

Hampshire County Council

Planning Application Validation Guidance



January 2018
(Subject to final approval)

Introduction to this validation guidance

Hampshire County Council, as the Local Planning Authority, has a statutory duty to control three categories of development within Hampshire. These are as follows:

- developments relating to mineral workings (extraction, processing etc.) like sand, gravel, clay oil, gas or chalk;
- developments relating to the recycling, recovery, processing or disposal of waste; and
- developments relating to the County Council's own development, including schools, roads, libraries, Country Parks and museums.

Purpose of the Guidance

The purpose of this document is to provide guidance to applicants and agents on the validation requirements of planning applications submitted to Hampshire County Council for consideration. It is intended that the guidance will:

- provide greater certainty to applicants about the type and extent of information required as part of their application at the earliest possible stage;
- enable the County Council to have all the information it needs to determine applications in a considered and timely manner;
- minimise the need to request additional information from the applicant at a later stage thereby making the determination process more efficient; and
- ensure greater consistency in registering and validating applications submitted to County Council.

Why has the Guidance been prepared?

Paragraph 193 of the [National Planning Policy Framework](#) (2012) (NPPF) states that 'local planning authorities should publish a list of their information requirements for applications, which should be proportionate to the nature and scale of development proposals and reviewed on a frequent basis'. To do this, a local list should be prepared by the Local Planning Authority (such as Hampshire County Council) to clarify what information is usually required for applications of a particular type, scale or location.

[National Planning Practice Guidance](#) (Live) provides more guidance on this issue and sets out the requirements for a specified and up-to-date local list of requirements to be published on the local planning authority's website. The guidance also states that this requested information 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.

Statutory tests for this 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](#).

How to use this Guidance

The guidance is split into two sections:

- National Validation requirements; and
- Local Validation requirements.

The national and local lists are presented alphabetically and also provide a useful checklist for applicants to use when preparing planning applications.

All planning applications submitted to the County Council for consideration **MUST** meet the national requirements and applicable local validation requirements. It is advised to discuss exact requirements during pre-application discussions as these can vary from site to site. More information on the County Council's pre application service is available on our [website](#).

Failure to supply the information listed in the guidance in the manner specified will delay validation and consideration of a planning application.

Hampshire County Council will always take a proportionate approach to the information requested in support of planning applications.

Format and number of documents to be submitted

Applicants are encouraged to apply electronically. However, online submission of supporting information may not always be possible. In these circumstances, information can be submitted to the Council in hard copy, or electronically (e.g. on a disc or USB storage device).

All electronic submissions **MUST** follow file size, type and naming conventions of the Planning Portal as relevant.

For electronic applications, a typed signature of the applicant or agent's name is acceptable.

If a planning application is not submitted via the Planning Portal, 1 paper copy of all documents **AND** an electronic copy (PDF) of all documents should be sent via email or on a disc or USB storage device needs to be submitted to the Council.

Requirement for the validation guidance and subsequent review

[National Planning Practice Guidance](#) sets out the requirement for Local Planning Authorities to review the local list at least every 2 years to ensure it is fit for purpose and assists the efficient validation and processing of planning applications.

The guidance is due to be adopted in January 2018 (subject to approval) following a public consultation in October / November 2017. The next review of this guidance is scheduled to take place in 2020.

What happens after the guidance is adopted?

In line with the requirements of the [National Planning Practice Guidance](#), once adopted, the County Council will review its validation guidance (including the local list) within 2 years of adoption.

The validation guidance will be regularly monitored by our Validation Officer following adoption and will be updated if there are any changes to relevant legislation, regulation, or guidance which needs to be reflected between review dates.

Should you have any feedback or questions relating to the validation requirements please contact Service Support on 01962 846746 / planning@hants.gov.uk.

Where can I find out more information on the submission of planning applications to Hampshire County Council?

The County Council has prepared guidance to help applicants prepare planning applications. These documents are available to view on our [website](#).

The Council also has a [Development Management Charter](#) which sets out the type and standards of service that Hampshire County Council aims to provide when undertaking our development management duties.



Validation Guidance

National Validation Requirements

Application Form ☐

When required:

Mandatory for:

- All minerals, waste or county council development planning applications.

What is required?

A completed '1APP' planning application form is required. Forms can be found on the [Planning Portal](#). Exceptions to this are for:

- [Hazardous Substances Consent](#) or the [continuation, modification / removal of conditions](#) associated with a Hazardous Substance Consent;
- [Minerals developments](#) (quarrying, aggregate recycling etc.); and
- [Oil & Gas Developments](#) ([Application Form](#))

The form must be signed and dated.

Further Information and Useful Links:

- [National Planning Policy Framework \(2012\)](#)
- [National Planning Practice Guidance](#)
- [Planning Portal](#)
- The County Council's Guidance on the submission [of Regulation 3 developments](#) and [Minerals and Waste Developments](#)

Design and Access Statement ☐

When required:

Mandatory for:

- Development in a World Heritage Site, Area of Outstanding Natural Beauty or Conservation Area where the development consists of one or more dwellings, or a building with floor space of 100 square metres or more;
- Major development (as defined in Article 2 of the [Town & Country Planning \(Development Management Procedure \(England\) Order 2015](#));
- Listed Building Consent.

Design and Access Statement (cont)

What is required?

Design and Access Statements should be proportional to the complexity of the application.

For Major development/development in a Conservation Area /Areas of Outstanding Natural Beauty:

- (a) Explain the design principles and concepts that have been applied to the proposed development; and
- (b) Demonstrate the steps taken to appraise the context of the proposed development, and how the design of the development takes that context into account.

For Listed Building Consent:

- (a) How the special architectural or historic importance of the building has been taken into account;
- (b) The particular physical features of the building that justify its designation as a listed building; and
- (c) The building's setting

Other issues to consider:

- The context and particular characteristics of the application site and its wider setting - these will be specific to the circumstances of an individual application and a Design and Access Statement should be tailored accordingly.
- The approach to access.
- How relevant [District / Borough Council Local Plan](#) or [Minerals and Waste Plan](#) policies have been taken into account.
- Any consultation undertaken in relation to design & access issues and how the outcome of this consultation has informed the proposed development.

