

West Sussex County Council Local List for the Validation of Planning Applications (June 2021)

Introduction

The National Planning Policy Framework (June 2019) (NPPF) requires local planning authorities to publish a 'local list' setting out their information requirements for planning applications; that is, the information required for the submission of a valid planning application.

The following Local List, which must be reviewed at least every two years, accords with national planning guidance, which states that the information requested via the local list must be:

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

In preparing the Local List, account has been taken of the advice set out in:

- [Planning Practice Guidance on Making an Application](#) and
- [Town and Country Planning \(Development Management Procedure\) Order 2015](#).

The National List

This Local List should be read alongside the [National List](#), which sets the minimum requirements for all applications including a location plan, a site boundary plan, plans and information sufficient to describe the development, an application fee, and a completed application form. A summary is set out in 'Table 1: National Validation Requirements'.

Applications dealt with by the County Council

The County Council only deals with minerals and waste applications, and applications for development by the County Council itself. It does not deal with other types of application such as household, commercial, or residential development.

It also does not deal with applications within the South Downs National Park. These should be submitted directly to the [South Downs National Park Authority](#).

Types of Application

There are a number of different types of application, of which the most common are Full Planning Applications, Outline Planning Applications, Reserved Matters Applications, Variation of Condition Applications and Discharge of Condition Applications. If you are uncertain about the type of application to submit, please contact us and we will advise you on the correct application type for your proposal.

Please note that in the relation to Variation of Condition Applications, these cannot be submitted where the variation sought would amend or contradict the

description of the development permitted in an existing planning permission. Such applications will not be accepted as valid, and you will be advised of the need to submit a new Full Application.

Number of Copies

Where possible, planning applications should be submitted electronically via the [Planning Portal](#). Please submit files in PDF format, named appropriately and informatively for uploading directly to the planning website (e.g. "Site Location Plan – Ref Dwg 01").

If in hard copy, three hard copies of each document (including plans, reports, and forms) should be submitted, unless otherwise agreed with the County Council. Please note that if submissions are in hard copy, the County Council will also need an electronic copy of submission documents in PDF format.

Additional copies may also be required for Environmental Impact Assessment (EIA) development. This should be discussed with the County Council prior to submission.

Environmental Impact Assessment (EIA) Development

The content of EIA applications is not considered in detail in this document as this is covered by separate [legislation](#). Considerations relating to EIA development are set out in the [Planning Practice Guidance: Environmental Impact Assessment](#).

If you are unsure if your development would be considered EIA development or will require screening/scoping, please contact the County Council prior to submission. Please note that EIA development is subject to additional information requirements.

Pre-Application Advice

The County Council can provide various levels of [pre-application advice](#) to help inform the preparation of planning applications.

Table 1: National Validation Requirements

Document	When Required	What Is Required	Drivers/Further Information
Completed Application Form	All applications.	<p>Completed standard application form (1APP) for most applications other than for development including:</p> <ul style="list-style-type: none"> ❖ Oil and Gas Development; ❖ Non-Material Amendments; and ❖ Prior Approvals. <p>For these developments, paper forms can be printed from the Planning Portal.</p> <p>Planning applications for mineral extraction sites and associated waste related development may be submitted in hard copy by post using the County Council's own minerals planning application form which is available on our website.</p>	Article 7 of the Town and Country Planning (Development Management Procedure) (England) Order 2015.
Plans and Drawings	All applications.	<ul style="list-style-type: none"> ❖ Drawn to an identified and appropriate scale. ❖ Linear scale bar is useful. ❖ Plans must show north. 	Planning Policy Guidance: Making an Application.
Site Location Plan	All applications.	<ul style="list-style-type: none"> ❖ Based on an up-to-date map. ❖ At 1:1250 or 1:2500 scale (typically). ❖ Identify at least two named roads and include all the roads/buildings adjoining the site. 	Planning Policy Guidance: Making an Application.
Site Boundary Plan	All applications.	<ul style="list-style-type: none"> ❖ Application site – edged in red, including all land necessary to carry out the proposed development (e.g. land required for access from a public highway, visibility splays, landscaping, car parking, open areas). ❖ Blue line around land in applicant's ownership close to/adjoining site. ❖ For minerals applications involving underground working (including oil and gas), the site boundary should include the extent of the underground works (or as a minimum, an indicative zone of deviation). 	Planning Policy Guidance: Making an Application.
Design and Access Statement	<p>Applications for:</p> <ul style="list-style-type: none"> ❖ Development in a conservation area consisting of 1 or more dwellings; or floor space of 100m² or more; ❖ Listed building consent; and ❖ 'Major development' except <ul style="list-style-type: none"> ➢ waste development; ➢ engineering or mining operations (including minerals); ➢ material change of use; ➢ amendments to conditions (S73 applications). 	<p>A Design and Access Statement: a report setting out:</p> <ul style="list-style-type: none"> ❖ the design principles and concepts and steps taken to appraise and account for the development context; ❖ the approach taken to accessing the development; and ❖ the community engagement undertaken relating to access to the development and what account has been taken of the outcome. 	Article 9 of The Town and Country Planning (Development Management Procedure) (England) Order 2015.

