

## Sutton Courtenay Parish Council

### Planning Applications for consideration on Tuesday 3<sup>rd</sup> December 2024

Application no	Comments deadline	Location	Proposal	Link to view online
P24/V2451/LB	10 <sup>th</sup> Dec.	20-22 Tudor House, Church Street, Sutton Courtenay	Remove existing sheepswool insulation (installed under permission in 2019 works) and replace with new insulation materials, making good finishes. Consequential adjustments to insulation levels to comply with Building Regulations, ventilation details to loft eaves space.	<a href="https://data.whitehorsedc.gov.uk/java/s">https://data.whitehorsedc.gov.uk/java/s</a> (RA)

### Additional Planning Correspondence:

APPEAL APP/V3120/W/24/3353334 Application reference: P24/V0678/FUL	Land adjacent to 3 High View Court Drayton Road Sutton Courtenay - Erection of a self build infill dwelling and associated infrastructure.
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### Decision lists:

Application no	Location	Proposal	Decision
P24/V1454/HH	50 Tyrrells Way, Sutton Courtenay	Installation of an Air Source Heat Pump to be installed to property. (As amended by information received 18 October 2024).	GRANTED
P24/V1714/FUL	National Grid Co Plc Didcot Power Station	New security fence	REFUSED
MW.0138/23	Sutton Wick Landfill Site, Drayton	Section 73A application for the continuation of development permitted by MW.031/04 (SUT/1179/20-CM) (Installation of electricity generation plant fuelled by landfill gas), without complying with condition 2 in order to extend the time period of electricity generation until 31 December 2036.	APPROVED
MW.0090/24	Heidelberg Materials UK, Sutton Courtenay	Relocation of the Recycled Asphalt Processing plant permitted under permission ref P16/V0110/CM and covered storage bays permitted under ref P23/V0992/CM (part retrospective).	APPROVED
P24/V0150/S73	Atwood House, Appleford Road, Sutton Courtenay	Variation of condition 11 (Landscaping Scheme) and condition 4 (Boundary treatments) in application P17/V2965/FUL. <i>(Amended Tree plan and landscaping plans received 25 April 2024 and soft landscaping plan received 14 May 2024.) (Amended plans received 17th May 2024.) (Amended plans received 31st October 2024- Repositioning the front boundary Fence.) (Description amended 19th November 2024.)</i>	APPROVED

<b>Organisation</b>	<b>Request</b>	<b>Agreed</b>	<b>2024-25</b>	<b>2023-24</b>	<b>2022-23</b>	<b>2021-22</b>
	<b>£20,580</b>	<b>£0</b>	<b>£18,800</b>	<b>£15,650</b>	<b>£13,155</b>	<b>£15,455</b>
<i>Wilts &amp; Berks Canal subscription*</i>					25	25
<i>The Royal British Legion (paid in Nov.)</i>	<i>move- Chair' Allowance</i>		200	200	200	200
26th Abingdon Scouts	4,000		2,000	1,500	0	0
Abingdon DAMASCUS Youth Project	4,000		4,000	4,000	4,000	4,000
All Saints' Church	2,580		1,300	950	930	930
All Saints' Singers	500		0	0	0	0
Be Free Young Carers	500		500	500	0	300
Citizens Advice	3,000		3,000	3,000	3,000	3,000
FOSCS (school)			0	0	0	0
Home Start	500		500	500	0	500
Sutton Courtenay News	2,000		1,500	1,500	1,500	1,500
Village Hall	3,500		3,500	3,500	3,500	5,000

	23-24	Current year			25-26		
	Actual	Budgeted	Actual to date	Predicted	DRAFT	Notes	
<b>Receipts</b>							
Precept	79,500	92,800	92,800	92,800	105,000		
OCC Verges	1,606	1,606	1,608	1,608	1,608		
Cemetery fees	4,220	2,000	3,200	4,000	4,000		
Interest	323	500	747	1,350	1,000		
Donations	300	0	250	250	250	Abingdon Marathon	
Wayleaves	12	0	12	12	12	SSEN	
CIL	50,727	0	7,068	7,068	0		
S106 Art Trail	0	0	73,530	76,534	0		
S106 Paths	27,529	0	0	0	0		
<b>SUB TOTAL</b>	<b>164,217</b>	<b>96,906</b>	<b>179,215</b>	<b>183,622</b>	<b>111,870</b>		
<b>Administration</b>							
Clerk's Salary	28,712	32,000	20,531	30,796	34,000	inc. NI and est. pay rise	
Office Allowance	312	312	208	312	312		
Audit	1,413	965	588	965	820		
Bank fees	72	72	40	72	48		
Chairman's Allowance	115	150	0	150	250	inc wreath	
Conferences & Training	110	500	50	615	800		
Election & Legal fees	247	1,100	38	38	35	ICO	
Insurance	2,699	3,800	2,770	2,770	3,000		
Software	0	1,140	1,283	1,283	1,283	accounts & mapping	
Stationery	376	400	208	400	500	new phone	
Subscriptions	1,047	950	856	856	900	£35 extra for NALC	
Travel	360	480	423	553	624		
Website	530	550	234	654	420	New site Move provider	
<b>SUB TOTAL</b>	<b>35,993</b>	<b>42,419</b>	<b>27,229</b>	<b>39,465</b>	<b>42,992</b>		

<b>Additional member of staff from October 2025</b>								
Office rental						7,200	Bee House furnished	
Salary 12hrs / week						12,500		
Additional laptop & phone						600		
Additional Clerk's Salary						2,445		
Additional training etc						500		
<b>SUB TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>23,245</b>		
<b>Cemetery</b>								
Bins	220	350	121	182	2nd bin not yet installed	494	2 litter	
Grass cutting	1,703	1,925	1,650	2,475		2,580		
Contracted maintenance						615		
Additional maintenance	1,211	4,000	610	1,000		385		
<b>SUB TOTAL</b>	<b>3,135</b>	<b>6,275</b>	<b>2,381</b>	<b>3,657</b>		<b>4,074</b>		
<b>Recreation Ground</b>								
Bins	985	832	676	1,014	5th bin added	1,014	5 litter 1 dw	
Grass cutting	1,213	1,820	1,242	1,863		1,816		
Inspections	1,827	1,700	1,484	1,918		2,000		
Contracted maintenance						949		
Additional maintenance	1,258	3,000	12,404	12,509	£6.9k fence	4,000	Underspend to EMR	
<b>SUB TOTAL</b>	<b>5,284</b>	<b>7,352</b>	<b>15,805</b>	<b>17,304</b>		<b>9,779</b>		
<b>Outside Spaces &amp; Assets</b>								
Bench & Bus shelter cleaning	493	200	60	90		568	inc. noticeboards/maps	
Bins	324	286	175	286		650	3 litter 2 dw	
Defib maintenance	122	250	298	298		300		
Grass cutting	1,740	1,980	2,410	3,196		3,258		
Maintenance	0	2,200	250	1,750	£1.5k phone box	1,000		
Verge grass cutting	1,659	1,640	1,350	1,800		4,500		
Tree works	1,635	5,000	0	2,500	Put 2.5k into EMR	2,000	Underspend to EMR	
War Memorial	880	500	0	0	Put 500 into EMR	500	Underspend to EMR	
<b>SUB TOTAL</b>	<b>6,854</b>	<b>12,056</b>	<b>4,543</b>	<b>9,920</b>		<b>12,776</b>		

<b>Grants</b>								
SC News	1,500	1,500	1,500	1,500		--		
Citizens Advice SO&V	3,000	3,000	3,000	3,000		--		
PCC	950	1,300	1,300	1,300		--		
Youth Project	4,000	4,000	4,000	4,000		--		
Village Hall	3,500	3,500	3,500	3,500		--		
Other	3,300	5,500	5,000	5,000		--		
<b>SUB TOTAL</b>	<b>16,250</b>	<b>18,800</b>	<b>18,300</b>	<b>18,300</b>		<b>20,000</b>		
<b>Earmarked Reserves (EMR)</b>								31 Mar 2025 predicted balance
Cemetery	0	0	0	0		0	£15k for path project or use CIL	24,230
Neighbourhood Plan	2,154	0	0	0		0		3,000
Professional Advice	15,165	0	0	800		0		10,785 *
Recreation Ground	0	0	1,135	1,135		0		8,265
Village Hall	4,135	0	940	940		0		9,925
CIL	0	0	3,942	11,244	Bus shelter & Benches & Bins	0	£2.5k for SID poles (might be spent 24-25)	97,277 *
S106 Art Trail	50,983	0	25,550	25,550		0		0
S106 Paths	24,761	0	2,768	2,768		0		0
Defibs - new	1,120			n/a		n/a		n/a
Signs, SIDs & noticeboards	7,635			n/a		n/a		n/a
S106 Goal posts	5,931			n/a		n/a		n/a
NEW - Tree works	n/a			n/a		0		2,500 *
NEW - War Memorial	n/a			n/a		0		500 *
<b>SUB TOTAL</b>	<b>111,884</b>	<b>0</b>	<b>34,335</b>	<b>42,437</b>		<b>0</b>		<b>156,482</b>
Total receipts	164,217	96,906	179,215	183,622		111,870		<i>Predicted</i>
Total payments	179,399	86,902	102,594	131,084		112,866		<i>general</i>
<i>Precept</i>	79,500	92,800	92,800	92,800		105,000		<i>reserve</i>
From (-) / To (+) general reserves	18,446	10,004	30,358	11,374		-996		41,158

	Tax Base	Precept	% of increase in precept	Band D average	Band D average increase	% Band D average change		
2021/22 Tax Base (1,271 properties)	1,189.30	£75,694	2.36%	£63.65	-£0.09	-0.15%		
2022/23 Tax Base (1,281 properties)	1,212.30	£79,262	4.71%	£65.38	£1.74	2.73%		
2023/24 Tax Base (1,285 properties)	1,215.90	£79,500	0.30%	£65.38	£0.00	0.00%		
2024/25 Tax Base (1,341 properties)	1,289.30	£92,800	16.73%	£71.98	£6.59	10.08%		
2025/26 Tax Base (1,377 properties)	1,340.60	£105,000	13.15%	£78.32	£6.35	8.82%		

Sent: Tuesday, 5 November, 2024 17:44  
Subject: Re: SCC SCPC License agreement

Dear Rita,

It is with deep regret and reluctance that we would like to withdraw from the license agreement between the Parish Council and the Cricket Club.

Sadly, despite all our efforts we have not been able to agree an accommodation with SCFC to allow adult cricket to share the clubhouse and its facilities and indeed back in 2013 the FC stopped our juniors getting changed in the changing rooms before a game. Clearly, this has made it almost impossible for us to keep a team and interest in the village alive.

Nevertheless, we have struggled along for nearly 10 years as an 'Away' only team, even winning a local T20 league only 2 years ago. However, we have decided that without a clubhouse and ground and the intransigence shown by the FC, that there is little point in struggling along, so we have decided, for the moment, to become a social side only as naturally without a local presence it is very difficult to attract new players or even grow a junior or youth team

We do feel incredibly frustrated by this whole sorry affair - it may be useful for the new PC to know that when we first started back on 2006 that we had a thriving cricket club and by 2012 we had 2 senior teams, a midweek team, a Sunday team and U15's, U'11's and even 2 Kwik Cricket teams. We had a membership of over 40 seniors and 30 juniors - Thursday Night Nets often had over 40 players!

We organised many Village Events including 2 Firework Displays with attendance of well over 600 local people.

At the time of the severance of goodwill by the FC we had already made approaches to Sport England, the ECB and others for funding for a new clubhouse and facilities.

We are properly constituted club with an elected committee and affiliated to the ECB - though this will lapse this year

You may recall that we even went as far as preparing a draft constitution for a SC Sports & Social Club but that appeared to make relations with the FC even more problematic and they have refused to talk with us since. At that time back in 2013 we had made great progress with Sport England ECB and others with a view to raising the funds for a new clubhouse incorporating both cricket and football.

For a number of years we have maintained the dog walk and children's area, as a goodwill gesture.

However, without a clubhouse to get changed in and feel welcome, it is now sadly become time for us to concede defeat to the closed shop that FC has always been and withdraw from our lien to the Recreation Ground.

It is still, however, our firm belief that with the right facilities and a properly organised Sports Club that cricket could again thrive in our village.

Yours sincerely,  
Kitson Thomas  
Club Secretary  
Sutton Courtenay CC





From	To	Councillor	Date	Work ordered / Clerk to action	Outstanding	Referred to Rec Am WP	Closed
01-Jan-24	14-Jan-24	Robert Dalby	01-Jan	Car Park - self-close mechanisms on the gates have failed so that the gates either don't close at all or stop half way. 5 Nov 2024 <b>CLERK TO ACTION (parts ordered)</b>			
11-Mar-24	24-Mar-24	Father Morkos	16-Mar	MUGA - grass encroaching onto outer edge.			
11-Mar-24	24-Mar-24	Father Morkos	16-Mar	Car park - grass and moss encroaching from main field. - Added to 2025 maintenance			
20-May-24	02-Jun-24	Robert Dalby	01-Jun	Car park gate next to football clubhouse is not self closing reliably. 5 Nov 2024 <b>CLERK TO ACTION (parts ordered)</b>			
15-Jul-24	28-Jul-24	Father Morkos	31-Jul	Weeds around car park. - Added to 2025 maintenance			
26-Aug-24	08-Sep-24	Hugo Raworth	08-Sep	Tree down on east side (Tree works booked for Feb 2025)			
26-Aug-24	08-Sep-24	Hugo Raworth	08-Sep	Old sports equipment (cricket) in western tree line - Cricket Club member (ORM) has advised he will remove.			
05-Nov-24	05-Nov-24	Meeting	05-Nov	North east corner gate – R&A WP to explore new gate options.			
05-Nov-24	05-Nov-24	Meeting	05-Nov	Car park pot hole and resurfacing – R&A WP to obtain quotes.			
05-Nov-24	05-Nov-24	Meeting	05-Nov	Securing the bottom of the football nets - R&A WP to obtain quotes, along with cricket strip project.			
04-Nov-24	17-Nov-24	Paul Galliver	13-Nov	Car park - Fence to main field deformed (someone has driven into it).	Fenced play area - Grass cuttings need raking up. & Beech hedge strip needs weeding.	Skate park ramp back left cracking away from ground level concrete slab.	
04-Nov-24	17-Nov-24	Paul Galliver	13-Nov	Pump track needs TLC	Gym - Some posts splitting at high level, (monitoring reqd, fixings near to post tops).	Gym - litter bin dented and base rusting through.	
18-Nov-24	01-Dec-24	Lyn Hodder					
02-Dec-24	15-Dec-24	Father Morkos					
16-Dec-24	29-Dec-24	Joanna O'Callaghan					
30-Dec-24	12-Jan-25	Ian Pratley					
13-Jan-25	26-Jan-25	Hugo Raworth					
27-Jan-25	09-Feb-25	Jason Warwick					

# OXFORDSHIRE LOCAL LIST FOR VALIDATION

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COUNTY MATTERS (MINERALS & WASTE) AND  
COUNTY DEVELOPMENT (REGULATION 3)  
PLANNING APPLICATIONS

October 2024



**OXFORDSHIRE  
COUNTY COUNCIL**

**Oxfordshire County Council  
County Hall  
New Road  
Oxford  
OX1 1ND**

## CONTACTS

If you have any enquiries relating to submitting a planning application, please contact us by: -

E-mail: [planning@oxfordshire.gov.uk](mailto:planning@oxfordshire.gov.uk)

Or write to:

Planning Development Manager

Economy and Place

Oxfordshire County Council

County Hall

New Road

Oxford

OX1 1ND

Our website: [www.oxfordshire.gov.uk](http://www.oxfordshire.gov.uk)

## **INTRODUCTION**

The purpose of this document is to provide users of Oxfordshire County Council's Development Management Service with clear guidance about what information is required when submitting a planning application. The aims of the document are to:

- Ensure all the necessary information is provided to enable the application to be determined in a consistent and timely manner;
- Speed up the planning application process and make it more efficient by minimising the need to request further information to be provided during the application processing period; and
- Provide applicants with greater certainty of the scope and extent of the information required as part of their planning application at the earliest possible stage.

