures, Network Rail would be extremely concerned if any future development impacts on the safety and operation of any of the level crossings within Teignbridge. The safety of the operational railway and of those crossing it is of the highest importance to Network Rail.</p> <p>Level crossings can be impacted in a variety of ways by planning proposals:</p> <ul style="list-style-type: none"> <li>• By a proposal being directly next to a level crossing</li> <li>• By the cumulative effect of development added over time</li> <li>• By the type of crossing involved</li> <li>• By the construction of large developments (commercial and residential) where road access to and from site includes a level crossing</li> <li>• By developments that might impede pedestrians ability to hear approaching trains</li> <li>• By proposals that may interfere with pedestrian and vehicle users' ability to see level crossing warning signs</li> <li>• By any developments for schools, colleges or nurseries where minors in numbers may be using a level crossing</li> <li>• By any development or enhancement of the public rights of way</li> </ul> <p>It is Network Rail's and indeed the Office of Rail Regulation's (ORR) policy to reduce risk at level crossings not to increase risk as could be the case with an increase in usage at the three level crossings in question. The Office of Rail Regulators, in their policy, hold Network Rail accountable under the Management of</p>	<p>Added</p>
--	--------------



This page is intentionally left blank