

## South Downs National Park Authority 1APP Review: Draft Local List of Requirements for Planning Applications

The Local List of Planning Requirements below sets out the documents that will be required to be submitted to the South Downs National Park Authority as part of your planning application. Please note that you will still need to also submit the relevant documents and forms that are contained within the National List of Planning Requirements. The National list can be found by using the following link:

<https://www.gov.uk/guidance/making-an-application#Validation-requirements-for-planning-permission>

### Notes

Links to South Downs Local Plan policies will be included following adoption of the Plan. In the meantime, all policies in the Submission Local Plan may be found here <https://www.southdowns.gov.uk/planning/national-park-local-plan/>

For the purposes of the Local List, the definition of Major Development is as set out in the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)

Information Required	Types of application/development for which the information is required	Submission South Downs Local Plan Policy Reference & links to national policy / guidance
Additional Plans	<p>The national requirements note the need for a location plan and “others as necessary” with the reliance on the local requirements to detail what those are. For the avoidance of doubt the local requirements are:</p> <ul style="list-style-type: none"> <li>• Block plan including site access details, scale bar, key dimensions (distance of the development from the boundaries of the site and size of the building), original paper size and a north point.</li> <li>• Existing and proposed elevations and floor plans in full (including outbuildings)</li> <li>• Existing and proposed site sections and finished floor and site levels and datum point (1:50 or 1:100) (In all cases where proposals involve a change in ground levels or is on a sloping site).</li> <li>• Roof plans (Required for all applications involving extensions to roof forms and new buildings).</li> </ul>	

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Agriculture and forestry workers statement	Development of or loss of agriculture or forestry workers' housing	Policy SD32 New Agricultural and Forestry Workers Dwellings (& Explanatory Text 7.100-7.107)
Agriculture/Forestry Diversification Plan	All developments for agriculture or forestry diversification	Policy SD40: Farm and Forestry Diversification (& Explanatory text 7.197-7.203)
Affordable Housing Statement (& S106 Agreement Heads of Terms, if Affordable Housing required as part of the application)	All applications for housing development which require on-site affordable housing provision or a financial contribution to it, in accordance with policy SD28, including exception sites. This should include information on the tenure of each unit.	Policy SD27: Mix of Homes (& Explanatory text 7.34-7.48) Policy SD28: Affordable Homes (& Explanatory text 7.56-7.77) Policy SD29: Rural Exception Sites (& Explanatory text 7.78-7.83)
Mix of Homes Statement	All applications for housing development (In some cases, this can be incorporated into the Affordable Housing Statement)	Policy SD27: Mix of Homes (& Explanatory text 7.34-7.48)
Air Quality Assessment	All applications for major development where traffic generation, bio-aerosols, or odour is increased and/or the development is likely to affect or cause the declaration of an Air Quality Management Area, including through cumulative impact.	Policy SD54 Pollution and Air Quality (& Explanatory Text 7.324 – 7.328) <a href="#">Planning Practice Guidance (Web Link)</a> <a href="#">NPPF – Chapters 9 and 15 (Web Link)</a> <a href="#">Defra Air Quality Management Area Maps (Web Link)</a> <a href="#">Air Quality and Emissions Mitigation Guidance for Sussex (Opens PDF)</a>
Biodiversity Survey and Report/ Environmental Impact Assessment/ Ecological Impact Assessment/Geodiversity/International Sites	All applications for development within or adjacent to, or would have an impact on priority species as detailed on Section 41 of the Natural Environment and Rural Communities Act 2006, or within, adjacent to, or would have an impact upon one or a combination of the following sites: Local Wildlife sites (SINCS & SNCIs), Local Nature Reserves, National Nature Reserves, SSSIs, internationally designated sites and/or where there is a reasonable likelihood of protected species and/or their habitats/notable habitats.	Policy SD9: Biodiversity and Geodiversity (& Explanatory text 5.70-5.87) Policy SD10 International Sites (& Explanatory text 5.88-5.95) <a href="#">Useful links for biodiversity (Web Link)</a> <a href="#">Sussex Biological Records Centre (Web Link)</a> <a href="#">Hampshire Biodiversity Centre (Web Link)</a> <a href="#">Biodiversity – Code of Practice for Planning and Development BS42020 (Web Link)</a> <a href="#">Natural Environment and Rural Communities Act 2006(Section 41) (Web Link)</a>