Local authorities are not expected to be prescriptive or over-onerous in the use of the Local List and it is intended that only those items on it which are clearly relevant to an application proposal should be used as reasons for non-validation of an application. Applicants have a right of appeal where a local authority uses items on the Local List to not validate an application and the applicant considers that the information required is not relevant.

This document provides guidance on the validation requirements of minerals, waste and Regulation 3 applications submitted to Oxfordshire County Council. For the purposes of this document, a planning application is an application:

- for outline or full planning permission;
- for approval of reserved matters pursuant to an outline permission,
- pursuant to Section 73 of the Town and Country Planning Act 1990 as amended (the 1990 Act) to carry out a development other than in accordance with conditions previously attached to a planning permission; or
- Section 73A of the 1990 Act for development already carried out.

Reference to other applications includes applications:

- for the non-material amendments to planning permissions;
- Lawful Development Certificates (either for existing or proposed use or development); and
- for the discharge of conditions attached to planning permissions (details pursuant applications).

## **Validation Checklist**

Validation means what is required to enable the County Council to register and process a planning application through to determination. The validation checklist system consists of a national list and a local list of information requirements adopted by the County Council for that purpose.

### **What is the difference between the national list and the local list?**

The compulsory requirements (the national list) are listed in the Part One: Statutory national requirements below. This information must be submitted with all planning applications (unless otherwise indicated in the validation checklist) and is the same throughout the country.

Part Two: Local Information Requirements sets out the additional information Oxfordshire County Council might require from applicants if it considers it relevant to the application. This additional checklist is sometimes referred to as the 'Local List'.

Part Three: Validation Checklist sets out when information is required.

If the information that is required in the Validation Checklist is not included with any application for planning permission the Council and the Council considers it would be relevant, necessary and material to the application, it will declare the application invalid and not register or process it. If this is the case the Council will set out the reasons for declaring the application invalid, in writing, to the applicant.

The validation requirements refer only to the information required to validate the application but the applicant should be aware that the County Planning Authority may still require and request further information post validation where it considers it necessary to determine the application. The validation checklist is not exhaustive and simply aims to cover the most common requirements of applications. Pre-application discussion with a Planning Officer is encouraged.

### **Pre-Application discussion**

The County Council encourages applicants to discuss planning proposals with the Development Management Team before submitting an application. This approach aids in the delivery of a more efficient service by advising on the likely success of potential development prior to formal submission. The benefits to developers include identifying potential problem areas and information requirements avoiding the submission of an incomplete application and thereby giving the applicant a faster decision once the application is made. The request form can be submitted electronically or manually. The Council charges a fee for these enquiries and will aim to provide a full written response within 21 working days of receipt unless we agree with the requestor to extend this timescale. The written response will include identification of the main environmental constraints, relevant planning policies and planning history of the site and the supporting information likely to be required with the application along with contact details for key consultees.

Pre-application discussion between the Council, relevant consultees (subject to availability) and the applicant will establish what information and details from the Local Information Requirements contained in the Validation Checklist should be submitted with a planning application. This can help minimise delays later in processing the application. Such discussions may also identify whether other consents or permits may be required in addition to planning permission. It will also provide an opportunity to highlight pre-application requirements, for example:

- The need for an Environmental Impact Assessment of the proposal under the Town and Country Planning (Environmental Impact Assessment) Regulations 2017;
- Hydrological monitoring as required by the Environment Agency;
- Baseline monitoring of the environment prior to development to allow the accurate assessment of any adverse environmental impact arising from the proposed development. Such information will be essential to the preparation of environmental statements, landscape appraisal and visual impact assessment, noise assessment etc;
- Landscape enhancement, ecological survey and/or archaeological assessment where appropriate;
- Whether the proposals would be subject to biodiversity net gain and, if so, clarification of the information that needs to be submitted, as well as early consideration of the strategy to achieve biodiversity net gain and use of the Biodiversity Gain Hierarchy to inform design.
- Pre-application public consultation; and
- Agree the description of development. The County Planning Authority should not alter the description of development on the application form without written agreement from the applicant

The Environment Agency operates a scheme to charge for planning advice outside its statutory role. Natural England also operates a Discretionary Advice Service: <https://www.gov.uk/guidance/developers-get-environmental-advice-on-your-planning-proposals>

## **Validation Process**

The applicant has the option of making a planning application electronically or using a paper copy of the 1APP form. Applicants who choose not to apply online will be required to submit a minimum of four complete sets of the completed application form and all the supporting plans and documentation. The County Planning Authority may also request further sets of plans but will not refuse to process the application for this reason. All applications for planning permission however received will be checked against Statutory national information requirements.

Where a planning application is received that does not contain the information listed in **Part One: Statutory national information requirements** the application will be treated as invalid under article 11(5) of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (DMPO) and the

applicant informed in writing with the requirements necessary to validate it. Applicants who want to challenge the invalidity in this case have no right of appeal but may consider a claim for judicial review on legal grounds.

Where a planning application does not include information listed in **Part Two: Local information requirements**, that the Council considers should be provided, then the application will be treated as invalid, and the applicant will be informed in writing with an explanation as to what particulars and evidence are required to ensure validation. If the applicant disagrees with the Council's reason(s) for invalidating the application, he/she can serve notice on the Council setting out which particulars or evidence he/she considers are not necessary for the application to be valid with reasons for that view and requesting that the Council waive the requirements. If the Council accepts this then it will notify the applicant in writing that the application is valid (a validation notice). If it does not waive any requirement then it will notify the applicant in writing that the application is not valid (a non-validation notice). The applicant has the right of appeal for the non-determination of a non-validated application after 8, 13 or 16 weeks as appropriate for the application type.

The County Planning Authority will start the process of determining the application as soon as a valid application including the full fee is received. An acknowledgement will be sent giving the date the application was registered and the date by which the decision should be made. A valid application is registered on the day of receipt. If the application is received electronically through the Planning Portal it will be treated as having been delivered at 9am on the next working day after the day it was transmitted.

Where supporting information is subsequently found to be inadequate or its quality is of concern, the time period for determination of 8, 13 or 16 weeks (dependent upon application type) is not stopped whilst additional information is requested from the applicant. Whilst this document contains the authority's *general* requirements for the type of supporting information, the authority may make a further direction specific to any particular application in accordance with regulation 4 of section 62(3) of the 1990 Act. A direction to the applicant to provide further information should only be made when necessary to assist the County Planning Authority in its determination of an application and it must not affect the validity of an application where it has been validated.

Where a fee in respect of an application is paid by cheque which is subsequently dishonoured or an electronic payment which is declined, the start date for processing the application will be re-set to the day immediately after the County Planning Authority is satisfied that the full fee has been received.

## **PART ONE: STATUTORY NATIONAL INFORMATION REQUIREMENTS:**

Applicants are encouraged to supply documentation which has been produced electronically in that format. This applies whether the application is made on-line or whether a paper application is made. This facilitates the transfer of information to

consultees and for the public to view planning proposals on-line without the need to have to visit the County or District Council Offices. It would be appreciated if the scale of the plans and paper size is no larger than is required to illustrate the proposals. Drawings should avoid the use of unnecessary blocks of colour which all increase the costs of printing.

The files names of application documents and plans must match the document/plan title as it appears on the document.

The national standards for on-line submission of electronic planning documents are as follows:

- Maximum single file size is 10 Mbytes;
- Maximum 25 Mbytes file size (the sum of all document file sizes);
- Portable Document Format (PDF) is the recommended file format to ensure that they are accessible to consultees;
- All drawings shall be saved in a single layer;
- All drawings shall specify the printing page size for which the scale applies;
- All drawings shall be correctly orientated for on-screen display;
- All drawings shall include a scale bar and key dimensions;
- All documents and drawings shall be named in accordance with the Royal Institute of British Architects' naming conventions; and
- Scanned documents must be a minimum of 200 dpi resolution for black and white and 100 dpi for colour; All photographs in PDF file format and no larger than 15 cm x 10 cm.

Unless the application is made electronically (on-line through the Planning Portal, through the OCC website or by email), the original and a minimum of 3 additional paper copies of the following documents are required:

#### **i. Application forms**

The Council's relevant 1APP application form(s) are required and these must be signed and dated with all relevant sections completed. Separate forms are available for applications relating to minerals related development, as this is not yet covered by 1APP. These can be downloaded from the Planning Portal or the County Council's website, or obtained by contacting the Development Management team as set out above.

<https://www.oxfordshire.gov.uk/residents/environment-and-planning/planning/make-planning-application/making-planning-application>

or Planning Portal 1 – APP:

[Find and download paper forms - Paper Forms - Planning Portal](#)



## ii. Application Fee

Planning applications and other submissions cannot be processed without payment of the correct fee, as determined in The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012

(as amended). A detailed explanation of planning fees is contained in national guidance or the Planning Portal's fee calculator can be used.

The Planning Portal handles fee payments for applications submitted via the Planning Portal.

Fees can also be paid by BACS transfer using the following details:

Sort Code: 30-00-02

Account number: 00162197

Account Name: Oxfordshire County Council.

A reference should also be provided, as agreed with the Planning Officer, to ensure the payment can be located.

The current application fees may be viewed via the planning portal:

[How much does a planning application cost? - Planning Portal](#)

Planning Policy Drivers or related Guidance:

- National Planning Practice Guidance – Fees for Planning Applications

[Fees for planning applications - GOV.UK \(www.gov.uk\)](#)

## iii. Ownership & Agriculture Holding Certificate

**A completed signed and** dated Ownership Certificate A, B, C or D incorporating the Agricultural Holdings Certificate must be submitted as set out under Section 65(5) of the Town and Country Planning Act 1990, and Article 14 of the Town and Country Planning (Development Management Procedure) (England) Order. These certificates are part of the 1APP standard form and the Minerals Application form. The ownership certificate states the ownership of the whole of the application site, including land which gives access to the site from the public highway or where development abuts or simply overhangs the boundary with the adjoining land or property. For this purpose an owner is anyone with a freehold interest or leasehold interest, the unexpired term of which is not less than 7 years.

Where the applicant is the sole owner of the land at the beginning of a period of 21 days before the application is submitted, certificate A is completed. Where this is not the case certificate B should be completed where the names and addresses of the other owners are known. Notice(s) need to be served on every owner of any part of

the land to which the application site relates 21 days before the application is submitted. Certificate C should be completed where some but not all of the names and addresses of the owners are known and certificate D where none of the other owners names or addresses is known. In the case of there being any unknown owners, an advertisement must be placed by the applicant in a local paper for a period of at least 21 days prior to submission of the application. The applicant will need to specify the steps undertaken to find owners such as Land Registry enquiries.

All agricultural tenants (as defined by the Agricultural Holdings Act 1986) must be notified **prior** to the submission of the application and their names and addresses provided. If the land does not form part of an Agricultural Holding then this must be confirmed.

#### **iv. Design and Access Statement**

A Design and Access Statement (DAS) must accompany planning applications for:

- Applications for major development (where the site area is 1ha or more or the new floorspace to be created would be 1,000m<sup>2</sup> or more);
- where any part of the development is in a designated area (A Conservation Area or a World Heritage Site) development consisting of—
  - (i) the provision of one or more dwelling houses; or
  - (ii) the provision of a building or buildings where the floor space created by the development is 100m<sup>2</sup> or more.

A statement will not be required for:

- (a) permission to develop land without compliance with conditions previously attached, made pursuant to section 73 of the 1990 Act;
- (b) engineering or mining operations;
- (c) a material change in use of the land or buildings;
- (d) development which is waste development.

Further advice can be found in the Planning Practice Guidance:

<https://www.gov.uk/guidance/making-an-application#Design-and-Access-Statement>

Planning Policy Drivers or related Guidance:

The Town and Country Planning (Development Management Procedure) (England) Order 2015 [http://www.legislation.gov.uk/ukxi/2015/595/pdfs/ukxi\\_20150595\\_en.pdf](http://www.legislation.gov.uk/ukxi/2015/595/pdfs/ukxi_20150595_en.pdf)

#### **v. Location Plan**

The location of the application site shall be identified on a plan based on an up to date Ordnance Survey Map at a suitable metric scale proportionate to the size of the development.

Plans should be clearly titled, given a unique reference number and dated. The plans should wherever possible show at least two named roads and surrounding buildings and the properties shown should be numbered or named to ensure that the exact location of the application site is clear.

The application site must be edged clearly with a solid **red** line and include all land necessary to carry out the proposed development (e.g. land required for access to the site from a public highway, visibility splays, landscape treatment, car parking and open areas around the buildings). The size of the application site can in some cases determine the fee payable for the application and should be carefully drawn.\*

A **blue** line must be drawn around any other land owned by the applicant, close to or adjoining the application site.\*

*\* These may instead be shown on the Site Plan if the Location Plan scale is not appropriate to accurately show the required detail.*

#### **vi. Site plan**

The site plan should be submitted at a scale of:

- 1:200 or 1:500 for planning applications for most built development; or
- 1:1250 or 1:2500 for minerals and waste development or other development over an area of 1 ha or more.

Plans should be clearly titled and given a unique reference number and dated. The plans should accurately show:

- The direction of North; and
- The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries.

And the following:

- All the buildings, roads and footpaths on land adjoining the site including access arrangements;
- All public rights of way crossing or adjoining the site;
- The position of all trees and other structural vegetation such as hedgerows on the site and those on adjacent land;
- Location, type and extent of any notable features such as ponds, veteran trees etc;
- The extent and type of any hard surfacing; and
- Boundary treatment including walls or fencing where this is proposed.

*The Site Plan may also show the red line for the application area and the blue line for land in the applicant's ownership if this can be shown more accurately than would be possible at the location plan's scale.*

## **Updated and Superseded Plans**

If the applicant needs to update or replace a supporting plan or document, the updated or replacement document should be clearly labelled as another version of the document e.g. Revision A and, if submitted through the Planning Portal, the County Planning Authority informed of the title of the replacement document. Where plans are updated, the applicant should provide guidance as to the updates made, either by way of listing the changes made or clearly identifying the changed on the plans.