Further Information and Useful Links:

- [National Planning Practice Guidance](#)
- [Planning Portal](#)
- The County Council's Guidance on the submission of [Regulation 3 developments](#) and [Minerals and Waste Developments](#)
- Development Plan: [Hampshire Minerals and Waste Plan \(2013\)](#) – minerals and waste developments only and relevant [District / Borough Council](#) Local Plan



Fee



When required:

Mandatory:

- The correct fee is required for all minerals, waste or county council development planning applications which incur a fee.

What is required?

- Planning applications require a fee.
- The Council must receive the **correct fee** before an application can be validated.

How to make a payment

The Council can only accept payment via cheque or BACS payments currently.

Further Information and Useful Links:

- [National Planning Practice Guidance](#)
- [Statutory Instrument 2012 No. 2920 \(The Town and Country Planning \(Fees for Applications, Deemed Applications, Requests and Site Visits\) \(England\) Regulations 2012\)](#)
- Full details and help with the calculation of fees can be found on the [Planning Portal](#). The Planning Portal's [fee calculator](#) gives the approximate fee for the type of application being submitted

Location Plan



When required:

Mandatory for:

- All minerals, waste or county council development planning applications.

What is required?

An up to date location plan at scale 1:1250 or 1:2500 which must show the following:

- Direction of North.
- Roads and buildings on land surrounding the site to ensure location is clear.
- Application site clearly outlined with a **red** line.
- Any other land owned by the applicant close to or adjoining the site outlined with a **blue** line.

The plan should cover an area large enough to ensure the location can easily be identified.

Further Information and Useful Links:

- [Planning Portal](#)
- [National Planning Practice Guidance](#)

Ownership Certificate and Agricultural Land Declaration

When required?



Mandatory for:

- All minerals, waste or county council development planning applications. An application cannot be considered to be valid unless the relevant certificate(s) has / have been completed.

What is required?

- **Ownership Certificate:** Applicants must fill out details about the ownership of the application site and confirm notice has been served on any other owners (and agricultural tenants). For electronic certificates a typed signature of the applicants name is acceptable.
- **Agricultural Land Declaration:** All agricultural tenants on a site must be notified prior to an application for planning permission being submitted. This is required whether or not the site includes an agricultural holding. Applicants must certify that they have notified any agricultural tenants about their application, or that there are no agricultural tenants on the site. It is incorporated into the ownership certificates on the standard application form.

Further Information and Useful Links:

- [National Planning Practice Guidance](#)
- The forms of notice are set out in [Schedule 2 to the Town and Country Planning \(Development Management Procedure \(England\) \(Order\) 2015](#)
- [Planning Portal](#)

Site Plan



When required:

Mandatory for:

- All minerals, waste or county council development planning applications.

What is required?

A site plan at scale 1:500 or 1: 250/1:200/1:100 is required and must show the following:

- Direction of North.
- The proposed development in relation to the site boundaries and other existing buildings / infrastructure on the site.
- Any trees or Public Rights of Way affected by the development should be shown, together with the proposed access and parking arrangements.
- Any new boundary walls or fencing proposed as part of the development.

It is helpful to identify national and local environmental and conservation designations where relevant.

See also the requirement for elevations (existing and proposed) where relevant.

Further Information and Useful Links:

- [Planning Portal](#)
- [National Planning Practice Guidance](#)
- The County Council's Guidance on the submission [of Regulation 3 developments](#) and [Minerals and Waste Developments](#)



Local Requirements

Agricultural Land Assessment



When required:

Mandatory for:

- Any minerals, waste or county council development planning application which is likely to impact on best or most versatile agricultural land (grades 1, 2 or 3a).

What is required?

Information should include:

- Quality of existing agricultural land;
- Quality of any imported material and how this will benefit / improve the existing condition of the land;
- Measures that will be taken to safeguard soils during stripping, storage and restoration;
- How the agricultural land classification and the quality of any agricultural land lost and a justification for the loss;
- For proposals which impact best and most versatile agricultural land:
 - information will be required on how the land will be improved through the development;
 - the measures which will be taken to protect soils and how the agricultural land classification will be protected or on completion returned to the same agricultural land classification and / improved.

This information may be provided as part of an Environmental Impact Assessment or Planning Statement where applicable.

Further Information and Useful Links:

- [National Planning Policy Framework](#) (paragraph 112) (2012)
- [National Planning Policy Guidance](#)
- The County Council's Guidance on the submission [of Regulation 3 developments](#) and [Minerals and Waste Developments](#)
- Development Plan: [Hampshire Minerals and Waste Plan \(2013\)](#) – minerals and waste developments only and relevant [District / Borough Council](#) Local Plan



Air Quality Assessment



When required:

Mandatory for:

- Any minerals, waste or county council development planning application which is likely to impact on air quality through dust, fumes or significant traffic movements or impact an Air Quality Management Area.

What is required?

- An assessment of impacts on air quality from issues such as dust, odour, transport emissions and bio-aerosols;
- An assessment of other pollutants which may be associated with the proposal (as relevant);
- A Risk Assessment (as applicable).

This information may be provided as part of an Environmental Impact Assessment where applicable. It may also overlap with other assessments e.g. Health Impact Assessments, ecological assessments.

Further Information and Useful Links:

- [National Planning Policy Guidance](#)
- The County Council's Guidance on the submission of [Regulation 3 developments](#) and [Minerals and Waste Developments](#)
- Development Plan: [Hampshire Minerals and Waste Plan \(2013\)](#) – minerals and waste developments only and relevant [District / Borough Council](#) Local Plan



Airport Safeguarding Statement



When required:

Mandatory for:

- Any minerals, waste or county council development planning application which is located within a civil or military safeguarding zone; or
- where a minerals or waste proposal involves features which could be attractive to birds e.g. restoration, landscaping features, water features etc;
- where a proposal includes lighting which may impact aircraft safety.