Document	When Required	What Is Required	Drivers/Further Information
Ownership Certificate/ Article 13 Notice	All applications.	<ul style="list-style-type: none"> ❖ Completed notices (found at the end of the planning application forms or in legislation). ❖ 'Owner': anyone with a freehold interest or leasehold interest the unexpired term of which is not less than 7 years. ❖ Certificate A: sole ownership, no agricultural tenants. ❖ Certificate B: shared ownership, all other owners/tenants known. ❖ Certificate C: shared ownership, some owners/tenants known. ❖ Certificate D: shared ownership, no other owners/tenants known. Completed notice with details of ownership of application, confirming that appropriate notice served 21 days prior to submission (if required). ❖ Article 15 Notice: For Minerals Applications, notice must be served on owners, and a site notice erected for at least 7 days, including reference to where plans can be viewed. The notice must be in the form set out in Schedule 2 of Statutory Instrument 595 in 2015. 	Planning Policy Guidance: Making an Application. Article 13 of The Town and Country Planning (Development Management Procedure) (England) Order 2015.
Application Fee	All applications (where a fee is payable).	Details of which fee is applicable (and, where applicable, which exemptions can apply) can be found on the Planning Portal's fee calculator .	The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 and The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) (Amendment) Regulations 2017 .

Table 2: Local Validation Requirements

The following sets out the local validation requirements – the information that may be required in support of different types of planning applications in West Sussex (outside the South Downs National Park). Further guidance is provided for different types of applications below.

Please note: Where the final details of a proposal are yet to be finalised (such as dimensions of oil rigs/wind turbines, length of construction works, noise from plant), the 'worst case scenario' should be used for submitted information (the '[Rochdale Envelope](#)' approach).

Document	When Required	What Is Required	Drivers/Further Information
Drawings/Plans/Sections	All applications.	<ul style="list-style-type: none"> ❖ Drawings/plans at an appropriate identified metric scale, with a north point. 	Planning Policy Guidance: Making an Application.
Elevations	All applications proposing new or altered buildings.	<ul style="list-style-type: none"> ❖ All sides of the proposed/affected building including all openings. ❖ Existing and proposed elevations (where relevant). 	Planning Policy Guidance: Making an Application.
Site Layout Plans	All applications.	<p>Sufficient information to identify the development including:</p> <ul style="list-style-type: none"> ❖ the layout and extent of the proposed development in relation to site boundaries and existing buildings on site; ❖ existing buildings, roads, and footpaths (including public rights of way) on and adjoining the site; ❖ proposed buildings (including details of appearance – colour, materials, etc); ❖ trees and vegetation on and adjoining the site; ❖ the extent and type of existing and proposed hard surfacing including access and internal roads; and ❖ any proposed boundary treatment including walls, fencing, and planting. <p>For schools:</p> <ul style="list-style-type: none"> ❖ the location of playing fields and any areas to be lost. ("Playing field" means the whole of a site, which encompasses at least one playing pitch. This could include hard surfaces, such as tennis courts, if they are adjacent to the field.) <p>For waste sites:</p> <ul style="list-style-type: none"> ❖ indicative uses for each area of the site (e.g. waste reception, outside storage, picking line, shredding, etc). 	Planning Policy Guidance: Making an Application.
Topographic Surveys and Existing/Proposed cross sections	All applications proposing altered land levels.	<ul style="list-style-type: none"> ❖ Up-to-date topographic surveys of land levels (to metres above ordnance datum (m AOD)). ❖ Proposed contours following the development. ❖ At least two sections showing existing land levels across affected parts of the site. ❖ At least two sections showing proposed land levels across affected parts of the site. 	Planning Policy Guidance: Making an Application.