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Community Infrastructure Levy <ul style="list-style-type: none"> <li>• Additional information form</li> <li>• Form 1 -Assumption of Liability</li> <li>• Form 2 – Claiming Exemption or relief</li> </ul>	All householder, minor and major applications (including S73 applications), prior approvals for change of use to residential and existing lawful use development applications.	Policy SD42: Infrastructure (& Explanatory text 7.217-7.227) <a href="#">SDNPA Community Infrastructure Levy (Web Link)</a>
Ecosystem Services Statement	All applications	Policy SD2: Ecosystem Services (& Explanatory text 4.12 4.17 & Figure 4.2) <a href="#">Ecosystem Services Guidance Note</a> (Householder) (Opens PDF) <a href="#">Ecosystem Service Guidance Note</a> (All other applications) (Opens PDF)
Sustainability Assessment	All applications for new residential, commercial, agricultural, community buildings (and also conversion of existing buildings) and residential extensions with an increase of more than 100sqm internal floor area.	Policy SD48 (& Explanatory Text 7.274-7.282) <a href="#">SDNPA Renewable and Low Carbon Energy Study – Main Report (AECOM, 2013)</a> (Opens PDF) <a href="#">Building Research Establishment Environmental Assessment Method (BREEAM) (Web Link)</a> <a href="#">Document G, Building Regulations ‘Sanitation, hot water safety and Water efficiency’ (March 2015 pp15 G2(3) (Web Link)</a> <a href="#">South Downs Local Plan(Web Link)</a> and <a href="#">Affordable Housing Viability Assessment</a> (BNP Paribas 2017) (Opens PDF)  Please Note: A Technical Guidance Note will be provided which sets out the type of information that will be required in such an assessment report: This will be available when the Local List is adopted.

Information Required	Types of application/development for which the information is required	Submission South Downs Local Plan Policy Reference & links to national policy / guidance
Flood Risk Assessment	All applications where site area > 1 Ha in Flood Zone 1; all proposals where application site is in Flood Zones 2 and 3; all applications where site is in a designated critical drainage area.	SD17: Protection of the Water Environment (& Explanatory text 5.146-5.159) SD49: Flood Risk Management (& Explanatory text 7.283-7.292) <a href="#">SDNPA Level 1 Update and Level 2 Strategic Flood Risk Assessment Report (Amec 2017)</a> (Opens PDF) <a href="#">NPPF - Chapter 14 (Web Link)</a> <a href="#">Planning Practice guidance (Web Link)</a> <a href="#">Environment Agency Flood Risk Assessment guidance (Web Link)</a> <a href="#">BS 8533-2011 Assessing and managing flood risk in development code of practice. (Web Link)</a> <a href="#">Flood Maps for Planning (Web Link)</a>
Foul sewerage and utilities assessment	All applications for major development	SD17: Protection of the Water Environment (& Explanatory text 5.146-5.159) SD50: Sustainable Drainage Systems (& Explanatory text 7.293-7.297) <a href="#">Building Regulations Part H (Web Link)</a> <a href="#">BS EN752:2008 Drain and sewer systems outside buildings (Web Link)</a> <a href="#">Sewers for Adoption, currently Version 7 (Web Link)</a>
Information to support Habitat Regulations Assessment screening and appropriate assessment, if required	All applications are screened to determine if the application is likely to effect a European site, and if so, if that effect is likely to be significant (aka the Likely Significant Effects Screening). Where likely significant effects cannot be ruled out (prior to the consideration of mitigation measures), an appropriate assessment is required. Policy SD10 sets particular requirements for the following:	SD10: International Sites (& Explanatory text 5.88-5.95) which sets out requirements for development within a certain proximity of particular SPA/SACs. Link to maps which will provide details of the buffer zones and SPAs/SACs (NB: link to be confirmed when list is adopted)