What is required?

- Information to demonstrate the development will not constitute a hazard to air traffic with or without mitigation measures.

This information may be provided as part of an Environmental Impact Assessment where applicable.

Further Information and Useful Links:

- The County Councils Guidance on the submission of [Regulation 3 developments](#) and [Minerals and Waste Developments](#)
- Development Plan: [Hampshire Minerals and Waste Plan \(2013\)](#) – minerals and waste developments only and relevant [District / Borough Council](#) Local Plan
- [Civil Aviation Authority](#)

Arboricultural Assessment / Tree Survey / Method Statement



When required:

Mandatory for:

- Any minerals, waste or county council development planning application where trees or hedgerows are proposed to be lost or affected by the development.

What is required?

An Arboriculture Impact Assessment including:

- An assessment that evaluates the direct and indirect effects of the proposal including mitigation and compensatory measures where necessary.
- Assessment of potential effects of any tree loss required to implement the development and any potentially damaging activities proposed in the vicinity of retained trees. Impact of the proposals access, working space and provision for the storage of materials should also be taken into account.
- An evaluation of the extent of the impact on existing trees;
 - A tree survey of existing trees;
 - Trees selected for retention and measures for their protection;
 - Tree identified to be removed;
 - Trees to be retained, but pruned;
 - Areas designated for structural landscaping that need to be protected from construction operations;
 - Evaluation of impact of proposed tree losses and compensatory planting required;
 - Method of protecting retained trees (Tree Protection Plan);
 - Issues to be addressed by an Arboricultural Method Statement;
 - Trees protected by a tree preservation order should be identified and details provided.
- Assessment of any implications for protected species within the trees (e.g. nesting birds, bats).
This information may be provided as part of an Environmental Impact Assessment where applicable. Information may also overlap with other assessments e.g. Landscape, Ecology.

Further Information and Useful Links:

- The County Council's Guidance on the submission of [Regulation 3 developments](#) and [Minerals and Waste Developments](#)
- Development Plan: [Hampshire Minerals and Waste Plan \(2013\)](#) – minerals and waste developments only and relevant [District / Borough Council](#) Local Plan
- [National Planning Policy Framework \(2012\)](#) (paragraph 109 to 125)
- [National Planning Policy Guidance](#)
- [Forestry Commission](#)
- Early discussion with the County Arboriculture Officer is recommended

Archaeological Assessment / Heritage Statement



When required:

Mandatory for:

- Listed Building Consent;
- Conservation Areas; or
- Any minerals, waste or county council development planning application where Heritage Assets, archaeological sites or features may be affected by the proposal.

What is required?

- An Assessment should detail:
 - The nature and significance of the identified archaeological resources of the site, in comparison with the nature of the development proposal; and
 - The likely implications for the future survival and management of the resource that arise.
- A Statement should detail:
 - Known and potential archaeology - setting out the significance of all Heritage Assets affected by a proposed development;
 - Assessment of the impact of development; and
 - Mitigation Strategy.
- The statement should be comprehensive, but proportionate to the level of potential harm posed by the development proposal. Loss of, or damage to, any Heritage Asset will need to be justified within a wider context of enhanced understanding of the asset or an offset of greater benefit to the preservation and continued sustainability of heritage features elsewhere within the development.

Assessments and / or statements may be provided as part of an Environmental Impact Assessment where applicable.

Further Information and Useful Links:

- The County Council's Guidance on the submission of [Regulation 3 developments](#) and [Minerals and Waste Developments](#)
- Development Plan: [Hampshire Minerals and Waste Plan \(2013\)](#) – minerals and waste developments only and relevant [District / Borough Council](#) Local Plan
- [National Planning Policy Framework \(2012\)](#) (paragraph 128)
- [National Planning Policy Guidance \(Live\)](#)
- [Hampshire Historic Environment](#)
- Early discussion with the County Archaeologist and/or Historic England (as required) is recommended

Climate Change / Energy / Sustainability Assessment ☐

When required:

Recommended for:

- All proposals which include climate change mitigation or adaption measures; or
- All proposals which include some form of energy generation e.g. energy from waste, renewable energy features.

What is required?

- Details of any climate change mitigation or adaption measures which are included as part of the proposal (as appropriate);
- Details of energy feedstock, capacity and outputs, opportunities and benefits associated with a proposal (as appropriate);
- Assessment of potential impact on water resources and water efficiency (as appropriate).

This information may be provided as part of an Environmental Impact Assessment where applicable. There may also be some overlap with other assessments e.g. hydrological impact assessments.

Further Information and Useful Links:

- [National Planning Policy Framework \(2012\)](#) (paragraphs 93-99)
- The sections on [energy](#) and [climate change](#) in the National Planning Policy Guidance
- Development Plan: [Hampshire Minerals and Waste Plan \(2013\)](#) – minerals and waste developments only and relevant [District / Borough Council](#) Local Plan
- [Biodiversity 2020: A strategy for England's wildlife and ecosystem services](#) (Defra)



Ecological Assessment / Biodiversity Report



When required:

Mandatory for:

- Any minerals, waste or county council development planning application which is likely to affect a local or national designated nature conservation habitat or one which would have impact on a designated protected species;
- Where a building or a roof of a building in a Conservation Area is demolished or replaced;
- Where an agricultural building is due to be converted to another use associated with a county council, minerals or waste development.

What is required?

- Up-to-date information on habitats and links to other habitats, species present or likely to be, likely impacts, mitigation and enhancement opportunities including reference to any Ancient Woodland, hedgerows, priority habitat or species listed in Section 41 of the [Natural Environment and Rural Communities Act 2006](#) on or adjacent to the site and covering all stages of the development (e.g. construction, operation and post operational phases).
- Information on links to any potential impacts on hydrology, flood risk and water resources and links to ecology.
- Information relating to any Biodiversity Opportunity areas that may be impacted by the proposal including assessing if the proposals will result in fragmentation of priority habitats and species within these areas.
- Details of ecological mitigation, compensation and enhancement.
- Biodiversity Mitigation and Enhancement plan (BMEP) (as required) that sets out any impacts arising from the proposed development and identifies mitigation for impacts to priority habitats and species and opportunities for enhancements.