## **Biodiversity Net Gain (BNG)**

Where applicants consider that the development would not be subject to the general biodiversity gain condition, the applicant must provide a statement as part of the planning application setting out why they believe this is the case. The application form provides a space for this statement.

Where development would be subject to the general biodiversity gain condition, the application must be accompanied by minimum information:

- a statement as to whether the applicant believes that planning permission, if granted, would be subject to the biodiversity gain condition; the pre-development biodiversity value of the onsite habitat on the date of application (or an earlier date) including the completed metric calculation tool used showing the calculations, the publication date and version of the biodiversity metric used to calculate that value;
- where the applicant wishes to use an earlier date, the proposed earlier date and the reasons for proposing that date; a statement confirming whether the biodiversity value of the onsite habitat is lower on the date of application (or an earlier date) because of the carrying on of activities ('degradation') in which case the value is to be taken as immediately before the carrying on of the activities, and, if degradation has taken place, supporting evidence of this;
- a description of any irreplaceable habitat (as set out in column 1 of the Schedule to the Biodiversity Gain Requirements (Irreplaceable Habitat Regulations 2024) on the land to which the application relates, that exists on the date of application, (or an earlier date); and
- a plan, drawn to an identified scale which must show the direction of North, showing onsite habitat existing on the date of application (or an earlier date), including any irreplaceable habitat.

Further Biodiversity Net Gain Information and local information requirements are outlined in the local list.

## **PART TWO - LOCAL INFORMATION REQUIREMENTS & OTHER PLANS:**

In addition to the location plan and site plan, other plans should be submitted (dependent on the type of application and development proposed) to explain the proposal in detail. The drawings submitted should show details of the existing building(s) as well as those for the proposed development. Where existing buildings and or walls are to be demolished these should also be clearly shown. Drawings should be drawn to an identified scale, clearly and logically titled, show the direction of north and be given a unique reference number and dated.

## **OTHER PLANS:**

### **Block Plan**

The plan should be of a scale of 1:100 or 1:200 showing any site boundaries; the type and height of boundary treatment (e.g. walls, fences etc); and the position of any building or structure on the other side of such boundaries.

### **Existing and Proposed Elevations**

All elevations should be submitted drawn to a scale of 1:50 or 1:100 and should show clearly the proposed works in relation to what is already there. Elevations should be clearly titled and given a unique reference number, signed and dated. All sides of the proposal must be shown and orientations labelled. It will not be sufficient to state front, side and rear elevation.

Elevations should indicate the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included; if only to show that this is in fact the case.

Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property.

### **Existing and Proposed Floor plans**

These should be shown at a scale of 1:50 or 1:100 and be labelled to show the existing and proposed usage. Where buildings or walls are to be demolished these should be clearly shown. New buildings should be shown in relation to adjacent buildings.

### **Existing and Proposed Site Sections and Finished Floor and Site Levels**

In cases where a proposal involves a change in ground levels or is on a sloping site, drawings at a 1:50, 1:100 or 1:200 scale should be submitted showing a cross section through the proposed building or site to include details of foundations and eaves and how encroachment onto adjoining land is to be avoided. Drawings should be submitted to show both existing and finished levels. The drawings may take the form of contours, spot levels or cross or long sections as appropriate and should be

correlated to Ordnance Survey Datum height or to a clear, permanent and accessible local datum.

## **Roof Plans**

A roof plan is used to show the shape of the roof and is typically drawn at a scale smaller than the scale used for floor plans. Details such as roofing materials, vents and their location are typically specified on a roof plan.

Please note: Plans should not contain the phrase 'Do not scale' and if not drawn to scale will not be accepted other than when clearly stated to be solely for illustrative purposes.

**All plans should be scaled to fit A4 or A3 sized paper (unless agreed with the Planning Officer that larger size paper is appropriate) and must have:**

- a title;
- a scale;
- a legend;
- units of measurement noted;
- north arrow if relevant; and
- a unique reference number.

## **Highway Plans**

Any drawings of proposed highway works should be supplied as separate drawings, in separate files, as well as being referenced in the Transport Statement

## **LOCAL INFORMATION REQUIREMENTS:**

### **Aftercare and Restoration Scheme**

Mineral and waste planning applications need to demonstrate how the site is proposed to be restored. Details should include:

- the type and source of material with which the site would be infilled;
- sources and volumes of materials (including tonnage) to be used in restoration;
- working methods and timescales;
- HGV movements;
- the end use of the site such as agriculture, woodland or habitat creation and the reason for the choice.

Should the proposal involve the disturbance of existing agricultural land, details of soil resources, including consideration of the ecosystem value of the soil resource, and the Agricultural Land Classification will need to be provided as well as a statement of what the intended restored grade the land would be. It will usually include a soil handling strategy indicating the methodology for soil stripping, storage and replacement, the plant and machinery to be used and proposals for the restoration and where appropriate enhancement of the soil ecosystem, in particular through consideration of the role of soil organic matter.

A restoration plan should be provided showing the site boundary, site context, proposed contours, proposed habitats, proposed public rights of way/public open spaces, proposed land uses, proposed planting, proposed features (e.g. waterbodies, log piles, etc), plant specification and notes on implementation and management.

A phasing plan may be required to show how the site would be progressively restored over a period of years following extraction and infilling of the ground.

A topographical survey showing pre-development contours and proposed contours will be required. Details of ground contours on completion and at the end of the aftercare period should be provided, to show settlement.

An aftercare management plan will also be required setting out how the site would be maintained and monitored for a period of 5 years following the final restoration of the site. This should include details of how the management plan will be monitored and updated during the aftercare period and what measures will be put in place to ensure that the desired restoration outcomes are achieved. The aftercare management plan should also set out recommendations on ongoing management to guide landowners of how to continue managing habitats on site should the resources exist.

*NB For BNG, there will be a requirement to secure significant on site BNG by condition or section 106 agreement or conservation covenant for a period of at least 30 years. Any offsite BNG will need to be secured through section 106 agreement for a period of at least 30 years.*

Planning Policy Drivers and related guidance:

- The National Planning Policy Framework (2023) – paragraphs 180, 185, 216.
- Guidance for Planning and aftercare advice for reclaiming land to agricultural use  
<https://www.gov.uk/government/publications/reclaim-minerals-extraction-and-landfill-sites-to-agriculture/planning-and-aftercare-advice-for-reclaiming-land-to-agricultural-use>
- National Planning Practice Guidance – Restoration and Aftercare of Minerals Sites:  
<https://www.gov.uk/guidance/minerals#Restoration-and-aftercare-of-minerals>
- Nature After Minerals:  
[Home - Nature After Minerals](#)

## **Air Quality**

All proposals that have the potential to have an adverse impact on air quality, including impacts on human health and sensitive ecological habitats, sites and

species both during the construction phase and the operational phase will require assessment of any adverse effects and the submission of a scheme detailing how the application will

limit its impact on the surrounding environment. This will include proposals which will significantly alter the traffic composition in an area such as heavy goods delivery traffic or industrial activities with significant emissions to the atmosphere regulated by Environmental Permit or introduction of a new school or public building close to an existing source of air pollution Any application that has the potential to generate increased dust should include a dust suppression scheme will need to indicate how the applicant will minimise the impact of dust on the surrounding area.

Where the development is proposed inside, or adjacent to, an air quality management area (AQMA), where the development could in itself result in the designation of an AQMA or where the grant of planning permission would conflict with, or render unworkable, elements of a Planning Authority's air quality action plan, applications should be supported by such information as is necessary to allow a full consideration of the impact of the proposal on the air quality of the area.

Air Quality Management Areas are defined by the District Councils and details can be found on their websites.

Planning Policy Drivers and related guidance:

- The National Planning Policy Framework 2023- paragraph 192  
[National Planning Policy Framework \(publishing.service.gov.uk\)](https://www.gov.uk/policy-framework)
- The APIS website  
<http://www.apis.ac.uk/>
- National Planning Practice Guidance – How Detailed Does An Air Quality Assessment Need to Be  
<http://planningguidance.planningportal.gov.uk/blog/guidance/air-quality/how-detailed-does-an-air-quality-assessment-need-to-be/>
- Chief Medical Officer's Annual Report 2022  
[Chief Medical Officer's Annual Report 2022 \(publishing.service.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/111111)



## Bioaerosol Assessment

Applications that involve the handling, storage or treatment of biodegradable waste, particularly composting applications, will need to be accompanied by a bioaerosol Assessment. This will provide a risk assessment to ascertain the potential impacts on neighbouring sensitive properties or other sensitive locations. Bioaerosol assessments should identify sources, pathways and receptors, paying particular attention to sensitive receptors and including mitigation measures.

Related Guidance:

- Environment Agency - Guidance for developments requiring planning permission and environmental permits

[LIT\\_7260\\_bba627.pdf \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/lit-7260-bba627.pdf)

## Biodiversity Assessment

The Planning Authority has a duty to consider the conservation and enhancement of biodiversity when determining a planning application. The Planning Authority has the need to consider whether biodiversity net gain will be achieved in line with both local policy and legal requirements. This is in accordance with relevant policies within the Local Plans, Oxfordshire's Biodiversity Action Plan and Conservation Target Areas and National Policy set out in the National Planning Policy Framework, national Planning Practice Guidance and DEFRA Circular 06/2005. In addition statutory requirements under legislation including the Wildlife and Countryside Act 1981 (as amended), the Conservation of Habitats and Species Regulations 2017 (as amended), the Protection of Badgers Act 1992, the Environment Act 2021, Section 90A and Schedule 7A (Biodiversity Gain in England) of the Town and Country Planning Act 1990, the Environment Act 2021 (Commencement No.8 and Transitional Provisions) Regulation 2024, The Biodiversity Gain Requirements (Exemptions) Regulations 2024, The Biodiversity Gain (Town and Country Planning) (Modifications and Amendments) (England) Regulations 2024, and The Biodiversity Gain Requirements (Irreplaceable Habitat) Regulations 2024 need to be complied with. Also the general biodiversity duty placed on Local Authorities within [\*Section 40 of the Natural Environment and Rural Communities Act 2006 \(as amended\)\*](#) must be taken into account.

Local requirements indicating how biodiversity should be considered by planning applications are set out in Appendices 1 to 4 and applicants should ensure that they follow the guidance in the British Standard BS42020 (Biodiversity – Code of Practice for Planning & Development (2013) and in the Oxfordshire Biodiversity & Planning Guidance Document:

<https://www.oxfordshire.gov.uk/residents/environment-and-planning/countryside/natural-environment/environmental-policy-and-planning/biodiversity-and-planning>

The local requirements are presented so as to assist the applicant to not only answer the questions on the main 1APP form and the Minerals Application form, but also

supply the relevant biodiversity information that will allow the Planning Authority to validate and determine the application. If impacts to biodiversity are indicated by the requirements, and supporting information is NOT supplied to the Planning Authority, then the application will not be validated. If the application is not subject to the exemptions to biodiversity net gain requirements, as set out nationally, and the supporting information set out below is not provided, the application will not be validated.

Consideration of the conservation of biodiversity when determining a planning application includes:

- designated sites and non-designated sites;
- legally protected species;
- habitats and species of principal importance for biodiversity (priority species and habitats); and
- habitats and species with plans in Oxfordshire's Biodiversity Action Plan and Conservation Target Areas.

The application must consider if such a site, species or habitat is present and the applicant should normally submit a Survey and Assessment. Information and guidance on when a Survey and Assessment is required to validate an application is provided in Appendices 1 to 4.

Natural England can also advise on such requirements where there is a potential impact on nationally designated sites and/or legally protected species. See the Natural England website ([www.naturalengland.org.uk](http://www.naturalengland.org.uk)) for further advice and relevant contacts.

### **Biodiversity Net Gain - Further Information**

Prior to the submission of a planning application, applicants are encouraged to consider biodiversity net gain early in the development process and factor it into site selection and design, taking into account the Biodiversity Gain Hierarchy as set out in Article 37A of the Town and Country Planning (Development Management Procedure) (England) Order 2015. Where appropriate, they should discuss the biodiversity net gain requirements for their development up front with the Council, using our pre-application service.

Where development would be subject to the general biodiversity net gain condition, in addition to national minimum information requirements relating to mandatory Biodiversity Net Gain, the Council require information to assess the application against local and national policy, as well as legislative requirements for BNG.

These local information requirements include:

- A draft Biodiversity Gain Plan including:
  - The completed biodiversity metric calculation tool (submitted as the completed calculator spreadsheet, not a 'snapshot' or summary) showing a measurable net gain

of at least 10% across all unit types (area-based, and where relevant, hedgerow and watercourse units) both onsite and, if applicable, offsite.

- Copies of habitat condition assessment sheets
- Information about the steps taken or to be taken to minimise the adverse effect of the development on the biodiversity of the on-site habitat and any other habitat
- Arrangements for compensation for any impact the development has on irreplaceable habitats
- How the biodiversity gain hierarchy will be followed and where to the extent any actions in that hierarchy are not followed, the reason for that
- An explanation of how improvements to biodiversity have been integrated into the design
- An explanation of how other policies to support biodiversity including Oxfordshire's Conservation Target Areas\* and/or the emerging Local Nature Recovery Strategy, and other wider objectives have been taken into account
- The relevant date for the purposes of calculating the pre-development biodiversity value of onsite habitats
- Pre-development and post-development plans showing the location of on site habitat;

Where the proposals will deliver a significant increase of onsite biodiversity enhancement:

- Detailed proposals of these habitat enhancements should be provided as part of the plans, drawings and supporting information accompanying the application. It is particularly important that planning applications provide sufficient detail of habitat enhancements to enable proper consideration of the impact on aviation safety.

Where any off-site biodiversity gain is to be allocated to the development:

- The location of areas to be used to deliver off-site biodiversity gains.
- Plans showing baseline habitats and proposed enhancements.
- The biodiversity value of the gain in relation to the development
- An agreement in principle from the owner of the offsite land to enter into a legal agreement for management of the land for biodiversity net gain.
- Draft heads of terms clearly setting out the obligations that the applicant is likely to be bound by through a section 106 agreement, should permission be granted

Where there is an intention to purchase biodiversity credits for the development:

- The value of these credits

Or, where the application is for phased development\*\*:

- A draft Overall Biodiversity Gain Plan setting out a draft framework for how the biodiversity gain objective of at least a 10% gain is expected to be met across the entire development. (A Phase Biodiversity Gain Plan for each phase must be submitted to and approved by the planning authority before the development of that phase can be begun). The draft Overall Biodiversity Gain Plan should include:
  - The completed biodiversity metric calculation tool (submitted as the completed calculator spreadsheet, not a 'snapshot' or summary) showing a measurable net gain

- of at least 10% across all unit types (area-based, and where relevant, hedgerow and watercourse units) both onsite and, if applicable, offsite
- Copies of habitat condition assessment sheets
- Information about the steps taken or to be taken to minimise the adverse effect of the development on the biodiversity of the onsite habitat and any other habitat
- The arrangements for compensation for any impact from the development on irreplaceable habitat.
- How the biodiversity gain hierarchy will be followed and where to the extent any actions in that hierarchy are not followed, the reason for that
- An explanation of how improvements to biodiversity have been integrated into the design
- An explanation of how other policies to support biodiversity including Oxfordshire's Conservation Target Areas\* and/or the emerging Local Nature Recovery Strategy, and other wider objectives have been taken into account
- The relevant date for calculating the pre-development biodiversity value for the development
- Pre-development and post-development plans showing the location of on site habitat
- The strategy for meeting the biodiversity gain objective if there is a change to the post-development biodiversity value, proposed registered offsite biodiversity gain or proposed purchase of biodiversity credits.