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	<p>All applications within 6.5km or 12km of Mens, Ebernoe Common or Singleton and Cocking Tunnels SACs</p> <p>Applications for new development within 5km of Arun Valley SPA</p> <p>Residential development within 400m or 5km of Wealden Heaths Phase II SPA</p> <p>Residential development within 5.6km of the Solent SPAs (Chichester &amp; Langstone Harbours SPA, Solent &amp; Southampton Water SPA, and Portsmouth Water SPA).</p>	
Heritage statement in accordance with SDNPA Guidance, (to include Archaeological Assessment)	<p>All applications for development affecting a designated heritage asset or any undesignated heritage asset recognised as such by the SDNPA, or its setting. Heritage assets include but are not restricted to listed buildings, scheduled monuments and other archaeological sites, Conservation Areas, Historic Parks and Gardens and other historic landscapes, and historic battlefields. Heritage statements must follow the SDNPA's <a href="#">Heritage Statement Guidance</a></p>	<p>SD12: Historic Environment (&amp; Explanatory text 5.107-5.118)</p> <p>SD13: Listed Buildings (&amp; Explanatory text 5.119-5.122)</p> <p>SD14: Climate Change Mitigation and Adaptation of Historic Buildings (&amp; Explanatory text 5.123-5.126)</p> <p>SD15: Conservation Areas (&amp; Explanatory text 5.127-5.129)</p> <p>SD16: Archaeology (&amp; Explanatory text 5.130-5.140)</p> <p>SDNPA integrated guidance: <a href="#">Advice to Homeholders and their agents'</a> (Opens PDF)</p> <p><a href="#">NPPF - Chapters 15 and 16</a></p> <p><a href="#">Government guidance on Heritage Statements (Web Link)</a></p> <p><a href="https://www.historicengland.org.uk/services-skills/our-planning-services/chapter/">https://www.historicengland.org.uk/services-skills/our-planning-services/chapter/</a> (Web Link)</p> <p><a href="https://www.hants.gov.uk/landplanningandenvironment/environment/landscape">https://www.hants.gov.uk/landplanningandenvironment/environment/landscape</a> (Web Link)</p> <p><a href="#">SDNPA Guidance on Heritage Statements (Web Link)</a></p>
Land contamination Assessment	All applications if contamination is known/suspected to exist	<p>Policy SD55: Contaminated Land (&amp; Explanatory text 7.329-7.332)</p> <p><a href="#">NPPF – Chapter 15 (Web Link)</a></p>

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	All applications where the site is within 250m of a current licensed or historic landfill site.	<a href="#">Planning Practice guidance (Web Link)</a> <a href="#">Government Guidance on land affected by contamination (Web Link)</a>
Landscape Appraisal/Study /Relative Tranquillity and Visual Impact assessment Relative Tranquillity/Safeguarding views/Landscape Character  *Landscape & Visual Impact Assessment only required as part of an EIA	All applications for development (including change of use) with the exception of householder applications.	SD4: Landscape Character (& Explanatory text 5.6-5.18) SD6: Safeguarding Views (& Explanatory text 5.35-5.39) SD7: Relative Tranquillity (& Explanatory text 5.40-5.45) SD18: The Open Coast (& Explanatory text 5.160-164) <a href="#">NPPF – Chapters 8, 12, 13, 14 and 15 (Web Link)</a> <a href="#">Planning Practice guidance (Web Link)</a>
Lighting assessment/ Dark Night Skies	All applications which include outdoor lighting  All applications for development outside settlement boundaries other than householder  All applications in the vicinity of a listed building or within a conservation area  All applications at a location where bats and their roosts or other protected species are present  Please note that this list is not exhaustive, and you may be required to submit a lighting assessment during the course of your application	SD8 Dark Night Skies (& Explanatory text 5.46-5.61) <a href="#">Guidance for the Reduction of Obtrusive Light (Web Link)</a> <a href="#">SDNPA Dark Night Skies information (Web Link)</a> <a href="#">SDNPA Dark Night Skies Technical Advice Note (Opens PDF)</a> <a href="#">Bat Conservation Trust – Artificial lighting guidance (Web Link)</a>
Marketing/viability/need assessment	Marketing information will be required for development proposals as set out in Appendix 3 of the SDNPA Local Plan  Marketing, viability and needs assessment information will additionally be required for:  Development proposals that result in the loss of visitor accommodation, attractions and recreation facilities (Policy SD23)  Development proposals for new residential development or rural exception sites where the required provision of	Appendix 3 of the South Downs Local Plan  SD23: Sustainable Tourism (& Explanatory Text 6.54-6.64) SD32: New Agricultural & Forestry Workers Dwellings (& Explanatory text 7.99-7.107)  SD33 Gypsies, Travellers and Travelling Showpeople (& Explanatory text 7.108 – 7.123, and Appendix A – Background paper)  SD35: Employment Land (& Explanatory text 7.141-7.155)