This information may be provided as part of an Environmental Impact Assessment where applicable. Assessments may also overlap with other assessments in this guidance e.g. hydrological, climate change and sustainability. Information collected may also inform a Habitat Regulations Assessment for development that could have an impact on European designated sites. The requirements for this are set out in The Conservation of Habitats and Species Regulations 2017.

Further Information and Useful Links:

- [National Planning Policy Framework \(2012\)](#) (paragraphs 117-119)
- [National Planning Practice Guidance](#)
- The County Council's Guidance on the submission of [Regulation 3 developments](#) and [Minerals and Waste Developments](#)
- [Wildlife and Countryside Act 1981](#)
- [Circular 06/05 Biodiversity and Geological Conservation](#)

Ecological Assessment / Biodiversity Report

Further Information and Useful Links (cont...):

- More information is available [Hampshire Biodiversity Information Centre](#)
- [The Conservation of Habitats and Species Regulations 2017](#)
- Early discussions with the County Ecologist and Natural England are recommended
- Development Plan: [Hampshire Minerals and Waste Plan \(2013\)](#) – minerals and waste developments only and relevant [District / Borough Council](#) Local Plan
- Natural England's information on [protected species and survey requirements](#) and [ancient woodland](#) may also be of use
- [Forestry Commission](#)
- [Natural England](#)
- [Saved Policy NM6 \(Thames Basin Heath Special Protection Area\)](#) of the South East Plan (2009) – relevant to proposals in parts of North Hampshire
- [Biodiversity 2020: A strategy for England's wildlife and ecosystem services](#) (Defra)

Economic Impact Assessment



When required:

Recommended for:

- Any minerals, waste or county council development planning application where there is considered to be a potential economic impact or the potential for economic growth or regeneration benefits.

What is required?

- Information on potential economic impacts, opportunities and benefits associated with the proposed development; and
- Details of any associated community benefits (where relevant).

Information on economic impacts may be provided as part of an Environmental Impact Assessment where applicable.

Further Information and Useful Links:

- [National Planning Policy Framework \(2012\)](#) (paragraphs 17-22, 28)
- Development Plan: [Hampshire Minerals and Waste Plan \(2013\)](#) – minerals and waste developments only and relevant [District / Borough Council](#) Local Plan

Elevations (Existing / Proposed)



When required:

Mandatory for:

- Any minerals, waste or county council development planning application which involves the construction, alterations or extension of built infrastructure.

What is required?

- Scale of 1:100 or 1:50 required.
- Drawings that clearly show the appearance of any existing building.
- All plans must clearly and consistently show existing and proposed work.
- Proposed elevations should show any elevations that would be created or altered by the development. These should include proposed building materials and the style and materials of windows and doors. Where new developments are proposed, plans should show the relationship of the new building to neighbouring buildings.
- Plans must have:
 - Scale bar;
 - North point;
 - Original paper size; and
 - Key dimensions e.g. distance of the development from the boundaries of the site and size of the building.

Environmental Statement



When required:

Mandatory for:

- All minerals, waste or county council development planning application which meets Schedule 1 and or parts of Schedule 2 as defined by the [Town and Country Planning \(Environmental Impact Assessment \(England & Wales\) Regulations\) 1999](#).

What is required?

- Full Environmental Statement which meets the provisions of the [Town and Country Planning \(Environmental Impact Assessment \(England & Wales\) Regulations\) 1999](#). This may include assessment of a number of issues identified in this document.
- If an Environmental Impact Assessment is not required, the Council as Local Planning Authority may still require environmental information to be provided.

Many of the issues covered by the Environmental Statement may be covered by other assessments documented in this section of the guidance e.g. climate change, hydrological assessment.

Further Information and Useful Links:

- [Town and Country Planning \(Environmental Impact Assessment \(England & Wales\) Regulations\) 2017](#)
- [National Planning Policy Guidance \(Live\)](#)
- The County Council's Guidance on the submission of [Regulation 3 developments](#) and [Minerals and Waste Developments](#)

Flood Risk Assessment



When required:

Mandatory for:

- Any minerals, waste or county council development planning application which is 1 hectare or greater in size and located in Flood Zone 1.
- All new minerals, waste or county council development planning applications which are located in Flood Zone 2 and 3.

Recommended for proposals where:

- There is a known land drainage problem on the site;
- Development involves the erection of new building / infrastructure of a proposed extension;
- Development involves land raising;
- Development involves the creation or extension of hard surfacing.

What is required?

Proportionate assessment to:

- establish the impact of the proposed development on the floodplain;
- establish the level of risk of all forms of flooding to and from the development;
- demonstrate how these flood risks will be managed;
- consider the possible impacts of climate change;
- identify opportunities to reduce the probability and consequences of flooding, including the sequential testing of alternative sites, an exceptions test for the type of development proposed, plus any mitigation measures and emergency evacuation procedures necessary.

This information may be provided as part of an Environmental Impact Assessment where applicable. The assessment may overlap with other assessments e.g. climate change and sustainability, ecology etc.

Further Information and Useful Links:

- More information is available on the [Environment Agency Website](#) including standard advice on Flood Risk Assessments
- The County Council's Guidance on the submission of [Regulation 3 developments](#) and [Minerals and Waste Developments](#)
- Development Plan: [Hampshire Minerals and Waste Plan \(2013\)](#) – minerals and waste developments only and relevant [District / Borough Council](#) Local Plan
- [National Planning Policy Framework \(2012\)](#) (paragraphs 93-108)
- [National Planning Practice Guidance](#) (Flood Risk / coastal change)
- [Partnership for Urban South Hampshire \(PUSH\) Integrated Water Management Strategy](#)



Green Belt Assessment



When required:

Mandatory for:

- Any minerals, waste or county council development planning application which lies within the South West Hampshire Green Belt and the proposal would be for development other than mineral extraction and primary treatment of minerals.