Where the proposals will deliver a significant increase of on site biodiversity enhancements:

- Detailed proposals of these habitat enhancements should be provided as part of the plans, drawings and supporting information accompanying the application. Where firm proposals for development and habitat enhancement on each phase have yet to be finalised, assumptions about the likely development and habitat enhancements should be used to determine this post-development value. It is particularly important that planning applications provide sufficient detail of habitat enhancements to enable proper consideration of the impact on aviation safety.

Where any off-site biodiversity gain is to be allocated to the development:

- The location of areas to be used to deliver off-site biodiversity gains.
- Plans showing baseline habitats and proposed enhancements.
- The biodiversity value of the gain in relation to the development
- An agreement in principle from the owner of the offsite land to enter into a legal agreement for management of the land for biodiversity net gain.
- Draft heads of terms clearly setting out the obligations that the applicant is likely to be bound by through a section 106 agreement, should permission be granted

Where there is an intention to purchase biodiversity credits for the development:

- The value of these credits

\*Oxfordshire's Local Nature Recovery Strategy (LNRS) is due for publication in Spring 2025, until then Oxfordshire's Conservation Target Areas should be used to identify local areas where habitat creation and enhancement will be most effective in contributing to local nature recovery. Until the LNRS is in place,

Conservation Target Areas should also be used to determine Strategic Significance when using the Biodiversity Metric.

\*\* a phased development is a development where there is:

- (a) a grant of outline planning permission where the reservation of matters for subsequent approval has the effect of requiring or permitting development to proceed in phases; or
- (b) a grant of any kind of planning permission, where the grant is subject to conditions (whether requiring the subsequent approval of any matters or otherwise) having that effect

- National Planning Practice Guidance – Natural Environment and Biodiversity Net

Gain:

[Natural environment - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

[Biodiversity net gain - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

### **Birdstrike Risk Management Plan**

All applications involving mineral extraction or quarrying, landfill, sewage disposal and restoration schemes with major tree planting or nature reserves which would be attractive to birds falling within 13 kilometres of Civil Airports and Ministry of Defence Airfields will need to be accompanied by details of appropriate bird control measures to reduce the risk of birdstrike to aircraft. Further guidance is available from the Civil Aviation Authority.

Planning Policy Drivers and related guidance:

- National Planning Policy for Waste

[https://assets.publishing.service.gov.uk/media/5a7ef594e5274a2e8ab4946c/141015\\_National\\_Planning\\_Policy\\_for\\_Waste.pdf](https://assets.publishing.service.gov.uk/media/5a7ef594e5274a2e8ab4946c/141015_National_Planning_Policy_for_Waste.pdf)

### **Carbon Management Plan**

A Carbon Management Plan (CMP) is required for applications for major road schemes, built development creating over 1000 square metres of floorspace, for landfill, and for any new mineral extraction or extension to an existing quarry. The CMP should:

- Give an overview of carbon management governance, roles and responsibilities with regards to the project
- Deliver a baseline assessment of the carbon impact of the project
- Identify opportunities to reduce carbon emissions over the whole life of the project
- Present a clear process of ongoing carbon management, monitoring and evaluation

### **Climate Impact Assessment**

A Climate Impact Assessment (CIA) is required for applications for major road schemes, built development creating over 1000 square metres of floorspace, for landfill, and for any new mineral extraction or extension to an existing quarry. The CIA toolkit is an excel-based tool which provides an overview of the impact on the project on a number of different indicators. It can be found here: [Climate Impact Assessment | Oxfordshire County Council Intranet](#)

### **Daylight/Sunlight assessment**

Applications that may give rise to adverse impacts on the levels of daylight enjoyed by surrounding buildings may need to submit a daylight / sunlight assessment. This should include consideration of new features such as tree planting from which the impact may take some time to develop.

Planning Policy Drivers and related guidance:

- British Standard Code of Practice for daylighting, BS8206 Part 2

### **Dust Assessment**

Applications which may give rise to dust emissions have the potential to cause significant nuisance effects and adverse impacts on human health and sensitive ecological sites, habitats or species both during the construction phase and the operational phase. This includes dust particles that can be seen and those too fine to be seen by the human eye. Applicants will need to assess any adverse effects of dust resulting from any development which could generate dust and describe the appropriate controls that will be used to mitigate the impact. This could be a stand-alone dust risk assessment and consequent dust management plan or as part of a wider Air Quality Assessment where there are operational phase effects to be considered.

Planning Policy Drivers and related guidance:

- The National Planning Policy Framework 2023 paragraph 217

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/6077/2116950.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf)

- National Planning Policy for Waste, Appendix B

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/364759/141015\\_National\\_Planning\\_Policy\\_for\\_Waste.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/364759/141015_National_Planning_Policy_for_Waste.pdf)

### **Ecology Reports - Appropriate Assessment (informative)**

Pursuant to the requirements of the Conservation of Habitats and Species Regulations 2017 (as amended), the Planning Authority may have to carry out an Appropriate Assessment. Appropriate Assessment tests whether a proposal either alone or in combination with other plans or projects in proximity of the following sites is likely to have a significant negative impact on:

- Designated or potential Special Protection Areas – a European designation which protects birds;
- Designated or candidate Special Areas of Conservation – a European designation which protects habitats;
- Ramsar or proposed Ramsar sites – an international designation which protects wetlands.

It is recommended that Natural England should be consulted prior to the submission of an application to determine if there is likely to be a significant impact. Appropriate Assessment does not apply to other designations, like Sites of Special Scientific Interest or National Landscapes.

Planning Policy Drivers and related guidance:

- The National Planning Policy Framework 2023 paragraphs 180, 185, 186, 187 and 188.

<https://www.gov.uk/government/publications/national-planning-policy-framework--2>

- Circular 06/2005 Biodiversity and Geological Conservation – Statutory Obligations and Their Impact Within The Planning System

<https://www.gov.uk/government/publications/biodiversity-and-geological-conservation-circular-06-2005>

- Oxfordshire Biodiversity and Planning Guidance:

<https://www.oxfordshire.gov.uk/residents/environment-and-planning/countryside/natural-environment/environmental-policy-and-planning/biodiversity-and-planning>

- Oxfordshire County Council Natural Environment webpage

<http://www.oxfordshire.gov.uk/cms/public-site/natural-environment>

- Oxfordshire Wildlife and Landscape Study (OWLS)

<http://owls.oxfordshire.gov.uk/wps/wcm/connect/occ/OWLS/Home/>

- Natural England Standing Advice on Protected Species

<https://www.gov.uk/guidance/protected-species-how-to-review-planning-applications>

## **Ecology Reports – Information Required**

Ecology reports submitted as part of a planning application must include a data search from the Thames Valley Environmental Records Centre (TVERC) rather than the NBN Gateway or Magic, unless it has previously been agreed with a planning officer that this is not necessary.

Submitting a desk study including data from TVERC will avoid unnecessary and costly delays to processing the planning application and ensures the application complies with the [National Planning Policy Framework](#) and the NBN Gateways.

The authors of ecological survey reports for planning applications should be able to answer 'Yes' to all of the following questions:

- Do you have access to all the records at the highest available resolution?
- Do you have written permission from all the data providers to use their data in this way?
- Did you also contact TVERC to ensure that they have access to records which are not yet on the NBN Gateway?

If you cannot answer 'Yes' to the above questions, the planning application may not be validated.

Any suspected breaches of data providers' copyright or terms and conditions will be reported by the local planning authority to the data provider, who may take appropriate action.

## **Flood Risk Assessment**

All development should address the potential flood risk from development and the need for the Sequential Test. This test is designed to steer development away from higher risk Flood Zones and involves considering alternatives for development. The Planning Authority determines the Sequential Test and it should be discussed at pre-application stage. The Exception Test also needs to be passed for certain types and locations of development.



Planning applications for development proposals of 1ha/1,000 m<sup>2</sup> of new floor space or greater in Flood Zone 1 and all proposal for new development, which are located in Flood Zones 2 and 3, or other areas where the Environment Agency, Internal Drainage Boards and other bodies have indicated that there may be drainage problems, should be accompanied by a Flood Risk Assessment. This Assessment should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed taking climate change into account. Modelled flood levels (where available) are obtainable from the Environment Agency through a data request. Maps of flood zones can be viewed here: [See flood risk on a map - Check your long term flood risk - GOV.UK \(check-long-term-flood-risk.service.gov.uk\)](https://www.gov.uk/guidance/check-your-long-term-flood-risk). In addition, National Planning Practice Guidance provides comprehensive guidance in relation to the undertaking of the Sequential and Exception Tests, Flood Risk Assessments and the responsibilities for controlling development where it may be directly affected by flooding or affect flooding elsewhere.

Planning Policy Drivers and related guidance:

- The National Planning Policy Framework 2023 paragraphs 165-175  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/6077/2116950.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf)
- National Planning Practice Guidance – Flood Risk and Coastal Change  
<https://www.gov.uk/guidance/flood-risk-and-coastal-change>
- National Planning Policy for Waste, Appendix B  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/364759/141015\\_National\\_Planning\\_Policy\\_for\\_Waste.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/364759/141015_National_Planning_Policy_for_Waste.pdf)
- Oxfordshire County Council Flood Toolkit  
<https://www.oxfordshirefloodtoolkit.com/planning/>
- Building Regulations Approved Document Part H  
<http://www.planningportal.gov.uk/buildingregulations/approveddocuments/parth/>
- CIRIA C522 document Sustainable Drainage Systems – design manual for England and Wales
- CIRIA C624 document – Guidance for FRAs

- CIRIA C697 document - SuDS manual - The Interim Code of Practice for Sustainable Drainage Systems

<http://www.ciria.org>

## **Foul Sewage and Utilities Statement**

If an application proposes to connect a development to the existing drainage system then details of the existing system should be shown on the application drawing(s). It should be noted that in most circumstances surface water is not permitted to be connected to the public foul sewers. Where the development involves the disposal of trade waste or the disposal of foul sewage effluent other than to the public sewer, then a fuller foul drainage assessment will be required including details of the method of storage, treatment and disposal. A foul drainage assessment should include a full assessment of the site, its location and suitability for storing, transporting and treating sewage. Where connection to the mains sewer is not practical, then the foul/non-mains drainage assessment will be required to demonstrate why the development cannot connect to the public mains sewer system and show that the alternative means of disposal are satisfactory. Guidance on what should be included in a non-mains drainage assessment is given in ***Building Regulations Approved Document Part H and in BS6297***. Applicants should discuss the specific details required with the relevant utility provider.

If the proposed development results in any changes/replacement to the existing system or the creation of a new system, scale plans of the new foul drainage arrangements will also need to be provided. This will include a location plan, cross sections/elevations and specification. Drainage details that will achieve Building Regulations Approval will be required. If connection to any of the above requires crossing land that is not in the applicant's ownership, other than on a public highway, then notice may need to be served on the owners of that land.

An application should indicate how the development connects to existing utility infrastructure systems. Most new development requires connection to existing utility services, including electricity and gas supplies, telecommunications and water supply, and also needs connection to foul and surface water drainage and disposal. Two planning issues arise; firstly, whether the existing services and infrastructure have sufficient capacity to accommodate the supply/service demands which would arise from the completed development, and secondly, whether the provision of services on site would give rise to any environmental impacts, for example, excavations in the vicinity of trees or archaeological remains.

The applicant should demonstrate that: -

- (a) following consultation with the service provider, the availability of utility services has been examined and that the proposals would not result in undue stress on the delivery of those services to the wider community. Written confirmation of this from the service provider should accompany any application;
- (b) proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures;

- (c) service routes have been planned to avoid the potential for damage to trees and archaeological remains; and
- (d) where the development impinges on existing infrastructure the provisions for relocating or protecting that infrastructure have been agreed with the service provider and written confirmation of this from the service provider is submitted.

Planning Policy Drivers and related guidance:

- National Planning Practice Guidance - Water supply, wastewater and water quality  
<http://planningguidance.planningportal.gov.uk/blog/guidance/water-supply-wastewater-and-water-quality/>
- Approved Document H – Drainage and Waste Disposal 2015 edition  
<http://www.planningportal.gov.uk/buildingregulations/approveddocuments/parth/approved>

### **Geological Assessment**

A Geological Survey and Assessment will be required where there is an impact on a site designated for its geological interest, or where there are other features of geological conservation interest. More detail is provided in **Appendix 4**.

Applicants should check Oxfordshire's Local Geodiversity Action Plan for Lower and Middle Jurassic and the Local Geodiversity Action Plan for the North Wessex Downs National Landscape

Planning Policy Drivers and related guidance:

- The National Planning Policy Framework paragraphs 180, 185  
<https://www.gov.uk/government/publications/national-planning-policy-framework--2>
- Oxfordshire Local Geodiversity Action Plan  
[https://www.oxfordshiregeologytrust.org.uk/wp-content/uploads/2017/03/L\\_MJurLGAP.pdf](https://www.oxfordshiregeologytrust.org.uk/wp-content/uploads/2017/03/L_MJurLGAP.pdf)
- North Wessex Downs National Landscape – Geology  
[Geology - North Wessex Downs National Landscape](#)

### **Green Belt Statement**

For applications in the Oxford Green Belt, where a development is inappropriate within the Green Belt, a statement will be required including an explanation of how

the proposal relates to the purposes of including the site within the Green Belt, how the development impacts on the openness of the Green Belt and the case for any very special circumstances. Planning applications for extensions to buildings or replacement buildings in the Oxford Green Belt need to include volume calculations (measured externally) of the existing building, the proposed extension/replacement building and any previous extensions to the building.

Planning Policy Drivers and related guidance:

- The National Planning Policy Framework 2023 paragraphs 142 to 151

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/6077/2116950.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf)

### **Health Impact Assessment (HIA)**

All planning applications for major infrastructure schemes or plans where potential health issues are likely to arise, require a Rapid or Full HIA to be submitted. HIAs are a tool used to identify the health impacts of a plan or project on the health and well-being of the population and highlight any health inequalities that may arise. They also produce recommendations for decision makers and stakeholders which aim to maximise a proposal's positive health effects and minimise its negative health effects, while maintaining a focus on addressing health inequalities. HIAs must look at the issue of health comprehensively, including the range of wider determinants of health and inequality, and not focus solely on access to health services. A HIA will identify any unintended health consequences and a clear analysis of whether the health of the whole population or just certain sections will be affected.

The level of HIA required will depend upon the scale and impact of the development. An initial screening will identify an infrastructure proposal's possible impacts and identify where a full HIA may be required.