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	<p>affordable housing will not be met (Policies SD28 &amp; SD29) (*Please note, in many cases, this can be included as part of the Affordable Housing Statement)</p> <p>Applications for removal of agricultural/horticultural/forestry occupancy conditions. (Evidence of lack of need as agricultural dwelling and viability or otherwise as affordable dwelling – Policy SD32 (3))</p> <p>Development proposals to meet the Gypsy, Traveller and Travelling Showpeople community (to include assessment and demonstration of local connection – Policy SD33)</p> <p>Change of use applications resulting in loss of employment land (evidence of marketing campaign – Policy SD35)</p> <p>Development resulting in loss of retail (Class A) units (evidence of marketing campaign – Policies SD36, SD37 &amp; SD38)</p> <p>Development that would result in the loss of community facilities (evidence of marketing campaign – Policy SD43)</p>	<p>SD36: Town and Village Centres (&amp; Explanatory text 7.171)</p> <p>SD37: Development in Town and Village Centres (&amp; Explanatory text 7.172-7.176 &amp; Appendix 3)</p> <p>SD38: Shops outside Centres (&amp; Explanatory text 7.177-7.183)</p> <p>SD43: New and Existing Community Facilities (&amp; Explanatory text 7.228-7.235)</p> <p><a href="#">Planning Policy for Traveller Sites (2015) (Web Link)</a></p> <p><a href="#">Caravan Sites and Control of Development Act 1960 (Web Link)</a></p> <p><a href="#">South Downs National Park Employment Land Review 2015 (Opens PDF)</a></p> <p><a href="#">South Downs National Park Authority Employment Land Review 2017 Update (Opens PDF)</a></p> <p><a href="#">South Downs National Park Housing and Economic Development Needs Assessment (2017) (Opens PDF)</a></p> <p><a href="#">South Downs Whole Plan and Affordable Housing Viability Study (BNP Paribas, 2017) (Opens PDF)</a></p>
Noise assessment	All applications for development other than householder likely to generate noise that may raise issues of disturbance by noise and/or reduce tranquillity, including where residential or other noise sensitive uses are proposed adjacent to existing noise sources.	<p>Policy SD7: Relative Tranquillity (&amp; Explanatory text 5.40-5.45)</p> <p>Policy SD54: Pollution and Air Quality (&amp; Explanatory text 7.324-7.328)</p> <p><a href="#">NPPF – Chapters 15 and 17 (Web Link)</a></p> <p><a href="#">Planning Practice Guidance (Web Link)</a></p> <p><a href="#">Planning Noise Advice Document: Sussex (Opens PDF)</a></p>
Open space Assessment	All applications for development where public open space is to be lost or new open space required as part of the development	Policy SD45: Green Infrastructure (& Explanatory text 7.248-7.255)