What is required?

- The study should demonstrate what factors amount to very special circumstances that might outweigh the harm.
- Alternative site assessment to demonstrate why the proposal cannot be sited outside the Green Belt.

This information may be provided as part of an Environmental Impact Assessment where applicable.

Further Information and Useful Links:

- Development Plan: [Hampshire Minerals and Waste Plan \(2013\)](#) – minerals and waste developments only and relevant [District / Borough Council](#) Local Plan
- [National Planning Policy Framework \(2012\)](#) (paragraphs 79-92)
- [National Planning Practice Guidance](#)



Health Impact Assessment



When required:

Recommended for:

- Any minerals, waste or county council development which could have an impact on human health.

What is required?

- Information on how a proposal may affect, directly or indirectly, people's health.
- Assessment should cover the potential positive and negative impacts on health issues.
- Assess possible significant health effects, which could be affected by development and associated mitigation measures.
- May include information on benefits of a proposal.

This information may be provided as part of an Environmental Impact Assessment or may be connected to other assessments submitted as part of the planning application e.g. air quality, noise, transport etc.

Further Information and Useful Links:

- The County Council's Guidance on the submission of [Regulation 3 developments](#) and [Minerals and Waste Developments](#)
- [National Planning Policy Framework \(2012\)](#) (paragraph 120)
- [World Health Organisation](#)
- [Hampshire Public Health](#)

Hydrological / Hydrogeological Assessment



When required:

Mandatory for:

- Certain landfill proposals and mineral winning and working, as discussed with the Strategic Planning Team;
- Proposals for de-watering or landfilling;
- Proposals for mineral development.

What is required?

- The report should consider:
 - how the water table and any underground aquifers would be affected by the development;
 - Pre and post drainage flows, connection points, piling method statements and drainage strategy (as required);
 - Information on connection points (as required);
 - Information on piling method statements (as required);
 - A drainage strategy (as required);
 - Information on any Sustainable Drainage Systems proposed (as appropriate); and
 - Any subsequent effects on matters such as salinity, the water level and the flow of water in nearby water bodies.

This information may be provided as part of an Environmental Impact Assessment and may also overlap with other assessments set out in this section of the guidance.

Further Information and Useful Links:

- The County Council's Guidance on the submission of [Regulation 3 developments](#) and [Minerals and Waste Developments](#)
- [British Geological Survey](#)
- [National Planning Policy Framework \(2012\)](#) (paragraph 144).
- [National Planning Practice Guidance](#) including a section on [water quality](#)
- We encourage early discussions with the relevant water company, the [Environment Agency](#) and the [Lead Local Flood Authority](#) (as appropriate) in advance of applications being submitted
- [Partnership for Urban South Hampshire \(PUSH\) Integrated Water Management Strategy](#)

Land Contamination Assessment



When required:

Mandatory for:

- Proposals where previous uses of the site, or adjacent land, could have caused contamination.

What is required?

- Investigation of potential pollutants and how any contamination would be addressed.
- Where contamination is known or suspected a Phase 1 preliminary risk assessment with a conceptual model identifying pollutant sources, pathways and receptors plus mitigation measures will be required.
- If Phase 1 assessment cannot demonstrate effective and viable remedial solutions and it cannot be demonstrated robustly that there is no contamination source present on site, a Phase 2 intrusive ground investigation is likely to be required.

This information may be provided as part of an Environmental Impact Assessment.

Further Information and Useful Links:

- Early discussions with the County Council, District Council Land Contamination Officer and the [Environment Agency](#) are recommended
- [National Planning Policy Framework \(2012\)](#) (paragraphs 56, 120-121)
- [National Planning Practice Guidance](#)
- DEFRA and the Environment Agency's 'Model Procedures for the Management of Land Contamination, CLR 11'
- BS10175:2011
- Contaminated land risk assessment. A guide to good practice; CIRIA C552

Landscaping and Visual Impact Scheme



Mandatory for:

- All minerals, waste or county council planning applications that are within or may impact one of Hampshire's National Parks or Areas of Outstanding Natural Beauty;
- All planning applications that could have a significant effect on the landscape, historic landscapes or significant landscape features, ancient woodland, treescapes or habitats;
- All major minerals, waste or county council developments;
- Any minor minerals, waste or county council developments unless the Design and Access Statement demonstrates it is not necessary or relevant to the site or development.

What is required?

- Assessment of the potential effects of development on the landscape or townscape should include special reference to any landscape, or townscape character assessments or any landscape or nature conservation designations, ancient woodland, treescapes, Listed Buildings, Conservation Areas, Historic Parks and Gardens, or Ancient Monuments.
- Applicants should demonstrate how landscape or townscape character and visual sensitivity has been taken in to account from initial consideration, and how the development has been integrated into the landscape by location, layout and design. The assessment should help determine whether further details or mitigation measures in the form of a landscape scheme or other compensation will be required.
- Schematic plans with details of hard and soft landscaping including proposals for long term maintenance and landscape management (usually 25 year period).
- Where planting is proposed the application should include details of species, planting densities, age and size of specimens at planting, notes on cultivation, timing of planting, and protection measures.
- Other information that should be provided:
 - Proposed finished ground levels or contours; sections;
 - A soil management strategy if significant earthworks are required;
 - Means of enclosure; fences and boundary treatments;
 - Hard surfacing materials;
 - Extent and provision of all construction operations, including site compounds, temporary haul roads or access points;
 - Construction Method Statement;
 - Access and Car parking layouts;
 - Services;
 - Implementation timetables
- A Scheme should include a plan and a description of each habitat or landscape type and notes on each related annual operation, a matrix indicating timing of annual operations, and responsibilities and timescales

Landscaping Scheme (cont)

This information may be provided as part of an Environmental Impact Assessment. There may also be some overlap with other assessments documented in this section of the guidance e.g. Arboriculture.