Document	When Required	What Is Required	Drivers/Further Information
Aerodrome Safeguarding Statement	<p>Applications within 15km of either:</p> <ul style="list-style-type: none"> ❖ Gatwick Airport (co-ordinates 526677,140322); ❖ Goodwood Aerodrome (co-ordinates 505133, 0004533); or ❖ Brighton City Airport (Shoreham) (co-ordinates 508356, 0002972) <p>where the development involves any of the following:</p> <ul style="list-style-type: none"> ❖ Building/structures/crane heights that could infringe the Obstacle Limitation Surfaces (OLS) or impact on Instrument Flight Procedures (IFPs) or navigational aids; ❖ Buildings/structures that could impact on the Public Safety Zone (PSZ); ❖ Buildings/structures very close to the airport that could lead to building induced turbulence; ❖ landfilling and/or waste disposal; ❖ the venting and flaring of gas; ❖ features attractive to birds such as amenity landscaping, upgraded or proposed water features, large buildings/structures with large ledges, gantries, and flat or shallow-pitched roofs; ❖ lighting schemes close to the airport which may impact on safety through glare or dazzle to pilots of confusion with aeronautical ground lighting; and/or ❖ large banks of solar panels. <p>Or applications for wind turbines within 30km of the airport.</p>	<ul style="list-style-type: none"> ❖ A statement and information demonstrating that the development would not constitute a hazard to air traffic, including any mitigation proposed. 	<p>Annex 2 of Circular 01/2003: Safeguarding of Aerodromes, Technical Sites and Military Explosives Storage Areas: The Town and Country Planning (safeguarded aerodromes, technical sites, and military explosives storage areas) Direction 2002.</p> <p>DfT Circular 01/2010 - Control of Development in Airport Public Safety Zones</p> <p>For specific advice please email:</p> <ul style="list-style-type: none"> ❖ Gatwick: gal.safeguarding@gatwickairport.com; ❖ Goodwood: aviation.enquiries@goodwood.com; ❖ Brighton City: operations@flybrighton.com.
Air Quality Assessment	<p>Applications involving:</p> <ul style="list-style-type: none"> ❖ putrescible waste (including anaerobic digestion and composting); ❖ Incineration/energy-from-waste/gasification (or similar); ❖ New sites (or significant intensification on existing sites) involving the management of minerals and/or waste outside; ❖ a significant increase in HGVs; (Construction phase: More than 200 vehicle movements/day over a year or an increase in annual average daily traffic flows by 10% or peak. Operational phase: An increase of 200 HGV movements/day or a 10% or more increase in annual average daily traffic flows or peak.) ❖ within/adjacent to and/or affecting an Air Quality Management Area (AQMA) – see, 'Appendix 1: Air Quality Management Areas (AQMA)'; and/or ❖ substantial new ventilation systems. 	<p>A report setting out:</p> <ul style="list-style-type: none"> ❖ the baseline local air quality including existing concerns, and detail of assessment methods (including verification); ❖ sensitive receptors/locations (dwellings, schools etc.); ❖ the methodology for assessing impact and determining the significance of impact; and ❖ proposed mitigation measures including those to protect sensitive receptors from the effects of air pollution, where required. <p>Air quality assessments should assess the impact of the proposed development on local air quality. As required, where identified in the assessment, assessment should include a scheme for protecting any future residential occupiers of the building(s) and the locality from the effects of air pollution.,</p> <p>If composting (open or in-vessel) is proposed, consideration should also be given to bioaerosol emissions (particularly where facilities will be within 250m of a sensitive receptors).</p>	<p>Planning Practice Guidance: Air Quality. NPPF Section 15.</p> <p>West Sussex Waste Local Plan Policy W16 and W19.</p> <p>Air Quality and Emissions Mitigation Guidance for Sussex (2021).</p> <p>IAQM Guidance - Land-Use Planning & Development Control: Planning for Air Quality (2017)</p>
Alternative Sites Assessment	Minerals and waste development on unallocated sites.	<ul style="list-style-type: none"> ❖ An assessment of why the application site has been chosen over other sites. ❖ An assessment of why permitted or allocated sites cannot be used (if waste/minerals type). 	<p>West Sussex Waste Local Plan Policies W1 and W3.</p> <p>West Sussex Joint Minerals Local Plan Chapter 6.</p>