Planning Policy Drivers and related guidance:

- [National Planning Practice Guidance on promoting healthy and safe communities](#)
- Public Health England 2020 [Health Impact Assessment in spatial planning](#)
- Oxfordshire County Council's [Local Transport and Connectivity Plan 2022-2050: Policy 9](#)

### **Heritage and Archaeological Statements**

For developments affecting the historic environment (Listed Buildings, Conservation Areas, Scheduled Ancient Monuments, Historic Parks and Gardens, World Heritage Sites (Blenheim Palace) other areas of possible archaeological interest) a Heritage and/or Archaeological Statement may be required. The scope and degree of detail necessary in a Heritage and Archaeological Statement will vary according to the

particular circumstances of each application. The Historic environment record should however be consulted as a minimum and where a site has archaeological interest a desk-based assessment will be required, as set out below.

**Desk-based assessment:** This will comprise the collation of existing archaeological and historic information about the application site and the production of a report summarising this material. An assessment of the impact of the proposed development on the archaeological site, historic building or other aspects of the historic environment may be required. It should be carried out in accordance with the Chartered Institute for Archaeologists standards and guidance for desk-based assessments including the submission of an appropriate written scheme of investigation to agree the scope of the assessment. This written scheme should be informed by our standard guidance 'Desk Based Assessment Guidance document' which can be accessed here ([link](#)) and will be supplied with any Historic Environment Record Data.

Applicants are advised to discuss proposals with the County Council's Historic Environment team before any application is made. The following is a guide to the sort of information that may be required for different types of application.

In the case of designated sites/structures, applicants should be aware of the need for the appropriate consent (Listed Building Consent, or Scheduled Monument Consent) in addition to planning permission. Advice on the need for Listed Building consent should be sought from the relevant District Council. Advice on the need for Scheduled Monument Consent should be sought from Historic England.

For both designated and undesignated sites, buildings and structures the following types of assessment may be required. Further advice should be sought from the County Council's Historic Environment team.

**Desk-based assessment:** This will comprise the collation of existing archaeological and historic information about the application site and the production of a report summarising this material. An assessment of the impact of the proposed development on the archaeological site, historic building or other aspects of the historic environment may be required. It should be carried out in accordance with the Chartered Institute for Archaeologists standards and guidance for desk-based assessments including the submission of an appropriate written scheme of investigation to agree the scope of the assessment.

**Field evaluation:** More detailed investigation of the site or building may be required to complete the assessment of the impact of the proposed development. This is likely to involve on-site investigation such as geophysical survey and the excavation of test pits or trenches. This work must be discussed with the County Council's Historic Environment team in advance and carried out in accordance with the Chartered Institute for Archaeologists standards and guidance for archaeological evaluation including the submission and agreement of a written scheme of investigation.

Where pre-development archaeological investigations are required, these should be informed by appropriate prior ecological survey to ensure that biodiversity is not harmed; including details of any mitigation, compensation and subsequent

management of biodiversity interest.

For applications adjacent to a listed building or within or adjacent to a conservation area which may affect its setting, an assessment of the impact of the development on the character and appearance of the area may be required.

Planning Policy Drivers and related guidance

- The National Planning Policy Framework February 2023 paragraphs 195 to 214  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/6077/2116950.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf)
- National Planning Policy for Waste, Appendix B  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/364759/141015\\_National\\_Planning\\_Policy\\_for\\_Waste.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/364759/141015_National_Planning_Policy_for_Waste.pdf)
- Oxfordshire County Council – Archaeological Planning Guidance  
[Archaeological planning guidance | Oxfordshire County Council](#)
- Oxfordshire County Council – Archaeological fieldwork within the planning system  
[Archaeological fieldwork within the planning system | Oxfordshire County Council](#)

## **Highways Plans**

Any drawings of proposed highway works should be supplied as separate drawings, in separate files, as well as being referenced in the Transport Statement or Assessment.

## **Hydrological Assessment**

Where dewatering of mineral workings is proposed, applicants are strongly advised to consult the Environment Agency and the County Council's Drainage Engineer at an early stage and to involve a qualified Hydrogeologist. Technical information, including the calculation of the extent and volumes of dewatering will be required in order for the Agency and the County Council to assess further investigations. This may include monitoring of the existing water regime for at least 12 months prior to submission of the application in order to ensure that surface and ground water can be safeguarded. The potential impacts on biodiversity should also be considered.

Applicants should indicate the natural water table including its depth, source catchment areas and characteristics. The statement must show that third parties will not be affected by the dewatering. Where investigations show that dewatering will have an impact on public and private water supplies or water bodies or watercourses details of mitigating measures must be included in the application e.g. recharging reservoirs etc.

Details of proposed methods of dewatering and proposed methods of water disposal must be given. Applicants should include proposed measures to control potential pollution to protect ground and surface water. They should also give an indication of any necessary drainage and flood control measures; and proposed monitoring measures, including any requirements for the provision of settlement lagoons; the way in which surface water is to be disposed of; the avoidance of impairing drainage from adjoining areas; and the prevention of material entering open watercourses.

NB - All works which affect non-main rivers require approval and licensing by the relevant Councils:-

West Oxfordshire District Council;  
South Oxfordshire District Council;  
Vale of White Horse District Council;  
Oxford City Council; and  
Cherwell District Council

Planning Policy Drivers and related guidance:

- The National Planning Policy Framework 2023 paragraph 217  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/6077/2116950.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf)
- National Planning Policy for Waste, Appendix B  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/364759/141015\\_National\\_Planning\\_Policy\\_for\\_Waste.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/364759/141015_National_Planning_Policy_for_Waste.pdf)

## **Land Contamination Assessment**

Applications affecting land which is thought to possibly be contaminated through earlier development, may need to be accompanied by a land contamination assessment that should include an extended assessment of contamination. Sufficient information is required to determine the existence or otherwise of contamination, its nature and the risks it may pose and whether these can be satisfactorily reduced to an acceptable level.

Where contamination is known or suspected or the proposed use would be particularly vulnerable (such as schools or near public water supplies), the applicant should provide such information, in the form of a preliminary risk assessment, with

the application as is necessary to determine whether the proposed development can proceed. The preliminary risk assessment should comprise the following:

- A desk study;
- Walkover site reconnaissance; and
- Conceptual model identifying potential pollution sources, pathways and receptors (pollutant linkages) as a basis for assessing the risks and appraising the options for remediation.

Applications involving development of sites on or within 250 metres of a former landfill site will need to include a risk assessment of landfill gas migration. In addition, long- term monitoring may be required, and this would need to be secured through a legal agreement.

Planning Policy Drivers and related guidance:

- The National Planning Policy Framework 2023 paragraphs 189-194.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/6077/2116950.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf)

- Land Contamination risk management

<http://www.gov.uk/government/publications/land-contamination-risk-management-lcrm>

### **Landfill and Mining Waste Applications**

For applications including landfill and/or mining waste, sufficient information should be provided to enable the County Planning Authority to fulfil its requirements under the Waste (England and Wales) Regulations 2011.

The following should be included in regards the importation of material:

- Type of Material
- Tonnages to be imported
- Source of material (including distances)
- Likely yearly tonnages to be imported
- HGV movements anticipated

This information may be provided as part of the Supporting Planning Statement or Environmental Statement.

Planning Policy Drivers and related guidance:

- The Waste (England and Wales) Regulations 2011

<http://www.legislation.gov.uk/ukdsi/2011/9780111506462/contents>



## Landscape and Visual Impact Assessment (LVIA)

Landscape is defined in accordance with the European Landscape Convention (2000), as “*an area, as perceived by people, whose character is the result of the action and interaction of natural and/or human factors*”. This includes both urban ‘townscapes’ and rural landscapes.

An LVIA will be required for major developments that are considered to be EIA developments or which have the potential to cause significant landscape and visual impacts. It is a tool to assess the landscape and visual effects of a proposal to inform the design and mitigation. The design process and assessment process are interactive and the LVIA should be used to inform the scheme design.

As a general rule a Landscape and Visual Impact Assessment (LVIA) will be required for developments that are within a National Landscape (formerly referred to as Areas of Outstanding Natural Beauty), within the setting of a National Landscape, or within any other protected or sensitive landscape area designated in a County Council assessment, District Council Core Strategy, Local or Neighbourhood Plan. Major developments outside a designated area might also require a LVIA depending on their scale, nature, location and envisaged impacts.

The LVIA should be produced in accordance with the Guidelines for Landscape and Visual Impact Assessment 3<sup>rd</sup> Edition (GLVIA3) by the Landscape Institute and the Institute of Environmental Management & Assessment (IEEMA) and should include:

- Detailed project description / specification including transport routes and information on lighting (if applicable);
- Assessment methodology – issues of susceptibility, value, sensitivity, magnitude of impact, significance of effects together with a transparent step by step approach on how effects have been assessed.
- Separate assessment of landscape effects and visual effects.
- Baseline landscape and visual conditions:
  - Landscape baseline  
This should not only include a desk-based review of the existing local landscape character assessments but should identify key characteristic elements and features of the site and its context.
  - Visual baseline  
Definition of the Zone of Theoretical Visibility (ZTV), identification of visual receptors, selection of representative viewpoints, photographs from representative viewpoints including the extent of the site together with some explanation of how this view would be impacted upon.
- Assessment of landscape and visual effects (including lighting) for different stages of the project, i.e. construction, operation and restoration.
- Assessing the significance of landscape and visual effects (where applicable)
- Information on mitigation / prevention / avoidance and residual effects
- Photomontages or wireframe images for selected viewpoints (where appropriate)

for different stages of the development, typically 'Existing View',

'Development/operation – Day One', 'Development – Year 15' (i.e. after restoration)  
These should be done in accordance with the Landscape Institute Technical Guidance Note 06/19 (Visual Representation of development proposals).

- Assessment of cumulative effects (where applicable)
- An assessment of the impacts on the natural beauty, enjoyment and 'special qualities' might also be required for developments within National Landscapes.

It is recommended that the methodology, scope, representative viewpoints and the requirement of visualisations are agreed with the County Council during the preparation of the LVIA.

Small-scale developments that due to their scale, nature and location are unlikely to cause major landscape and/or visual impacts might not be required to carry out a full LVIA but another form of assessment such as a Landscape and Visual Appraisal (LVA). The level of assessment will need to be determined on a case by case basis and applicants are encouraged to seek pre-application advice on this.

Planning Policy Drivers and related guidance:

- The National Planning Policy Framework 2023 paragraphs 135, 180, 182, 183,
- National Planning Policy for Waste, Appendix B

<https://assets.publishing.service.gov.uk/media/5a7ef594e5274a2e8ab4946c/14>

[1015 National Planning Policy for Waste.pdf](#)

- Guidelines for Landscape and Visual Impact Assessment, 3<sup>rd</sup> Edition ( 2013) – The Landscape Institute (LI) and the Institute for Environmental Management and Assessment (IEEMA) or any subsequent updates

- <https://www.landscapeinstitute.org/technical/glvia3-panel/>

- [GLVIA3-Notes-and-Clarifications.pdf \(landscapeinstitute.org\)](#)

- [The Landscape Institute Technical Guidance Note 06/19 \(Visual Representation of Development Proposals\)](#)

- <https://www.landscapeinstitute.org/visualisation/>

- Oxfordshire Wildlife and Landscape Study 2004 (OWLS)

<https://www.owls.oxfordshire.gov.uk/wps/wcm/connect/occ/OWLS/Home/>

This should be read in conjunction with any relevant District or local level landscape character assessments, management plans and position statements produced by District Councils and National Landscape boards and partnerships.

- The Chilterns National Landscape Management Plan

<http://www.chilternsaonb.org/conservation-board/management-plan.html>

- The Cotswolds National Landscape Management Plan.  
[Cotswolds National Landscape Management Plan - Cotswolds National Landscape \(cotswolds-nl.org.uk\)](http://cotswolds-nl.org.uk)
- The North Wessex Downs National Landscape Management Plan  
[Management Plan - North Wessex Downs National Landscape](http://www.nwds-nl.org.uk)

### **Landscaping Scheme**

The impact a proposal has on the locality is an important consideration for the County Council when determining planning applications. Unless otherwise indicated by the County Council, applications are to be accompanied by landscaping details and include proposals for long-term maintenance and landscape management. It will assist your proposal greatly if the Landscaping Scheme is clear and specific, and makes reference to suitable methods of ameliorating any potential negative impacts.

Landscaping schemes should be presented in a Landscape Masterplan/Landscape Strategy drawing and a Planting Plan.

The Landscape Masterplan/Landscape Strategy drawing should include:

- (a) contextual information;
- (b) notes explaining the rationale behind the scheme with reference to other important characteristics such as views, need for screening, creation of habitats;
- (c) trees/mature vegetation to be retained;
- (d) trees/mature vegetation to be removed;
- (e) types of new planting;
- (f) changes in level including proposed finished ground levels or contours;
- (g) drainage details;
- (h) means of enclosure;
- (i) car parking layouts; other vehicle and pedestrian access and circulation areas,
- (j) hard surfacing materials,
- (k) structures and ancillary objects (interpretation boards, bird hides, refuse bins, lighting columns etc);
- (l) Information with regard to the long-term maintenance and management.

Planting plans:

A Planting Plan is required if new planting is proposed. In addition to showing the key components of the Landscape Masterplan/ Landscape Strategy drawing this should include:

- (i) existing vegetation to be retained together with measures for its protection during the course of construction;
- (ii) written specifications such as plant species/seed mixes, plant sizes, planting densities, ground preparation
- (iii) management/maintenance guidance;

Applications for full planning permission (apart from change of use) should preferably be accompanied by a fully detailed scheme, as above; there is a minimum requirement for proposals to indicate the intended Landscape Strategy, which should be cross-referenced with the Design and Access statement (if one is required).

It may be necessary to provide full details of the proposed landscaping scheme at the time of submission (species to be planted, numbers, spacings, size, seeding mix etc) although in appropriate cases these details could be required under the terms of a condition of a planning permission.

The Landscape Scheme should also explain the contribution that it makes to biodiversity and green infrastructure and the practicalities of long-term management.

*BS 3936-1:1992 Nursery stock. Specification for trees and shrubs* is a key reference for the specification of trees and shrubs for use in landscaping schemes.

*BS 8545:2014 Trees: from nursery to independence in the landscape – Recommendations* is a useful reference for the creation of successful planting schemes.

Planning Policy Drivers and related guidance:

- The National Planning Policy Framework 2023 paragraphs 180, 182 and 183  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/6077/2116950.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf)
- National Planning Policy for Waste, Appendix B  
<https://www.gov.uk/government/publications/national-planning-policy-for-waste>

### **Lawful Development Certificate Supporting Information**

These are certificates of lawfulness for either a proposed use or operation/development or an existing use or operation/development. This type of application can also be one where condition(s) on a planning consent have not been complied with and you are wishing to regularise the situation. The burden of proof is

firmly with the applicant, and therefore sufficient and precise information should be provided. We will need information specifying the land in question, describing the use, operations or other matter in question and stating under which paragraph of either section 191(1) or 192(1) of the Town and Country Planning Act 1990 the application is being made.