Further Information and Useful Links:

- The County Council's Guidance on the submission of [Regulation 3 developments](#) and [Minerals and Waste Developments](#)
- Development Plan: [Hampshire Minerals and Waste Plan \(2013\)](#) – minerals and waste developments only and relevant [District / Borough Council](#) Local Plan
- [National Planning Policy Framework \(2012\)](#) (paragraphs 109, 116)
- [National Planning Practice Guidance](#)
- The [Hampshire Landscape Character Assessment](#), [Guidelines for landscape and visual impact assessment](#) and relevant Areas of Outstanding Management Plans
- Early engagement with the County Council [Landscape team](#) is recommended

Lighting Assessment



When required:

Mandatory for:

- All minerals waste and County Council proposals which involve any external lighting, including temporary construction and security lighting.
- All proposals involving large areas of lighting e.g. car parking, sports and recreational pitches.
- All proposals which involve direct floodlighting of buildings and structures.
- Proposals likely to have an impact on a listed building, Conservation Area, Area of Outstanding Natural Beauty or one of Hampshire's National Parks.

What is required?

- An assessment providing full details of any external lighting including details of the number, type and height of any lighting, location and intensity of the installation, spill patterns, the proposed hours of use and mitigation measures.

Further Information and Useful Links:

- The County Council's Guidance on the submission of [Regulation 3 developments](#) and [Minerals and Waste Developments](#)
- Development Plan: [Hampshire Minerals and Waste Plan \(2013\)](#) – minerals and waste developments only and relevant [District / Borough Council](#) Local Plan
- [National Planning Policy Framework \(2012\)](#) (paragraphs 56-68)
- [National Planning Practice Guidance](#)
- [Guidance notes for the reduction of obtrusive light \(2011\)](#)

Minerals Resource Assessment / Borehole / Trial Pit



When required:

Mandatory (information on void / capacity / projected throughput) for:

- All mineral extraction, processing or mineral recycling proposals.

Recommended (borehole and trial pit information) for:

- All mineral extraction proposals.

What is required?

Void / capacity / projected throughput:

- Information on estimated viable mineral resource, type of mineral, likely yearly tonnages to be extracted / processed.

Borehole / trial pit:

- Information on the outcomes of borehole and trial pit testing and the quality of the mineral resource;
- Relevant geological information.

Further Information and Useful Links:

- More information on boreholes and trial pit work is available in the [Minerals and Waste Safeguarding in Hampshire SPD](#)
- [British Geological Survey](#)

Noise Impact Assessment



When required:

Mandatory for:

- Any major development where it is likely to generate associated noise or activity in noise sensitive areas e.g. from road, traffic, railway, industrial and commercial activities, recreational and sporting activities, educational activities, mineral extraction activity or waste management sites.
- Where the development is likely to affect sensitive land uses such as dwelling, school, or care-home.
- Where the development involves the use of mobile site plant, processing plant or machinery such as a crusher, screener, conveyor, or trammel.
- Where the development involves engineering activities such as earth moving, bund creation or soil stripping.
- Where the development is likely to affect a designated (international, national or local) Nature Conservation or Geological site.
- Where the development is to be located within or adjacent to one of Hampshire's National Parks or Areas of Outstanding Natural Beauty.

What is required?

- The existing noise and climate should be established, normally by measurement, and the impact of the proposed development assessment from the noise viewpoint using prediction and measurement techniques as appropriate for any potential noise sensitive development in the locality. If mitigation measures are proposed the impact of noise on sensitive locations should be assessed following implementation of the proposed mitigation measures.

This information may be provided as part of an Environmental Impact Assessment where applicable. The information may also overlap with other assessment's documented in this section of the guidance e.g. health, ecology.

Further Information and Useful Links:

- The County Council's Guidance on the submission [of Regulation 3 developments](#) and [Minerals and Waste Developments](#)
- Development Plan: [Hampshire Minerals and Waste Plan \(2013\)](#) – minerals and waste developments only and relevant [District / Borough Council](#) Local Plan
- [National Planning Policy Framework \(2012\)](#) (paragraphs 123)
- [National Planning Practice Guidance](#)
- Early engagement with the relevant District Environmental Health Officer is recommended



Open Space / Playing Field Assessment ☐

When required:

Mandatory for:

- Any minerals, waste or County Council development which would result in the loss of open space or playing pitch land.

What is required?

- Assessment of open space / playing fields lost directly, indirectly as a result of minerals, waste or county council developments;
- Assessment of the visual amenity / recreational value of the open space / playing fields;
- Information / plans showing proposed pitch layout (if relevant);
- Measures proposed to replace or compensate for such impacts as well as the identification of any associated opportunities or benefits.

Further Information and Useful Links:

- The County Council's Guidance on the submission of [Regulation 3 developments](#) and [Minerals and Waste Developments](#)
- Development Plan: Relevant [District / Borough Council](#) Local Plan
- [National Planning Policy Framework \(2012\)](#) (paragraphs 69-78)
- [National Planning Practice Guidance](#).
- We recommend early engagement with Sports England in the event that a proposal may impact playing fields or other sporting facilities

Photos / Photo Montages ☐

When required:

Mandatory for:

- Listed Building Consent;
- Development in/adjacent to a Conservation Area, Area of Outstanding Natural Beauty or one of Hampshire's National Parks.

Recommended for:

- All other proposals which may benefit from photos or montages to demonstrate the proposal and any associated impacts / benefits.

What is required?

- Strongly advised as part of Design and Access Statement.
- Images of the proposal or site and surroundings.



Planning Statement



When required:

Mandatory for

- All minerals, waste or county council planning applications.

What is required?