Information Required	Types of application/development for which the information is required	Submission South Downs Local Plan Policy Reference & links to national policy / guidance
		<p>Policy SD46: Provision and protection of Open Space, Sports and Recreational Facilities and Burial Grounds Cemeteries (&amp; Explanatory text 7.256-7.263)</p> <p>Policy SD47: Local Green Spaces (&amp; Explanatory text 7.264-7.265)</p> <p><a href="#">Open space, sports and recreation facilities, public rights of way and local green space (Web Link)</a></p> <p><a href="#">Local Green Spaces in the South Downs National Park (2017) (Opens PDF)</a></p> <p><a href="#">South Downs National Park Open Spaces, Sports and Recreation – Evidence Study (2014) (Opens PDF)</a></p>
Options Review Assessment	<p>Rural exception sites for affordable housing (SD29) (Statement of site selection process having considered all reasonable options and most suitable available site) (*Please note: in many cases this can be incorporated into the affordable housing statement)</p> <p>Agricultural development (SD39) (Statement demonstrating that available alternative sites, including those outside the Park, have been considered and are unsuitable to meet the need)</p> <p>Infrastructure development (SD42) (Statement evidencing why development is the least environmentally harmful option reasonably available)</p> <p>Telecommunications and utilities development (SD44) (Statement explaining why identified need cannot be met using existing infrastructure or other appropriate structures)(*Please note: in many cases this can be incorporated into the required Telecommunications Statement)</p> <p>Essential buildings ancillary to outdoor sport and recreation, where located outside settlement boundaries</p>	<p>Policy SD29: Rural Exception Sites (&amp; Explanatory text 7.80)</p> <p>Policy SD39: Agriculture and Forestry ( &amp; Explanatory text 7.189)</p> <p>Policy SD42: Infrastructure (&amp; Explanatory text 7.222)</p> <p>Policy SD44: Telecommunications and Utilities Infrastructure (&amp; Explanatory text 7.238-7.239)</p> <p>Policy SD46: Provision and Protection of Open Space, Sport and Recreational Facilities and Burial grounds / Cemeteries (&amp; Explanatory text 7.261)</p>



Information Required	Types of application/development for which the information is required	Submission South Downs Local Plan Policy Reference & links to national policy / guidance
	(SD46)( Statement evidencing a sequential search for sites)	
Playing Field/Sports provision Assessment	All development which would result in a loss of playing fields or impact on existing sports facilities	<p>Policy SD46: Provision and Protection of Open Space, Sport and Recreational Facilities and Burial grounds / Cemeteries (&amp; Explanatory text 7.256-7.262)</p> <p><a href="#">NPPF – Chapters 6 and 8 (Web Link)</a></p> <p><a href="#">Sport England Website &amp; checklist (Web Link)</a></p>
Retail impact assessment	<p>Retail development outside of the defined Market Town and Larger Village Centre boundaries but within settlement policy boundaries where the proposal exceeds 750 sq m floorspace (Market Town) or 500 sq m (Larger Village)</p> <p>Retail development outside of Market Town and Larger Village settlement policy boundaries where the proposal exceeds 150 sq m.</p>	<p>Policy SD38 Shops outside Centres (&amp; Explanatory text 7.177-7.183)</p> <p><a href="#">NPPF – Chapters 7 and 11 (Web Link)</a></p> <p><a href="#">Planning Practice Guidance (Town Centres and retail) (Web link)</a></p> <p><a href="#">Planning Practice Guidance (Housing and Economic land availability) (Web Link)</a></p>
Soils Management Plan	All applications for development where the movement of top and/or subsoils is proposed	<a href="#">NPPF – All development, but specifically refer to Chapter 15 (Web Link)</a>
Surface Water Drainage Strategy	All applications for major development	<p>SD17: Protection of the Water Environment (&amp; Explanatory text 5.146-5.159)</p> <p>SD49: Flood Risk Management (&amp; Explanatory text 7.283-7.292)</p> <p>SD50: Sustainable Drainage Systems (&amp; Explanatory txt 7.293-7.297)</p> <p><a href="#">NPPF – Chapter 14 (Web Link)</a></p> <p><a href="#">Planning Practice guidance (Web Link)</a></p> <p><a href="#">Sustainable drainage systems: non-statutory technical standards (Web Link)</a></p> <p><a href="#">Guide to Sustainable Drainage Systems in East Sussex (Opens PDF)</a></p>