Document	When Required	What Is Required	Drivers/Further Information
Archaeological Assessment	<p>Applications:</p> <ul style="list-style-type: none"> ❖ within the boundary of/within 250m of a Scheduled Monument; ❖ within the boundary of/within 250m of a Park/Garden on Historic England's Register of Parks and Gardens of Special Historic Interest; ❖ involving Listed Building Consent; ❖ within a Conservation Area; ❖ within flood zones 2 or 3; and/or ❖ on Greenfield sites of more than 1ha in area. <p>Archaeological Notification Areas (ANA) have been identified in West Sussex to indicate the existence, or probable existence, of archaeological heritage assets. The ANA have been created from the information held on the West Sussex Historic Environment Record (HER), a database of all known heritage assets (except those in Chichester district) and mapped to provide an alert system.</p>	<p>An Archaeological Desk -Based Assessment appropriate to the nature of the proposed development, which must include and take account of relevant information from the Historic Environment Record database (West Sussex County Council's for West Sussex (except for Chichester District) and (for Chichester District only) Chichester District Council's), setting out:</p> <ul style="list-style-type: none"> ❖ the archaeological interest of known heritage assets and their significance; ❖ the potential of the site to contain presently unknown surviving archaeological heritage assets; ❖ assessment of the positive and negative impacts of the development upon these (with any harm clearly justified); ❖ where appropriate, proposals for further investigation; ❖ mitigation/enhancement measures. 	<p>NPPF Section 16.</p> <p>Planning Practice Guidance: Conserving and enhancing the historic environment.</p> <p>Map of Archaeological Notification Areas in West Sussex County Council</p>
Dust Assessment	<p>Applications involving:</p> <ul style="list-style-type: none"> ❖ the open-air management of waste; ❖ new or extended surface mineral extraction; or ❖ demolition. 	<p>A report setting out:</p> <ul style="list-style-type: none"> ❖ which activities may generate dust (during construction and/or operation); ❖ sensitive receptors likely to be affected; ❖ the scale and nature of dust emissions (PM10 and PM2.5); ❖ proposed mitigation measures (if needed); ❖ residual impacts following mitigation (if applicable). 	<p>Planning Practice Guidance: Air Quality.</p> <p>Planning Practice Guidance: Minerals.</p>
Ecological Appraisal	<p>Development within/adjacent to or that could impact upon:</p> <ul style="list-style-type: none"> ❖ internationally designated area (e.g., SAC, SPA, Ramsar sites); ❖ nationally designated area (SSSI); ❖ locally designated area (e.g., Local Wildlife Site, (LWS), Local Geological Site/RIGS, Local Nature Reserve) or an area of Ancient Woodland. <p>Development that could affect protected or notable species or habitats. These could also include (but are not limited to):</p> <ul style="list-style-type: none"> ❖ proposals on brownfield sites, applications involving works to or demolition of an existing building, ❖ proposals that involve the removal of trees, scrub, or hedgerows; ❖ proposals affecting watercourses. 	<p>A report which contains information on existing wildlife interests and possible impacts on them, to allow full consideration of those impacts.</p> <p>The report should include:</p> <ul style="list-style-type: none"> ❖ Up to date, comprehensive information on protected/ notable species and habitats recorded in the area, and information on any areas designated for their ecological importance on the site or on adjacent land; ❖ Ecological surveys as appropriate; ❖ A full assessment of the likely effects of the development; ❖ Avoidance or mitigation measures if applicable; ❖ Information to support any proposals for mitigation/compensation measures; ❖ Enhancement measures. <p>It should be noted that some ecological surveys are seasonally dependent.</p> <p>If it is considered that a proposal may have a 'likely significant effect' on a SAC, SPA, an Appropriate Assessment will be required in accordance with the European Habitats Directive.</p>	<p>Planning Policy Guidance: Natural Environment.</p> <p>Local biodiversity data may be available from the Sussex Biodiversity Record Centre.</p>