You will need to provide evidence to support your application so that, in the balance of probabilities, your application can be proven. It is important that you collate as much evidence as possible to support your application, and copies of any documents; affidavits etc. can be useful in such cases. You will need to tell us about the use of the land at the time of the application (or, when the land is not in use at the date, the purpose for which it was last used). You will need to provide a statement detailing your interest in the land the name and address of any other person known to you to have an interest in the land and whether you have notified any such person. If your application relates to a certificate of lawfulness of an existing operation or use, you will need to tell us the date on which the use, operations or other matter in question began or, in the case of operations carried out without planning permission, the date on which operations were substantially completed. If your application is for a use or operation which has not yet commenced, you will need to give reasons for why you believe the use or operation as described in the application is lawful and should be granted a certificate. In the case of applying where a development has taken place without complying with any condition or limitation, you will need to provide sufficient details/evidence to support your claim.

Planning Policy Drivers and related guidance:

- Town and Country Planning Act 1990  
<http://www.legislation.gov.uk/ukpga/1990/8/contents>
- National Planning Practice Guidance – Lawful development certificates  
[Lawful development certificates - GOV.UK \(www.gov.uk\)](http://www.gov.uk/guidance/lawful-development-certificates)

### **Mineral Resource Assessment/Borehole or Trial Pit Analysis**

For mineral extraction, processing or mineral recycling proposals.

The analysis should include:

- Void / capacity / projected throughput;
- Information on estimated viable mineral resource,
- Type of mineral,
- Likely yearly tonnages to be extracted / processed.

For Borehole / trial pit analysis:

- Information on the outcomes of borehole and trial pit testing and the quality of the mineral resource;
- Depth and volumes of soils and minerals;

- Position of the winter water table;
- The results of soakage tests
- Relevant geological information.

Planning Policy Drivers and related guidance:

- The National Planning Practice Guidance – Minerals:

[Minerals - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

## **Noise Impact Assessment**

Application proposals that raise issues of disturbance to the locality due to the noise they will generate, including to wildlife, or are considered to be a noise sensitive development that need protection themselves, should be supported by a Noise Impact Assessment prepared by a suitably qualified acoustician. The statement should normally include the existing ambient noise climate and a survey of both pedestrian and vehicular numbers in and around the premises; assessment of the existing and future noise climate due to the proposed development, indicating any increase in predicted noise levels; assessment of the existing and predicted number of events and their size and scale and finally details of management procedures to reduce the impact of the premises' operation on the locality, including noise from incoming and outgoing vehicles. Developments that may require sound insulation of a building to contain the noise generated within it need to be accompanied by these details. Proper sound insulation can assist to minimise the disturbance experienced by other properties in the area of a proposal. Where development generates no significant noise, a technical statement is not required but a statement to that effect in the application's supporting statement may provide sufficient assessment.

This should include consideration of tranquillity where relevant. This may be in association with the landscape assessment.

Planning Policy Drivers and related guidance:

- The National Planning Policy Framework 2023 paragraphs 180, 193, 217

[National Planning Policy Framework \(publishing.service.gov.uk\)](http://publishing.service.gov.uk)

- National Planning Practice Guidance

<https://www.gov.uk/guidance/noise--2>

- National Planning Policy for Waste, Appendix B

<https://www.gov.uk/government/publications/national-planning-policy-for-waste>

## **Open Space/Playing Field Assessment**

For development within open spaces or which may result in the loss of an existing playing field, application proposals must be accompanied by plans showing any areas of existing or proposed open space or playing field land within or adjoining the application site. In the absence of a robust and up-to-date assessment by a local authority, an applicant may seek to demonstrate through an independent assessment that the land or buildings are surplus to local requirements and any such evidence, including a needs assessment, must accompany the planning application. Developers will need to consult the local community to demonstrate that their proposals are widely supported by them. Where there would be a loss of playing field, Sport England must be consulted.

Where there is a loss of a playing field details should be provided of the extent of the playing field (as defined by the Town and County Planning (Development Management Procedure) (England) Order 2015 as amended, the area in hectares of playing field to be lost (including area covered by the proposed development and any associated works such as landscaping) and the area in hectares of replacement playing field land. Plans should be provided to show the locations of these areas. Where replacement playing field provision is proposed details should be provided to compare the quality, accessibility to users and management arrangements. The reason for the chosen location should be explained and alternatives considered.

Plans should show the nature and location of any sports facilities and any changes in existing features and levels.

In respect of a justification to demonstrate that a proposed new playing field facility will be of sufficient benefit to the development of sport as to outweigh the loss of an existing playing field, the following information is likely to be required;

- How the development fits with any existing playing field or school sports provision plan
- Details of existing and proposed management, maintenance and funding of sports facilities
- Details of any community use
- Technical details including surfacing, fencing, floodlighting and access
- Details of the proposed sports to be played on the new facility and the level to which they would be played

Planning Policy Drivers and related guidance:

- The National Planning Policy Framework 2023 paragraphs 102, 103

[National Planning Policy Framework \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk)

## **Outdoor Lighting/Floodlighting Scheme (including a lighting design calculation and ecology assessment)**

Where external lighting would be provided or made necessary by a development, it should be accompanied by details of external lighting, including the proposed hours when the lighting would be operating.

The applicant will need to ensure that lighting is kept to a minimum, is sensitively designed and they have taken all measures to ensure to direct light downwards within the boundaries of the site. The luminaires that are proposed should have a horizontal cut-off which acts to minimise light spillage upwards.

These details provided should include the type of lighting (manufacturer), the light source (i.e. high pressure sodium; metal Halide, LED's etc), the colour temperature (in Kelvin), details of the lantern mounting height above ground level and the power rating of the fittings, maintenance factor, the proposed hours of use of the lighting (including the means of control over the hours of illumination), beam angles/geometry, the drawings/lighting calculations to demonstrate the spread of the light and the means of ensuring that the light does not extend beyond the site boundaries to the detriment of the amenity. The fundamental aspect of the lighting scheme is to keep lighting levels to a minimum, to only illuminate the specific area and to minimise light spill into the surrounding environment so as to not create unacceptable disturbance on neighbouring properties or undue glare onto the surrounding landscape or road network.

N.B. Notwithstanding this, should any future issue arise from complaints, the Highway Authority is able to request shields or baffles to be fitted at the developer/owners' expense and/or the geometry of the light pattern to be altered to further control the direction of light emitted and reduce the impact within the surrounding area/highway.

The assessment of potential impact should also include the impact on any sensitive biodiversity feature, landscape and dark-skies where relevant. National Landscapes (formally known as Areas of Outstanding Natural Beauty) including their setting are considered particularly sensitive to light pollution and have also produced their own lighting guidance or positions statements on lighting.

Additional related guidance:

- Guidance for the reduction of obtrusive light:

<https://www.theilp.org.uk/documents/obtrusive-light/>

<https://www.theilp.org.uk/documents/a-review-of-the-impact-of-artificial-light-on-invertebrates/>

- CPRE light pollution and dark skies map

[England's Light Pollution and Dark Skies \(cpre.org.uk\)](https://www.cpre.org.uk/englands-light-pollution-and-dark-skies)

- Cotswolds Dark Skies & Artificial Light Position Statement (March 2019)



<https://www.cotswoldsaonb.org.uk/our-landscape/position-statements-2/Dark-Skies-Artificial-Light-Appendix-B-CfDS-Good-Lighting-Guide.pdf>  
(cotswolds-nl.org.uk)

- North Wessex Downs National Landscapes information on Dark Skies

<https://www.northwessexdowns.org.uk/dark-skies/light-pollution.html>

- Chilterns National Landscapes information on Dark Skies

<https://www.chilternsaonb.org/conservation-board/management-plan.html>

[Keeping the Chilterns' skies dark: CCB responds to "Dark Skies" consultation | Chilterns AONB](#)

- Bats and Artificial Lighting at Night in the UK: Guidance Note GN08 Updated (Bat Conservation Trust and Institution of Lighting Professionals)

[GN08 Bats and Artificial Lighting at Night | Institution of Lighting Professionals \(theilp.org.uk\)](#)

Planning Policy Drivers:

- The National Planning Policy Framework 2023 paragraphs 182, 183.

[National Planning Policy Framework \(publishing.service.gov.uk\)](#)

- National Planning Policy for Waste, Appendix B

<https://www.gov.uk/government/publications/national-planning-policy-for-waste>

## **Parking Provision**

Most applications will be required to provide details of existing and proposed parking provision and access arrangements. These details can be shown on the site plan. An assessment of the parking requirements of the proposal and how that provision would be accommodated should be provided. The plan should, where necessary, provide details of the existing parking provision and how the requirements of the new development relate to it. Temporary arrangements during construction for construction workers and materials delivery and storage should also be considered, especially in residential areas where car parking is limited.

Parking details should include the location of proposed car, cycle, scooter and disabled parking to be provided on site.

For minerals and waste sites, the parking details should separately show the location of operational parking, staff parking and visitor parking.

Planning Policy Drivers and related guidance:

- The National Planning Policy Framework 2023 paragraphs 111 – 113

[National Planning Policy Framework \(publishing.service.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf)

- Oxfordshire County Council - Parking Standards for New Development

<https://www.oxfordshire.gov.uk/sites/default/files/file/roads-and-transport-policies-and-plans/PARKINGS.PDF>

### **Photographs and Photomontages**

These can provide useful background information and can help to show how large developments can be satisfactorily integrated within the landscape or street scene. To provide context to a proposal photomontages can be useful for larger applications such as for new school buildings, major mineral or waste developments including landscaping to demonstrate the appearance of a building or area in its current state and photomontages to demonstrate the change. For example, this method could demonstrate the form of a quarry restoration scheme and how it would assimilate into the surrounding landscape. Computer generated images may also be helpful.

### **Proposed/Draft Heads of Terms for Planning obligations**

Planning obligations (or Section 106 agreements) are agreements negotiated between local planning authorities and persons with an interest in a piece of land and are intended to make acceptable development which would otherwise be unacceptable in planning terms.

This could include brief draft heads of terms for an agreement. Applicants should clarify the County Council's potential requirements in pre-application discussions and confirm any planning obligations that they might need to meet.

Planning Policy Drivers and related guidance:

- The National Planning Policy Framework 2023 paragraphs 215 and 217

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/6077/2116950.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf)

- National Planning Practice Guidance – Planning Obligations

<https://www.gov.uk/guidance/planning-obligations>

## Public Rights of Way

Where a public right of way (PRoW) is located in the vicinity or runs across land containing proposed development, even temporarily during construction phases, the design of the scheme should take account of the route of PRoW and users so these can be fully integrated. Advice should be sought from the County Council's Countryside Access Strategy Team as soon as possible to ensure appropriate procedure for stopping up or diversion of the right of way are followed and what alternative arrangements can be made. The route of all rights of way should be shown on drawings.

Where developments will potentially impact on existing PRoW, minor roads and roadside cycle/footways used by walkers, cyclists and horse riders, a Walking Cycling Horse riding Assessment and Review should be undertaken in line with DMRB GG 142 - Walking, cycling and horse-riding assessment and review. GG 142 - Walking, cycling and horse-riding assessment and review - DMRB (standardsforhighways.co.uk). The WCHAR needs to consider connected and disconnected PRoW and road networks used by non-motorised users within an appropriate distance buffer from the scheme, including potential mitigation measures for crossings, diversions and new PRoW links directly affected by the proposal, and those mitigation measures in the wider impact area of 3-5km depending on development scale and surrounding WCH network.

Public rights of way through the site should be integrated with the development and improved to meet the pressures caused by the development whilst retaining their character where appropriate. This may include upgrades to some footpaths to enable cycling or horse riding and better access for commuters or people with lower agility. Proposed improvements should be discussed and agreed with Oxfordshire County Council.

Rights of Way in Oxfordshire can be viewed on the county council's website:

<https://www.oxfordshire.gov.uk/countrysidemap/>

<https://www.oxfordshire.gov.uk/cms/content/definitive-map-and-statement-online>

Planning Policy Drivers and related guidance:

- The National Planning Policy Framework 2023 paragraph 96(c), 103, 104, 108(c) and 110(d).

[National Planning Policy Framework \(publishing.service.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/115114/nppf-2023.pdf)

- Oxfordshire's adopted Rights of Way Management Plan

[Oxfordshire's Rights of Way Management Plan 2015-25 | Oxfordshire County Council](#)

## Statement of Community Involvement

All applications set out in the table below should be supported by a statement setting out how the applicant has complied with the requirements for pre- application consultation set out in the County Council's adopted Statement of Community Involvement and demonstrating that the views of the local community have been sought and taken into account in the formulation of development proposals.

Waste Applications	<ul style="list-style-type: none"> <li>• Applications for disposal of degradable wastes with a capacity of 500,000 tonnes or more and/or a disposal life of 10 years or more;</li> <li>• Applications for a waste processing plant having a throughput of 100,000 tpa or more;</li> <li>• Applications for the disposal to land of air pollution control residues (APCRs) from the incineration of waste for periods in excess of five years;</li> <li>• Applications for new developments;</li> </ul>
Mineral Applications	<ul style="list-style-type: none"> <li>• Application for a new quarry;</li> <li>• Applications for extensions of existing quarries of 25 hectares and with a production capacity of 250,000 tpa or more;</li> </ul>
Other Applications	<ul style="list-style-type: none"> <li>• School or education establishment with six classes per year group on a greenfield site and with significant transport implications;</li> <li>• Road proposal with a length of 2km or more in an urban environment or a length of 5km or more in a rural environment and all bypasses.</li> </ul>

Planning Policy Drivers and related guidance:

- The National Planning Policy Framework 2023 paragraphs 39 -46

[National Planning Policy Framework \(publishing.service.gov.uk\)](https://www.gov.uk/policy-framework)

- The Revised Oxfordshire Statement of Community Involvement 2020 –

<https://www.oxfordshire.gov.uk/sites/default/files/file/planning-minerals-and-waste/ApprovedSCIMay2020.pdf>

## Supporting Planning Statement

All full planning applications for new development should be accompanied by a Supporting Planning Statement. Information will include additional detail to that set out in the application form and any additional supporting information including an assessment of how the proposed development accords with policies in the

development plan, supplementary planning document(s), masterplans or development briefs, national policy and guidance and any other technical guidance which may be of relevance. Justification for any departure from policy should be provided, including very special circumstances for the development if it is contrary to Green Belt policies must be provided.