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		<a href="#">BS8582: Code of practice for surface water management for development sites (Web Link)</a> <a href="#">Environment Agency Report SC030219: Rainfall runoff management for developments (Web Link)</a> <a href="#">The SuDS Manual: Ciria C753 (Web Link)</a> <a href="#">SDNPA Level 1 Update and Level 2 Strategic Flood Risk Assessment Report (Amec 2017) (Opens PDF)</a>
Telecommunications Statement	All telecommunications equipment applications	Policy SD44: Telecommunications and Utilities Infrastructure (& Explanatory text 7.236 -7.239) GPDO 2 Part 24 Annex F <a href="#">Code of Practice on Mobile Network Development (2013) (Opens PDF)</a>
Transport assessment/Parking provision assessment	All applications for major development	SD19: Transport and Accessibility (& Explanatory text 6.6-6.13) SD22: Parking Provision (& Explanatory text 6.39-6.47) <a href="#">NPPF – Chapters 6, 9, 13 and 17 (Web Link)</a> <a href="#">NPPG - Planning Practice Guidance (Web Link)</a>
Travel Plan	All applications for major development	SD19: Transport and Accessibility (& Explanatory text 6.6-6.13) SD22: Parking Provision (& Explanatory text 6.39-6.47) <a href="#">NPPF – Chapters 6, 9, 13 and 17 (Web Link)</a> <a href="#">NPPG - Planning Practice Guidance (Web Link)</a>
Tree Survey/ Arboricultural Assessment/Arboricultural Method Statement and Tree Protection Plan	All applications for development affecting trees unless accurate completion of the SDNPA checklist demonstrates no adverse impact on trees	Policy SD11: Trees, Woodlands and Hedgerows (& Explanatory text 5.96-5.102) <a href="#">SDNPA Advice To Homeholders and Their Agents' (Opens PDF)</a> <a href="#">Bat Conservation Trust – Bats and Trees Guidance (Opens PDF)</a> <a href="#">Wild birds: protection and licences (Web Link)</a>
Aerodrome Safeguarding Statement	All applications for wind turbines	Policy SD51: Renewable Energy (& Explanatory text 7.302-7.305)

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		<p>Annex 1, para 5, page 4 And Annex 2, para 15, page 11 of the ODPM/DfT</p> <p><a href="#">Circular 01/2003 'Safeguarding of Aerodromes, Technical Sites &amp; Military Explosives' (Web Link)</a></p> <p><a href="#">Storage Areas : The Town &amp; Country Planning (Safeguarded Aerodromes, Technical Sites &amp; Military Explosives Storage Areas) Direction 2002' (Web Link)</a></p> <p><a href="#">Airport Operators Association (AOA) Advice Note 7 'Wind Turbines &amp; Aviation' (Web Link)</a></p> <p>Advice can also be sought from <a href="mailto:gal.safeguarding@gatwickairport.co.uk">gal.safeguarding@gatwickairport.co.uk</a> (Email Link)</p>
Equestrian management plan	Will depend on extent of Equestrian Development proposed. Smaller development unlikely to require management plan. Please contact the SDNPA for advice.	SD24: Equestrian Uses (& Explanatory text 6.72-6.73)
Strategic Traffic Management Scheme	Applications including new, extended or relocated public/visitor parking	SD22: Parking Provision (& Explanatory text 6.39-6.47)
Ventilation /Extraction equipment report	<p>All applications for A3, A4, A5 and B2 uses</p> <p>Content and extent of the report will depend on the type of equipment being proposed</p>	SD54: Pollution and Air Quality (& Explanatory text 7.324-7.328)