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Flood Risk Assessment	Applications for: <ul style="list-style-type: none"> ❖ Development on sites of more than 1 hectare in area; ❖ Development on sites in Flood Zones 2 or 3; ❖ Building/engineering works on land with critical drainage problems (as classified by the Environment Agency); or ❖ Changes of use which increase the flood vulnerability of the development subject to other sources of flooding. 	A proportionate Flood Risk Assessment including consideration of (where relevant): <ul style="list-style-type: none"> ❖ type of development, location, flood zone (see Strategic Flood Risk Assessment if available), vulnerability classification; ❖ the Sequential Test/Exception Test; ❖ sources of flooding and probability; ❖ existing surface water drainage arrangements, including existing rates/volumes of run-off (if known); ❖ likely effect of climate change; ❖ flood protection measures and measures to prevent increased flood risk elsewhere; and ❖ residual risks after mitigation. 	NPPF section 14. Planning Practice Guidance: Flood Risk and Coastal Change . DEFRA/EA Guidance . West Sussex Strategic Flood Risk Assessment EA Flood Mapping .
Foul and Surface Water Drainage Assessment	All applications requiring new or changed foul or surface water drainage systems (e.g. new buildings, extensions, increased hard surfacing, changed topography).	<ul style="list-style-type: none"> ❖ Information demonstrating how surface and foul water will be managed. ❖ Details of changes to site topography. ❖ If connecting to existing drainage system, details of connection. ❖ If new surface water systems are proposed, details of the type and nature of the system, its design, specification, and location. ❖ Information and consent for any change or modification to any existing watercourse within the boundary of the development. 	NPPF section 14. Planning Practice Guidance: Flood Risk and Coastal Change .
Heritage Statement	Applications for development which: <ul style="list-style-type: none"> ❖ affects non-designated heritage assets (including historic landscape features and components); ❖ affects a listed building; ❖ is located within/adjacent to a Conservation Area; ❖ could impact upon a built heritage asset and/or its setting. 	A Statement setting out: <ul style="list-style-type: none"> ❖ the significance of the heritage asset and the contribution to its setting; ❖ the positive and negative impacts of the development on this (with any harm clearly justified); ❖ measures to conserve the significance of the heritage asset and/or its setting (describing how any harmful impacts have been avoided or minimized); ❖ mitigation/enhancement measures. The Statement must include and take account of relevant information from the Historic Environment Record database (West Sussex County Council's (for West Sussex except for Chichester District) and (for Chichester District only) Chichester District Council's).	NPPF section 16. Planning Practice Guidance: Conserving and Enhancing the Historic Environment . Historic England: Statements of Heritage Significance - Analysing Significance in Heritage Assets - Advice Note 12 .
Hydrological/Hydrogeological Assessment	Applications for mineral extraction or landfill/waste deposit in groundwater source protection zones 1, 2 or 3 and principal and secondary aquifers.	A risk assessment following the source-pathway-receptor approach, considering the impact of the development on groundwater and surface water quality and resources.	The Environment Agency's approach to groundwater protection . EA Flood Mapping .