Unless otherwise more appropriately provided separately as a requirement of this List of validation requirements, for mineral and waste management applications, the supporting planning statement should also include:

- Description of the site and its context, including any designations;
- Planning history including relevant planning permission reference numbers;
- Reason for the location proposed and what other options and/or locations were considered;
- The type of mineral(s) to be extracted;
- Quantities in tonnes of mineral(s) to be extracted;
- Maximum depth of extraction;
- The projected source and type of waste including the percentage by geographical area;
- How the waste will be treated/handled;
- Capacity of the site and annual throughput;
- Quantity of waste to be disposed of/treated/handled in both tonnes and cubic metres;
- Any ancillary operations for the process of recycling, recovery or pre-treatment of the waste on site;
- Proposed hours of operation;
- Proposed maximum daily vehicle movements;
- Details of all plant and equipment;
- Details of Biodiversity requirements or exemptions
- Details of external lighting;
- Site preparation work details;
- Method of working;
- Timescale of the development;
- Soil handling strategy details;
- Proposals for managing dust and litter;
- Predicted noise levels and measures to be taken for their control;
- Proposals for preventing the deposit of mud and debris on the highway;
- Proposals for controlling vermin and birds;
- Existing, pre-settlement and post-settlement levels for mineral extraction/landfill/land-raising sites including depths/heights;
- Proposals for controlling landfill gas and leachate at landfill sites including details of gas flaring and power generation;
- An assessment of likely odour issues and measures to control odour;
- A phasing programme of extraction, waste disposal and restoration in the case of mineral extraction and landfill sites;
- Details of surface water management measures;
- Information with regard to existing and projected staff and visitor numbers;
- Existing and proposed parking arrangements;
- Details of impacts to the amenity of local residents and those using the site and

adjacent area and any roads or other transport corridors to be used to serve the site and the measures to be taken if necessary to ameliorate them including the provision of buffer zones; and

- Restoration and aftercare proposals including details of the financial provision to be made for this.
- Whether the site is in a Mineral Safeguarded Area or Mineral Consultation Area

For non-mineral and waste developments, the supporting planning statement should include:

- Description of the site including any designations;
- Planning history including relevant planning permission reference numbers;
- Reason for the location proposed and what other options and/or locations were considered;
- Information with regard to existing and projected pupil numbers for education developments;
- Information with regard to existing and projected staff and visitor numbers;
- Existing and proposed parking arrangements; and
- Details of impacts to the amenity of local residents and those using the site and adjacent area and any roads or other transport corridors to be used to serve the site and the measures to be taken if necessary to ameliorate them;

Planning Policy Drivers and related guidance:

- National Planning Practice Guidance - Validation Requirements

<https://www.gov.uk/guidance/making-an-application>

### **Surface Water Drainage Strategy**

Applications involving the creation of new or extended impermeable areas should be supported by a drainage strategy which includes:

- Discharge Rates;
- Discharge Volumes;
- Maintenance and management of SUDS features;
- Sizing of features – attenuation volume;
- Infiltration in accordance with BRE365;
- Detailed drainage layout with pipe numbers; and
- Network drainage calculations.

Climate change and opportunities to enhance biodiversity should be taken into account in the drainage strategy.

Planning Policy Drivers and related guidance:

- NPPF paragraph 175:

[National Planning Policy Framework \(publishing.service.gov.uk\)](http://publishing.service.gov.uk)

- Non-statutory technical standards for sustainable drainage systems:  
<https://www.gov.uk/government/publications/sustainable-drainage-systems-non-statutory-technical-standards>
- Building Regulations Approved Document Part H  
<http://www.planningportal.gov.uk/buildingregulations/approveddocuments/parth/>
- CIRIA C522 document Sustainable Drainage Systems – design manual for England and Wales
- CIRIA C697 document - SuDS manual - The Interim Code of Practice for Sustainable Drainage Systems  
<http://www.ciria.org>

### **Sustainability/Climate Change Statement**

A sustainability statement will be required for all operational developments, detailing and demonstrating how energy minimisation and carbon dioxide reduction will be incorporated into the development. The statement should also include details of the climate change mitigation or adaptation measures incorporated into the design and show how the development will be adapted to severe weather events.

All non-domestic built development will be encouraged to achieve Building Research Establishment Environmental Assessment Method (BREEAM) rating 'Very Good' as a minimum standard and also obtain an award under the Civil Engineering Environmental Quality Assessment and Award Scheme (CEEQUAL). BREEAM for buildings sets the standard for best practice in sustainable design and has become the de facto measure used to describe a building's environmental performance. Standards have been developed for the most popular building types e.g. offices, retail developments, education, healthcare buildings etc. BREEAM assessment is a funding requirement for major new school and refurbishment projects. CEEQUAL is the assessment and award scheme for improving sustainability in civil engineering and the public realm. CEEQUAL is applicable to development schemes for waste water treatment, waste transfer and recycling facilities, sports stadia, roads and bridges that would be determined by the County Council usually valued at over £1 million. The scheme assesses performance across 12 areas of environmental and social concern, rewarding designers and constructors which go beyond the legal and environmental minima to achieve environmental and social standards.

The sustainability appraisal must outline the elements of the scheme that address the full range of sustainable development issues. This should include an assessment of the following:

- Water use – particularly where water scarcity is a recognized issue locally, and for major development involving surface or groundwater abstraction;
- Energy efficiency and generation – A statement should specify what the predicted energy demand is for the development, explain how the development would meet current energy efficiency standards and maximise the use of sustainable/renewable sources, for example CHP and local heat networks, photovoltaic panels, biomass and air/ground source heating, aiming to reduce CO2 emissions. The statement should also consider the options for energy collaboration with adjoining sites – particularly if a heat network is appropriate;
- Sustainable construction – utilising recycled and locally-sourced, building and landscaping materials, details of the origin of natural materials to be used in construction should be provided;
- Waste management – promoting resource efficiency;
- Adapting to severe weather events, not dealt with elsewhere, for example heat waves and locally intense rain storms; and
- Assessment of the effects on green infrastructure, for example including the effects on the provision of accessible natural green space, the role of sustainable drainage systems, the incorporation of green features in built design, and the role of green infrastructure in mitigating and adapting to future climate change.

Planning Policy Drivers and related guidance:

- The National Planning Policy Framework 2023 paragraphs 158 - 163  
[National Planning Policy Framework \(publishing.service.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/115271/nppf-2023.pdf)
- CEEQUAL website: <https://www.ceequal.com>
- BREEAM website: <http://www.breeam.org>

### **Transport Statement/Assessment**

Where developments (during and after their construction) will have transport implications, Transport Statements/Assessments should be prepared.

The coverage and detail of the Transport Statement/Assessment should reflect the scale of development and the extent of the transport implications of the proposal.

For small schemes, the Transport Statement should simply outline the transport aspects of the application, including parking provision.

For larger scale proposals, where there is the potential for a high number of vehicle movements or an impact on sensitive areas on the local highway network, a Transport Assessment should be provided. This must demonstrate how the traffic impact will be mitigated and managed and illustrate accessibility to the site by all



modes and the likely split of types of journey to and from the site. It should also give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal and to mitigate transport impacts. These assessments enable local planning authorities better to assess the application and provide a basis for discussion on details of the scheme, such as the level of parking, the siting of buildings and entrances, and the need for further measures to improve access arrangements to the site. Details of any firm proposals to improve the access to a site (particularly where included in the local transport plan) should be provided and show adequate visibility splays for the highest average 85th percentile speed of the major road and be designed given due consideration to the location of the proposed development, speed of the road and the character of area. Details of proposals for access/egress and the management of construction traffic should be provided.

Transport Statement / Transport Assessments should show how the proposed development can be accessed by alternatives to single occupant car use, for example walking, cycling and the use of public transport.

Vehicle swept path analysis should be provided to show how large vehicles would enter, move around and exit the site. For built development this should include details for refuse vehicles and delivery vehicles visiting the site, where it would not be safe for these to dwell on the highway. It should be shown how vehicles would access and egress the site in a forward gear and turn around within the site.

Typical vehicle dimensions for swept path analysis:

- Delivery Vehicle – 7.5 tonne box van 8.0 metres in length
- Minerals and waste vehicles - 8 wheeled rigid tipper lorry (9.6 metres in length) , articulated tipper (14.2 metres in length), skip loader 7.8 metres (length) x 2.5 metres (width)
- Refuse collection vehicle – 11.6m length, 2.6m wide, 3.2m high, 2.5m track width

Routeing - Where there are a high number of large goods vehicle movements predicted from a proposed waste and minerals site a suitable route should be proposed in accordance with the Oxfordshire Lorry Route Map in the Oxfordshire Minerals and Waste Local Plan Part 1 - Core Strategy.

A routeing agreement may be required to secure compliance with proposed routes.

Details of proposals for wheel washing facilities should be provided for sites which would have the potential to cause mud or dust to be deposited on the public highway. Suitable means of disposing waste water without discharging onto the highway will also be required.

For the Transport Assessment/ Transport Statement, material quantities should be given in weight (tonnes) rather than volume (cubic metres).

The Council's guidance on Transport Assessments/ Transport Statements/ Travel Plans and Travel Statements which is available on the website:

## [Transport Development Management \(TDM\) | Oxfordshire County Council](#)

Drawings of proposed highway works should be supplied as separate drawings, in separate files, as well as referenced in the Transport Assessment.

Planning Policy Drivers and related guidance:

- The National Planning Policy Framework 2023 paragraphs 114-117

[National Planning Policy Framework \(publishing.service.gov.uk\)](#)

- Planning Practice Guidance on Travel Plans, Transport Assessments and Statements:

<https://www.gov.uk/guidance/travel-plans-transport-assessments-and-statements>

- National Planning Policy for Waste, Appendix B

<https://www.gov.uk/government/publications/national-planning-policy-for-waste>

### **Travel Plan / Travel Plan Statement**

For development which would lead to new or increased employment and/or new or additional visitor footfall, a draft travel plan should outline the way in which the transport implications of the development are going to be managed in order to ensure the minimum environmental, social and economic impacts, and a strategy for implementation. For example, in terms of a school it could indicate that any new pupil levels generated by the new proposal will be brought on to the site either by public transport or by hired coaches. In terms of a mineral or waste application this will vary as the applicant will have to indicate the amount of traffic movements that will occur during operating hours. The draft must identify a plan coordinator, the management arrangements for the plan – e.g. a steering group and the development timetable. The strategy could also include activities for marketing and promoting the plan to occupiers, users, visitors and residents of the site.

Guidance on Travel Plans can be found on the website:

[Travel plans, travel plan statements and advice | Oxfordshire County Council](#)

This includes guidance on when a Travel Plan or Travel Plan Statement will be required. A Travel Plan is always needed for a new school.

Planning Policy Drivers and related guidance:

- The National Planning Policy Framework 2023 paragraph 117

[National Planning Policy Framework \(publishing.service.gov.uk\)](#)

- Travel Plans, Transport Assessments and Statements

<https://www.gov.uk/guidance/travel-plans-transport-assessments-and-statements>

### **Tree/Hedgerow Survey / Arboricultural Statement**

Where trees/hedges are present within or around an application site, the potential impact of development on existing trees/hedges both on the site or adjacent to it must be taken into account. Survey information should be provided in a form consistent with *BS5837:2012: Trees in relation to design, demolition and construction*. Typically this would include a tree survey that includes the positions of all individual trees of 75mm stem diameter measured at a height of 1.5 metres within the site and adjoining, overhanging or within the potential root impact zone of the site boundaries; the canopy spread of such trees; all shrub masses and hedges; and any other relevant features of the site such as banks, slopes, walls and fences and water features. Details of the trees should be recorded and the trees should be categorised in accordance with the tree method set out in *BS 5837:2012*.

An Arboricultural Impact Assessment (AIA) must be undertaken and submitted using the tree survey data to determine the impact of development on the trees and their root protection areas (RPA). This should include but not necessarily be limited to the identification of trees to be removed, retained and any tree work required to implement the development as indicated in *BS5837:2012*. Consideration should be given to the impact of existing and future underground and overhead services on trees, any construction impacts e.g. changes in ground levels and surfaces, and impacts that may arise from the future use of the site e.g. shading. Where a significant change to the tree cover is likely a more detailed assessment of the change in the natural capital value of the tree population (such as through i-tree eco) may be required. Ancient and veteran trees and the impacts upon them should be noted specifically.

Where development adversely affects trees on the highway a valuation of the trees is required using CAVAT (Capital Asset Value for Amenity Trees) and appropriate financial compensation provided in accordance with the County Council's Tree Policy. Where tree loss occurs as a result of development, proposals should be provided as to how levels of long-term tree canopy cover will be replaced.

Where there are trees to be retained within a development an Arboricultural Method Statement (ASM) and Tree Protection Plan (TPP) must be agreed with the Council and provided before commencement. This will identify measures such as the location and nature of tree protection fencing, specific construction techniques where work is required close to trees, the protection of soils for future tree planting, the construction method for the installation of services etc. *BS5837:2012* provides further information on this.

Planning Policy Drivers and related guidance:

- The National Planning Policy Framework 2023 paragraphs 136, 180 and 186. [National Planning Policy Framework \(publishing.service.gov.uk\)](https://www.gov.uk/publishing-service)
- *BS5837:2012 Trees in relation to design, demolition and construction – Recommendations*
- Hedgerow Regulations 1997
- *Trees in Hard Landscapes A Guide for Delivery*, Trees and Design Action Group, Sept 2014
- Kieron J. Doick, Christopher Neilan, Glyn Jones, Andrew Allison, Ian McDermott, Andy Tipping & Richard Haw (2018) CAVAT (Capital Asset Value for Amenity Trees): valuing amenity trees as public assets, *Arboricultural Journal*, 40:2, 67-91, DOI: 10.1080/03071375.2018.1454077

## **Unstable Land Assessment**

If the proposal is on or adjoining land which is known or suspected to be unstable or potentially unstable this Statement should include reference to this issue. This may include the effects of both natural and man-made underground cavities; unstable slopes; and ground compression. The Unstable Land Assessment will need to take account of the potential hazard that such instability could create both to the development itself and to the neighbouring area.

The assessment should include the physical capability of the land to be developed; possible adverse effects of instability on the development; possible adverse effects of the development on the stability of adjoining land; possible effects on local amenities and conservation interests of the development and of any remedial or precautionary measures proposed.

Planning Policy Drivers and related guidance:

- The National Planning Policy Framework 2023 paragraphs 180, 189, 190  
[National Planning Policy Framework \(publishing.service.gov.uk\)](https://www.gov.uk/publishing-service)
- National Planning Practice Guidance – Land Stability  
[Land stability - GOV.UK \(www.gov.uk\)](https://www.gov.uk/land-stability)
- National Planning Policy for Waste, Appendix B

<https://www.gov.uk/government/publications/national-planning-policy-for-waste>

## **Ventilation/Extraction Statement**

Details of the position and design of any ventilation and extraction equipment (particularly those to be located at roof level) will be required to accompany all applications where they are proposed. Any application within 100 metres of a landfill site should include details of how landfill gas is to be dealt with.

In developments where an odour nuisance may be an issue (e.g. waste disposal operations), this should include an assessment of the effects on potential receptors and details of measures to mitigate odour at source must be included with any planning application.

## **Waste Minimisation Statement**

Where proposed new development involves the demolition or excavation of the site, proposals should be supported by a plan which identifies the volume and type of material to be removed from the site and explores the opportunities for the recovery, reuse of material on the site, the circular economy and how any offsite disposal of waste material will be managed.