The Planning Statement should set out context and justification for the development and include:

- A description of the proposed development including proposed activities / development, phases etc.
- A description of site including information on:
 - access;
 - existing and proposed layout, information on buildings, proposed materials and boundary treatment (e.g. height, location and specification of screen bunds and fencing);
 - existing uses;
 - existing on-site and surrounding features and international, national or local designations e.g. landscape, ecological, historical, location of any best and most versatile agricultural land, airport safeguarding, built features or other uses that may be a constraint, site allocations, other physical constraints e.g. nearby housing;
 - any environmental impacts of the proposed development.
- How relevant [District / Borough Council Local Plan](#) or [Minerals and Waste Plan](#) policies have been taken into account;
- Reference to the relevant national, [District / Borough Council Local Plan](#) and / or [Minerals and Waste Plan](#) and other guidance, and an assessment as to how the proposal is in accordance with these.
- Reference to why the applicant considers there is a valid need for the development when the justification and need of a proposal is considered to be a material planning consideration. *For minerals proposals* this should include information on existing demand, projected future demand, anticipated annual tonnage for the proposal and how the proposal would contribute towards the landbank.
- *For minerals and landfill proposals:*
 - Information on the geology and topography of the site identifying where relevant land stability, water table levels, ground conditions including surface water drainage, and any geological or geomorphological features adjacent to the site. Topographical information should provide spot heights and contours for the application site and surrounding area.
 - Information on proposed restoration and aftercare of the site.

Planning Statement (cont)

- For proposals which impact best and most versatile agricultural land:
 - information will be required on how the land will be improved through the development;
 - the measures which will be taken to protect soils and how the agricultural land classification will be protected or on completion returned to the same agricultural land classification and / improved.
- *For proposals which impact airport safeguarding:*
 - information will be required to show how the development will not constitute a hazards to air traffic, with or without any mitigation proposed.
- *For variations of conditions/minor material amendments:*
 - include a summary of the changes proposed and why these are required;
- Any details of pre-application discussions and wider consultation with the local community, statutory consultees and other interested parties;
- the links and interactions between the issues covered, stating clearly which recommendations are being taking forward (providing the detail of implementation);
- A summary of the conclusions and recommendations of reports and research contained as part of the application documentation.

The Planning Statement can be encompassed within the Design and Access Statement if applicable.

Further Information and Useful Links:

- The County Councils Guidance on the submission of [Regulation 3 developments](#) and [Minerals and Waste Developments](#)

Planning Obligations – Draft Head(s) of Terms

When required:

Recommended for:

- For all minerals or waste proposals that require the completion of a legal agreement or where one is being offered, including those where the Council has given written confirmation in pre-application discussions that an agreement will be required.

What is required?

- Draft Heads of Terms covering the relevant areas.
- Where off site contribution is required and where Local Plan policies give details of likely Section 106 requirements.

Further Information and Useful Links:

- The County Councils Guidance on the submission of [Regulation 3 developments](#) and [Minerals and Waste Developments](#)
- Early discussion with the case planning or legal officer is recommended

Plans (Other)



Existing Site Sections / levels

Mandatory for:

- All minerals, waste or county council developments where built infrastructure is proposed when a change in level is proposed.

Recommended for:

- All minerals, waste or county council developments where built infrastructure is proposed.

What is required?

In all cases where a proposal involves a change in ground levels or is on a sloping site.

All of the plans must clearly and consistently show existing and proposed work.

Plans must also have:

- Scale bar;
- north point;
- original paper size; and
- key dimensions (distance of the development from the boundaries of the site and size of the building).

Further Information and Useful Links:

- The County Council's Guidance on the submission of [Regulation 3 developments](#) and [Minerals and Waste Developments](#)



Phasing / Method of Operations



When required:

Mandatory for:

- All mineral extraction proposals;
- All landfilling proposals.

Recommended for:

- All other minerals, waste or county council developments where the development will take place in a phased nature.

What is required?

- Information / plans relating to the phasing of the operations
- Information / details relating to the methods of proposed operations throughout the life of the development.

Further Information and Useful Links:

- The County Councils Guidance on the submission of [Minerals and Waste Developments](#)
- Development Plan: [Hampshire Minerals and Waste Plan \(2013\)](#) – minerals and waste developments only



Public Rights of Way / Public Access Assessment ☐

When required:

Mandatory for:

- Any minerals, waste or county council planning application where there may be a potential impact on a right of way, nature reserve or country park located on or in proximity to a site.

What is required?

Public Rights of Way:

- Assessment of any public Rights of Way directly or indirectly lost / affected by a minerals, waste or county council proposals;
- The identification of any opportunities to improve facilities for users inside and outside of the site boundary.

Public access (Nature Reserves and Country Parks):

- Information related to potential impacts on nature reserves or country parks managed by the County Council and how these will be managed and mitigated;
- Identify opportunities to improve the site or its access for the benefit of users.

Further Information and Useful Links:

- The County Councils Guidance on the submission [of Regulation 3 developments](#) and [Minerals and Waste Developments](#)
- Development Plan: [Hampshire Minerals and Waste Plan \(2013\)](#) – minerals and waste developments only and relevant [District / Borough Council](#) Local Plan
- [National Planning Policy Framework \(2012\)](#) (paragraphs 69-78)
- [National Planning Practice Guidance](#)
- [Hampshire County Council website](#) information on the Rights of Way network
- [Hampshire Countryside Access Plan 2015-2028](#)
- Planning and Development Guidance for Public Rights of Way And Countryside Sites in Hampshire (Emerging) – contact Rights of Way team for more information
- Early discussion with Hampshire County Council's Countryside team is recommended

Restoration / Aftercare Scheme



When required:

Mandatory for:

- All mineral extraction proposals;
- All landfilling proposals; and
- All other minerals or waste proposals where restoration of the site will be required.

What is required?

- A statement of setting out the restoration, aftercare and management of the land following cessation of operations.