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Land Contamination Assessment	Applications where: <ul style="list-style-type: none"> ❖ contamination is known to/suspected to exist; and/or ❖ sites within 250m of an existing or historic landfill site. 	An assessment: <ul style="list-style-type: none"> ❖ establishing whether the land is contaminated (a Phase 1 assessment). If so: <ul style="list-style-type: none"> ❖ identifying the extent and nature of the contamination; ❖ the impact of and risk to the proposed development; and ❖ the remediation strategy. 	NPPF Section 15 (paragraphs 178–183) Planning Practice Guidance: Land affected by Contamination. Part 2A of the Environmental Protection Act 1990. Land contamination risk management (LCRM) - GOV.UK (www.gov.uk)
Landscape and Visual Impact Assessment	Applications: <ul style="list-style-type: none"> ❖ affecting the South Downs National Park or within or affecting Areas of Outstanding Natural Beauty (AONBs); ❖ with the potential to have significant landscape and/or visual impacts including all new/extended surface mineral extraction and waste deposit (disposal and/or inert waste recovery) applications. 	A report setting out: <ul style="list-style-type: none"> ❖ an assessment of the existing site and surroundings, including landscape character, historic landscape features and components, landscape type and visual receptors; ❖ an assessment of the impact (positive and/or negative) of the development on those features (including residual impact after mitigation (usually landscaping/screening)); ❖ an indicative landscaping scheme. 	NPPF Section 15 (particularly paragraph 172). Planning Practice Guidance: Natural Environment. Landscape Institute: Guidelines for Landscape and Visual Impact Assessment.
Lighting Assessment	Applications which include lighting likely to be visible off site (i.e., light spill), particularly proposals involving flood lighting, and lighting in rural areas.	Details of: <ul style="list-style-type: none"> ❖ the type, location and direction of external lighting including height and power rating; ❖ measures to minimise light spill off site; ❖ proposed hours of use (including means of control such as automated, sensor); ❖ the extent of light spill (by lux drawing if appropriate). 	Planning Practice Guidance: Light Pollution.
Mineral Resource Assessment	Required for all applications where the development is located within 250m of existing, permitted and allocated mineral sites and for applications for Major developments where the site falls within the defined Minerals Consultation Zones.	Unless the MRA can prove that there is no economically viable resource present, sterilisation will occur. The MRA will then need to address points (b)(ii) and (iii) of Policy M9 to determine whether it is appropriate or practicable to extract the mineral prior to the development taking place or whether the overriding need for the development outweighs the safeguarding of the minerals and it has been demonstrated that prior extraction is not practicable or feasible.	West Sussex Joint Minerals Local Plan Policy M9: Safeguarding Minerals Minerals and Waste Safeguarding Guidance.
Need Statement (Community Facilities)	All applications for WSCC development (including schools, libraries, fire stations).	A statement setting out why the development is needed, with specific reference to how the development would aid in the delivery or maintenance of a community facility/service/function.	NPPF Section 8. Planning School Places.
Need Statement (Minerals)	Applications for new or expanded minerals development on unallocated sites.	Demonstration of market need for the proposed mineral including: <ul style="list-style-type: none"> ❖ the type of minerals to be extracted; ❖ the volume of mineral to be extracted; ❖ a review of the market (local/national, as relevant) need for the mineral (including consideration of guidelines for regional aggregate provision where relevant); ❖ to what extent and over what period the proposal would meet the identified need; and ❖ where appropriate, how the proposal would meet a small local need (e.g. facilitate the repair of local heritage assets). 	NPPF Section 17. West Sussex Joint Minerals Local Plan Chapter 6. Paragraphs 10 and 124 of Planning Practice Guidance: Minerals. West Sussex Annual Monitoring Report.

Document	When Required	What Is Required	Drivers/Further Information
Need Statement (Waste Management)	Applications for new or enhanced waste development on unallocated sites.	Demonstration of quantitative or market need for the relevant waste stream including: <ul style="list-style-type: none"> ❖ the type and origin of the waste; ❖ the existing or permitted operating capacity within the plan or catchment area; ❖ the levels of waste arising within the plan or catchment area; and ❖ the potential shortfall in capacity or market need that the proposal seeks to address. 	Paragraph 7 of the National Planning Policy for Waste . West Sussex Waste Local Plan Policies W1 and W3. West Sussex Annual Monitoring Report .
Noise Assessment	Developments with potential to cause adverse noise impacts including: <ul style="list-style-type: none"> ❖ Development affecting noise-sensitive receptors (e.g. dwellings, schools etc.) such as: ❖ New/amended surface mineral extraction; or ❖ New/amended waste development involving noise-generating processes. 	Details of: <ul style="list-style-type: none"> ❖ The existing (baseline) noise environment; ❖ Noise-sensitive receptors; ❖ Likely noise impacts; ❖ Proposed mitigation measures; ❖ Residual noise impacts post-mitigation. ❖ The noise survey and assessment methodologies should be clearly set out. 	Planning Practice Guidance: Noise . Planning Noise Advice Document Sussex (March 2021) . BS4142 – method for rating noise affecting mixed residential and industrial areas. BS7445-1 – description and measurement of environmental noise. BS8233 - Guidance on sound insulation and noise reduction in buildings.
Odours Assessment	New/amended waste development involving odour-generating processes including applications for schools involving the development of new or extended kitchens and catering facilities.	Odour assessments should be undertaken in accordance with the Institute of Air Quality Management "Guidance on the Assessment of Odour for Planning" (July 2018).	IAQM Guidance on the Assessment of Odour for Planning (2018)
Planning Obligation (Draft)	Applications where a legal agreement (S106) is likely to be required e.g. HGV routing, works to highways.	A draft legal agreement setting out 'Heads of Terms'.	Planning Practice Guidance: planning obligations . WSCC highways advice regarding road agreements (S278s) .

Document	When Required	What Is Required	Drivers/Further Information
Planning Statement	All applications (proportionate and specific to the development).	<ul style="list-style-type: none"> ❖ A description of the site (including access) and its surroundings. ❖ A description of the proposed development – all information necessary to describe the development. ❖ Any historic, ecological, landscape or other designations. ❖ Historic/existing land uses. ❖ A description of the proposal including (where relevant) its physical dimensions, design/appearance, hours of operation, vegetation affected (particularly tree and hedge removal), proposed planting, proposed land raising/excavation, fencing, lighting, parking, changes to accesses, increased HGV movements. ❖ A description of the likely construction works involved (where relevant) including location of the compound and access, construction hours, construction period, and mitigation (or a separate Construction Management Plan). ❖ Consideration of relevant national guidance and development plan policies and other relevant guidance. ❖ Details of community engagement undertaken and how this has influenced the proposal (particularly for major proposals). ❖ For S73 (minor material amendments/variation of condition applications): what amendments are proposed and why. ❖ For development affecting a playing field, reasoned justification to state why the development should be allowed. (“Playing field” means the whole of a site, which encompasses at least one playing pitch. This could include hard, such as tennis courts, if they are adjacent to the field.) 	<p>NPPF.</p> <p>Planning Practice Guidance: Planning obligations, PPG: Open space, sports and recreation facilities, public rights of way and local green space.</p> <p>Sport England: Playing Field Policy.</p>
Recovery v. Disposal Statement	Proposals involving the disposal of inert waste to land.	A statement that addresses whether the proposal amounts to a waste ‘recovery’ or a waste ‘disposal’ operation with specific reference to the criteria set out in Policy W8 of the Waste Local Plan.	West Sussex Waste Local Plan Policies W8 and W9.
School Travel Plan	Any school expansion or development that is likely to significantly increase the numbers of journeys to and from school (generally an increase of at least 30 pupils).	A School Travel Plan (or updated School Travel Plan, taking into account the additional journeys), accredited against ‘Modeshift Stars’ by one of WSCC’s School Travel Advisors.	<p>Planning Policy Guidance: Travel plans, transport assessments, and statements in decision-taking.</p> <p>WSCC guidance on Road Safety and School Travel Plans.</p>

Document	When Required	What Is Required	Drivers/Further Information
<p>Stage 1 Road Safety Audit</p>	<p>For all major planning applications that include any of the following:</p> <ul style="list-style-type: none"> ❖ alteration to the existing highway; ❖ intensification of use of an existing access; ❖ formation of a new access; ❖ off-site highway improvements; ❖ all other applications that include proposals that do not meet recognised standards (Manual for Streets or Design Manual for Roads and Bridges) particularly relating to visibility, geometry, and junction location. ❖ Any application that requires an amendment /works to Highways England’s network will require a road safety audit in strict accordance with DMRB standard GG119”. <p>‘Major’ applications are defined as development resulting in 1,000sqm or more floorspace, or with a site area of 1ha or more.</p>	<ul style="list-style-type: none"> ❖ A Stage 1 Road Safety Audit, carried out by an accredited auditor (see WSSC Safety Audit Policy). ❖ A signed Designer’s Response detailing how the recommendations of the audit have been addressed. ❖ An Exception Report if identified problems would not be addressed through amendments to the scheme. 	<p>WSSC Safety Audit Policy. Manual for Streets and Manual for Streets 2. Design Manual for Roads and Bridges: Road Geometry. Design Manual for Roads and Bridges: Assessment and Preparation of Road Schemes (DMRB Standard GG 1199).</p>
<p>Transport Assessment or Statement</p>	<p>A Transport Statement will be required for:</p> <ul style="list-style-type: none"> ❖ minerals/waste development resulting in 2,500-4,000sqm of floorspace; ❖ school development resulting in 500-1,000sqm of floorspace; ❖ new residential institutions with 50-150 students or 30-50 hospital beds; <p>A Transport Assessment will be required for:</p> <ul style="list-style-type: none"> ❖ minerals/waste development resulting in more than 4,000sqm of floorspace; ❖ school development resulting in more than 1,000sqm of floorspace; ❖ development resulting in 40 or more two-way HGV movements/day; ❖ development generating 30 or more two-way vehicle movements/hour or 100 two-way vehicle movements/day; ❖ new residential institutions with more than 150 students or 50 beds; ❖ development in a location where the local transport infrastructure is inadequate (e.g., substandard roads, inadequate public transport, poor pedestrian/cyclist facilities); ❖ development within/adjacent to/affecting an Air Quality Management Area. <p>Irrespective of the above thresholds, the developer should consult Highways England regarding developments that impact the Strategic Road Network to discuss the need for and scope of a Transport Assessment or Transport Statement as it may still be required for lower levels of traffic generation where the Strategic Road Network is congested.</p>	<p>Transport Statement: A statement identifying the transport issues arising from a proposed development including:</p> <ul style="list-style-type: none"> ❖ details of past, present, and proposed vehicle movement numbers and types; ❖ details of the means of access, hours of operation, and parking; ❖ potential areas of concerns, e.g., accessing site; ❖ mitigation measures proposed; ❖ residential sensitive/areas. <p>Transport Assessment:</p> <p>The information set out in the West Sussex guidance on Transport Assessment Methodology.</p> <p>The developer should consult Highways England regarding developments that impact the Strategic Road Network to discuss what is required in the Transport Assessment or Transport Statement.</p>	<p>Planning Policy Guidance: Travel plans, transport assessments, and statements in decision-taking. WSSC Transport Assessment Methodology.</p>