Restoration

- Information to demonstrate that the site can be reclaimed satisfactorily including:
 - Total volume and type of fill material (if required) to restore the site alongside filling rates;
 - Phasing of restoration and if it shall be progressive including phasing plans to demonstrate this;
 - Whether the importation of additional soils is required, if so the volume (including sub and top soil depths) and the methods of importing additional soils and cultivation;
 - Final levels and contours of the restored area and its relationship to surrounding land;
 - Drainage of the restored area to include grading to promote natural drainage, surface water catchment, proposed field drains, ditches, culverts, sumps and watercourses, direction of flow and site drainage plan and erosion control measures;
 - Proposals for the removal of buildings, plant, equipment, roads and hardstandings;
 - Proposed cultivation techniques, cropping and grazing;
 - Landscape and planting details.

Aftercare

- Information on what the aftercare period will be.
- If a combined afteruse is proposed, the area to be restored to each afteruse should be shown on plans and each area given in hectares.
- Details of whether a Management Plan would be entered into i.e. if the aftercare period is beyond 5 years.

Enhancement

- Details on what enhancement measures and positive contribution the site makes to biodiversity can be provided on other land within the applicant's control.
- Details of interim measures that can take place whilst awaiting final restoration.

Restoration / Aftercare Scheme (cont)

This information may be provided as part of an Environmental Impact Assessment where applicable as well as other assessments e.g. phasing, soil assessment.

Further Information and Useful Links:

- [National Planning Policy Framework \(2012\)](#) (paragraph 144)
- [National Planning Practice Guidance](#)
- The County Council's Guidance on the submission [Minerals and Waste Developments](#)
- Development Plan: [Hampshire Minerals and Waste Plan \(2013\)](#)

School Travel Plan



When required:

Mandatory for:

- All Regulation 3 school developments which result in an increase in pupil numbers.

What is required?

- A strategy for managing access to a school, reducing the impacts of car travel, encouraging the greater use of public transport, cycling, use of scooter, walking and car sharing.
- Information on sustainable travel objectives and targets the school must commit to and the measures associated with these (e.g. sustainable site design, car sharing incentives etc).
- Details on how the School Travel Plan will be kept under review and monitored.

Further Information and Useful Links:

- [National Planning Policy Framework \(2012\)](#) (paragraphs 29-41)
- [National Planning Practice Guidance](#)
- The County Councils Guidance on the submission of [Regulation 3 developments](#)
- Development Plan: Relevant [District / Borough Council](#) Local Plan
- Early engagement with the Highway Authority is recommended

Statement of Community Engagement



When required:

Recommended for:

- All major waste management, minerals or County Council proposals;
- All other developments which are likely to generate significant public interest.

What is required?

- Information on how the developer has engaged with the local community or carried out pre-application consultation as advised in the adopted [Hampshire Statement of Community Involvement](#)

Further Information and Useful Links:

- [Hampshire Statement of Community Involvement](#)

Structural Survey



When required:

Mandatory for:

- Listed Building Consents where proposed works could significantly affect historic fabric of a building; and
- Development which involves a building with known structural problems / issues.

Recommended for:

- All proposals which involved the conversion of an existing building;
- All proposals which involve substantial demolition.

What is required?

- Appraisal of structural stability prepared by an expert and covering the condition of the building, whether it is capable of accommodation the proposed works

Further Information and Useful Links:

- [National Planning Practice Guidance](#)

Transport Statement/Assessment & Travel Plan ☐

When required:

Mandatory for:

- All major minerals, waste or county council developments where a proposal would lead to significant transport implications, as set out in [Department for Transport's Guidance](#).

Recommended for:

- All other minerals, waste or county council proposals which result in the use of the highway.

What is required?

- Information on:
 - An analysis of the impact of the development on all transport modes;
 - existing and proposed access arrangements (including the width of the access, visibility splays);
 - mode of transport and type of traffic to be generated e.g. Heavy Goods Vehicles);
 - likely average and maximum daily vehicle movements generated by the proposed development, against baseline of existing movements;
 - details of how the vehicle movements would be spread over the working day with any peak periods;
 - details of the parking of vehicles on site (during construction / during operations);
 - any details of programme of works;
 - specifications for lorry parking and turning on site;
 - summary of the routes to be used by the application site;
 - any potential impacts on landscape or nature conservation designations;
 - information on proposed measures to improve access by public transport, walking, cycling; and
 - proposed mitigation measures and demonstration of their adequacy.

A Transport Assessment may be provided as part of an Environmental Impact Assessment where applicable.

A Travel Plan should include measures proposed to encourage sustainable transport.

Further Information and Useful Links:

- [National Planning Policy Framework \(2012\)](#) (paragraphs 29-41).
- [National Planning Practice Guidance](#).
- More information is available on [DCLG](#) and [DfT](#) websites.



Further Information and Useful Links:

- The County Council's Guidance on the submission of [Regulation 3 developments](#) and [Minerals and Waste Developments](#)
- Development Plan: [Hampshire Minerals and Waste Plan \(2013\)](#) – minerals and waste developments only and relevant [District / Borough Council](#) Local Plan
- Early engagement with the [Highway Authority](#) is recommended
- Hampshire Transport for Schools Planning Applications Guidance (available upon request from the Highway Authority)

Waste Capacity / Void / Throughput Assessment



When required:

Mandatory for:

- For all waste proposals.

What is required?

- Information on type of waste, estimated waste capacity, void and throughput (yearly tonnages to be processed) associated with a waste.

Further Information and Useful Links:

- [National Planning Policy Framework for Waste \(2015\)](#)
- [National Planning Practice Guidance](#)

This document can be made available in large print, on audio media, in Braille or in some other languages.

For further information, please contact Strategic Planning:

Telephone: 0300 555 1389 (HantsDirect)

Email: planning@hants.gov.uk

Write to:
Strategic Planning
Economy, Transport & Environment Department
Hampshire County Council
Floor 1, Elizabeth II Court West
Winchester
SO23 8UD

Internet: www.hants.gov.uk/mineralsandwaste