Document	When Required	What Is Required	Drivers/Further Information
Tree (Arboricultural) Survey	Applications involving felling or pruning of trees or hedges, or works likely to affect trees or hedges either within or adjacent to the site (e.g., excavations, installing structures or services, storage of materials, movement of heavy plant and vehicles affecting root systems).	<ul style="list-style-type: none"> ❖ An Arboricultural Impact Assessment including: <ul style="list-style-type: none"> ➤ A survey and categorization of existing trees; ➤ Identify tree constraints and their Root Protection Areas (RPAs), and measures for their protection; ➤ Trees identified to be retained but tree works proposed; ➤ Trees identified to be removed; ➤ Areas to be protected from construction operations (including structural landscaping); ➤ Evaluation of the impact of the proposed tree loss and identification of compensatory planting. ❖ Evaluating direct and indirect impacts on trees, and identifies mitigation/compensation where necessary. ❖ Arboricultural method statement – heads of terms. ❖ Existing and proposed finished levels. ❖ Details for all special engineering within the RPA and other relevant construction details. 	NPPF Section 15. BS5837 Trees in Relation to design, demolition, and Construction – recommendations.
Working and/or Restoration and Aftercare Scheme	Applications involving minerals extraction sites and/or waste deposit (recovery or disposal) sites.	<p>A scheme setting out how the development will be worked and/or progressively restored including:</p> <ul style="list-style-type: none"> ❖ existing and proposed site levels/contours (including assumptions made re. fill rates, compaction rates, and material volumes); ❖ plans and supporting information clearly setting out all phases of the development and direction/methods of working (including sections, and existing and proposed site levels both pre- and post-settlement); ❖ location and extent of any stockpiles of materials/soils; ❖ consideration of the need to minimise impacts during extraction/construction/restoration; ❖ measures to ensure restoration as soon as practicable; ❖ restoration details including land use, landscaping, provision for ecology and public access; ❖ a scheme of maintenance, monitoring and aftercare for all landscape and ecological features. 	NPPF Section 17. Planning Policy Guidance: Minerals. West Sussex Waste Local Plan Policy W20.

Appendix 1: Air Quality Management Areas (AQMAs)

For further information, see the [Air Quality](#) page on our website.

District/Borough	Air Quality Management Area
Adur	A259 High Street, Shoreham A270 Upper Shoreham Road, Southwick
Arun	No AQMAs
Chichester	A286 Orchard Street A286 St Pancras A27/A286 Stockbridge Roundabout A272 Rumbolds Hill, Midhurst
Crawley	AQMA: Hazelwick roundabout/A2011 Crawley Avenue
Horsham	A272 High Street, Cowfold A283 High Street/Manley's Hill, Storrington
Mid Sussex	A273/B2116 Stonepound Crossroads, Hassocks
Worthing	A27/A24 Grove Lodge Roundabout