Planning Policy Drivers and related guidance:

- The National Planning Policy Framework 2023 paragraph 8  
[National Planning Policy Framework \(publishing.service.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/115271/nppf-2023.pdf)
- National Planning Policy for Waste  
[National planning policy for waste - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/115271/nppf-2023.pdf)
- Waste Management Plan for England 2021  
[Waste Management Plan for England 2021 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/115271/nppf-2023.pdf)

## **Informative:**

### **Environmental Statement**

The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 require a developer to prepare an Environmental Statement (required for Schedule 1 projects and for some Schedule 2 projects as stated in the Regulations) to enable the Planning Authority to give proper consideration to the likely environmental effects of a proposed development. The Environmental Statement accompanies but does not in itself form part of the planning application. A Screening Opinion can be obtained from the Council as to whether the development proposed comprises development falling within the scope of the Regulations and whether or not an Environmental Statement will be required. The Regulations provide a checklist of matters to be considered for inclusion in the Environmental Statement and require the developer to describe the likely significant effects of a development on the environment and to set out the proposed mitigation measures. You are strongly advised to seek Planning Officer advice on this issue prior to making your application and to seek a formal Scoping Opinion of the information to be included in the Environmental Statement.

Planning Policy Drivers and related guidance:

- The Town and Country Planning (Environmental Impact Assessment) Regulations 2017

[http:// www.legislation.gov.uk/uksi/2017/571](http://www.legislation.gov.uk/uksi/2017/571)

- National Planning Practice Guidance – Environmental Impact Assessment

[http:// www.gov.uk/guidance/environmental-impact-assessment](http://www.gov.uk/guidance/environmental-impact-assessment)

**PART THREE – VALIDATION CHECKLISTS**

**3.1 MINERALS DEVELOPMENT**

Information required	When required	Tick	Reason why provided not provided
<b>National Information Requirements</b>			
<b>Application Form</b>	All applications.		
<b>Correct application fee</b>	All applications.		
<b>Location Plan</b>	All applications other than Section 73/73A applications, for detailed submissions pursuant to planning conditions and non-material amendment applications.		
<b>Site Plan</b>	All applications other than Section 73/73A applications, for detailed submissions pursuant to planning conditions and non-material amendment applications.		
<b>Ownership/Agricultural Holding Certificates and Notices</b>	All applications other than detailed submissions pursuant to planning conditions, non-material amendment applications, Certificates for Existing or Proposed Lawful Development.		
<b>Design and Access Statements</b>	Those planning applications as set out in the detailed local requirements above.		
<b>Biodiversity Net Gain Plan</b>	Those planning applications where development is subject to the general biodiversity net gain requirements.		
<b>Local Information Requirements</b>			
<b>Other Plans</b>	All applications other than Section 73/73A applications, for detailed submissions pursuant to planning conditions and non-material amendment applications.		

<b>Aftercare/ restoration scheme</b>	All planning applications for mineral extraction		
<b>Air Quality Impact Assessment</b>	All planning applications when the site is within or adjoining an Air Quality Management Area or when a sensitive ecological site will be affected, or when there would be a significant increase in traffic generation.		
<b>Birdstrike Risk Management Plan</b>	All planning applications that may have an adverse safety impact on aircraft through the creation of standing water and new woodland within 13 km of aerodromes.		
<b>Biodiversity report</b>	Those planning applications when there is a potential impact on designated sites, protected species or habitats, or where a biodiversity survey is required.		
<b>Carbon Management Plan</b>	Required for major road schemes, built development creating over 1000 square metres of floorspace, for landfill, and for any new mineral extraction or extension to an existing quarry.		
<b>Climate Impact Assessment</b>	Required for major road schemes, built development creating over 1000 square metres of floorspace, for landfill, and for any new mineral extraction or extension to an existing quarry.		
<b>Geological Conservation Report</b>	Those planning applications when there is a potential impact on designated Sites, or where other geological conservation features are present, as set out in Appendix 4.		
<b>Mineral Resource Assessment / Borehole Trial Pit Analysis</b>	All planning applications for the extraction of mineral deposits.		
<b>Daylight/Sunlight Assessment</b>	All planning applications where there is a potential adverse impact upon the current levels of sunlight /daylighting enjoyed by adjoining properties and buildings.		



<b>Draft Planning Obligations also known as Legal Agreement / Section 106)</b>	<ul style="list-style-type: none"> <li>• Where a planning application that may be unacceptable in planning terms may be made acceptable through the use of planning obligations, statement with proposed Heads of Terms for an agreement may be submitted as part of the application.</li> <li>• Where Local Plan policies give details of likely agreements a statement of proposed Heads of Terms may be submitted as part of the application.</li> </ul>		
<b>Drainage Strategy</b>	Applications for development of a new site, or amended site layout		
<b>Dust Assessment</b>	For all planning applications for minerals developments which generate dust.		
<b>Flood Risk Assessment</b>	<p>All planning applications for:</p> <ul style="list-style-type: none"> <li>• Development including change of use of 1 hectare or greater or 1000m<sup>2</sup> gross floor space or greater, in Flood Zone 1 and all proposals, including change of use, for Development located in Flood Zones 2 and 3.</li> <li>• Where development proposals may affect watercourses, flood defences or off-site flood mitigation.</li> <li>• Where the proposed development may be subject to other sources of flooding.</li> <li>• Where the Environment Agency, Internal Drainage Board and/or other bodies have indicated that there may be drainage problems or concerns that need addressing.</li> </ul>		
<b>Foul Sewage and Utilities Assessment</b>	All planning applications where the proposed development results in any changes or replacement to an existing system, or the creation of a new system, or where the development will require connection to existing utility services including electricity, gas, telecommunications and water supply.		
<b>Green Belt Statement</b>	All planning applications for inappropriate development in the Green Belt.		
<b>Health Impact Assessment</b>	For major infrastructure schemes or proposals where potential health issues are likely to arise, require a Rapid or Full HIA to be submitted		
<b>Heritage and Archaeological Statement</b>	<ul style="list-style-type: none"> <li>• For all planning applications where a proposal is likely to affect or impact on a nationally important site including those designated as a Scheduled Ancient Monument; Historic Park or Garden; Registered Battlefield; Listed Building/ structure or Conservation Area, or the setting of any of these features whether designated or not;</li> <li>• Where known archaeological features or remains; historic buildings or structures or historic landscapes are either on or adjacent to the application site, or their setting may be affected;</li> <li>• Where a proposal involves the disturbance of ground or raising of</li> </ul>		

	<p>ground levels where there may be archaeological remains, as may be specified in pre- application advice;</p> <ul style="list-style-type: none"> <li>• Where significant infrastructure works are proposed, where there may be archaeological remains, as may be specified in pre-application advice;</li> <li>• Where a hedge is to be removed or moved or would be affected by the proposal; and</li> <li>• Where a proposal involves substantial demolition of an existing building.</li> </ul>		
<b>Hydrological Assessment</b>	Mineral planning applications where dewatering is proposed or proposals affect the water table.		
<b>Land contamination assessment</b>	All planning applications where there is reason to suspect contamination of the application site or neighbouring land due to previous operations e.g. the existence of former industrial uses, the presence of former landfill sites, the presence of former mineral tips.		
<b>Landscape and Visual Impact Assessment</b>	<ul style="list-style-type: none"> <li>• Mineral applications within a National Landscape (formerly known as Area of Outstanding Natural Beauty), or within the setting of a National Landscape where they might adversely affect the natural beauty or enjoyment of the National Landscape.</li> <li>• Any major application that is considered EIA development or which has the potential to cause a major landscape and/or visual impacts due to its scale, nature and/or location.</li> <li>• Minor applications will have to be judged on a case by case basis and might not require a full LVIA but another form of assessment such as a Landscape and Visual Appraisal (LVA). Applicants are encouraged to seek pre-application advice to determine the level of assessment required.</li> </ul>		
<b>Landscaping scheme</b>	<p>Any planning application where the proposal contains, or is likely to require, some form of landscaping to make it acceptable in planning terms. Some form of landscaping is expected for most application types.</p> <p>A Landscape Masterplan/Landscape Strategy drawing will be required for most applications, a detailed Planting Plan is required where new planting is proposed.</p>		
<b>Lawful Development Certificate Supporting Information</b>	When an application is made for a Lawful Development Certificate		
<b>Outdoor Lighting/Floodlighting scheme</b>	Where planning applications propose external lighting.		
<b>Noise impact assessment</b>	All planning applications where the proposal is likely to generate a noise level above background noise levels which may have a detrimental impact on the nearest noise sensitive property or other development or use of land (including nature conservation).		

<b>Open space/playing field assessment</b>	Planning applications where the site is within or adjoining an area of designated or proposed open space/playing fields, common land or village greens. Any application involving the loss or provision of playing fields should be supported by evidence of a district wide Playing Pitch Strategy.		
<b>Parking provision</b>	All planning applications involving the provision of parking space.		

<b>Photographs and/or Photomontages</b>	All planning applications where photographs or photomontages would enable assessment of characteristics of the site and its setting or as supporting evidence in the case of applications for Certificates for existing use or development.		
<b>Rights of Way</b>	All planning applications where a public right of way traverses or passes within 200m of the application site boundary or involves the temporary or permanent diversion or closure of part of a route in order to construct or operate the development. A Walking, Cycling and Horse riding Assessment and Review will be required for most applications where an application site contains a public right of way		
<b>Statement of Community Involvement</b>	All planning applications which meet the definition set out in the section.		
<b>Supporting Planning Statement</b>	All planning applications other than section 73/73A applications should include this supporting document.		
<b>Sustainability/Climate Change Appraisal</b>	All planning applications.		
<b>Transport Statement/ Assessment</b>	All planning applications where there is likely to be a significant impact upon the existing transport network, and/or where additional parking is proposed.		
<b>Travel Plan</b>	All planning applications that have the potential for significant traffic and travel-related implications.		

<b>Tree/Hedgerow Survey / Arboricultural Statement</b>	All planning applications where there are trees within, on the boundary or in close proximity to the site that could be affected by the proposed development.		
<b>Unstable Land Assessment</b>	All planning applications where the proposal is on or adjoining land which is known or suspected to be unstable through the effects of natural and manmade cavities or unstable slopes		
<b>Ventilation/Extraction Statement</b>	Where substantial ventilation or extraction equipment is proposed and there are properties in the immediate vicinity of the outlet that could be affected by noise or odours.		
<b>Waste Minimisation Statement</b>	All planning applications where waste will be generated on site.		

### 3.2 WASTE DEVELOPMENT

Information required	When required	Tick	Reason why provided or not provided
<b>National Information Requirements</b>			
<b>Application Form</b>	All applications.		
<b>Correct application fee</b>	All applications.		
<b>Location Plan</b>	All applications other than Section 73/73A applications, for detailed submissions pursuant to planning conditions and non-material amendment applications.		
<b>Site Plan</b>	All applications other than Section 73/73A applications, for detailed submissions pursuant to planning conditions and non-material amendment applications.		
<b>Ownership/Agricultural Holding Certificates and Notices</b>	All applications other than detailed submissions pursuant to planning conditions, non-material amendment applications, Certificates for Existing or Proposed Lawful Development.		
<b>Design and Access Statements</b>	Those planning applications as set out in the detailed local requirements above.		

<b>Biodiversity Net Gain Plan</b>	Those planning applications where development is subject to the general biodiversity net gain requirements.		
<b>Carbon Management Plan</b>	Required for major road schemes, built development creating over 1000 square metres of floorspace, for landfill, and for any new mineral extraction or extension to an existing quarry.		
<b>Climate Impact Assessment</b>	Required for major road schemes, built development creating over 1000 square metres of floorspace, for landfill, and for any new mineral extraction or extension to an existing quarry.		

<b>Local Information Requirements</b>			
<b>Other Plans</b>	All applications other than Section 73/73A applications, for detailed submissions pursuant to planning conditions and non-material amendment applications.		
<b>Aftercare/restoration scheme</b>	All planning applications for mineral extraction, landfill or land-raising proposals.		
<b>Air Quality Impact Assessment</b>	All planning applications when the site is within or adjoining an Air Quality Management Area or when a sensitive ecological site will be affected, or when there would be a significant increase in traffic generation.		
<b>Birdstrike Risk Management Plan</b>	All planning applications that may have an adverse safety impact on aircraft through the creation of standing water and new woodland within 13 km of aerodromes.		
<b>Biodiversity report</b>	Those planning applications when there is a potential impact on designated sites, protected species or habitats, or where a biodiversity survey is required.		
<b>Geological Conservation Report</b>	Those planning applications when there is a potential impact on designated Sites, or other geological conservation features are present as set out in Appendix 4.		
<b>Bioaerosol Assessment</b>	Those planning applications when the proposal involves the storage or treatment of biodegradable waste material and is within 250 m of residential properties or other sensitive locations.		
<b>Daylight/Sunlight Assessment</b>	All planning applications where there is a potential adverse impact upon the current levels of sunlight /daylighting enjoyed by adjoining properties and buildings.		

<b>Draft Planning Obligations also known as Legal Agreement / Section 106)</b>	<ul style="list-style-type: none"> <li>• Where a planning application that may be unacceptable in planning terms may be made acceptable through the use of planning obligations, a statement with proposed Heads of Terms for an agreement may be submitted as part of the application.</li> <li>• Where Local Plan policies give details of likely agreements a statement of proposed Heads of Terms may be submitted as part of the application.</li> </ul>		
<b>Drainage Strategy</b>	Applications for development of a new site, or amended site layout		
<b>Dust Assessment</b>	For all planning applications for waste developments which generate dust		
<b>Flood Risk Assessment</b>	All planning applications for: <ul style="list-style-type: none"> <li>• Development including change of use of 1 hectare or greater or 1000 m<sup>2</sup> of gross floor space or greater, in Flood Zone 1 and all proposals, including change of use, for Development located in Flood Zones 2 and 3.</li> <li>• Where development proposals may affect watercourses, flood defences or off-site flood mitigation.</li> <li>• Where the proposed development may be subject to other sources of flooding.</li> <li>• Where the Environment Agency, Internal Drainage Board and/or other bodies have indicated that there may be drainage problems or concerns that need addressing.</li> </ul>		
<b>Foul Sewage and Utilities Assessment</b>	All planning applications where the proposed development results in any changes or replacement to an existing system, or the creation of a new system, or where the development will require connection to existing utility services including electricity, gas, telecommunications and water supply.		
<b>Green Belt Statement</b>	All planning applications for inappropriate development in the Green Belt.		



<b>Health Impact Assessment</b>	For major infrastructure schemes or proposals where potential health issues are likely to arise, require a Rapid or Full HIA to be submitted		
<b>Heritage and Archaeological Statement</b>	<p>For all planning applications:</p> <ul style="list-style-type: none"> <li>Where a proposal is likely to affect or impact on a nationally important site including those designated as a Scheduled Ancient Monument; Historic Park or Garden; Registered Battlefield; Listed Building/ structure or Conservation Area, or the setting of any of these features whether designated or not;</li> </ul> <p>Where known archaeological features or remains; historic buildings or structures or historic landscapes are either on or adjacent to the application site, or their setting may be affected;</p> <ul style="list-style-type: none"> <li>Where a proposal involves the disturbance of ground or raising of ground levels where there may be archaeological remains, as may be specified in pre- application advice;</li> <li>Where significant infrastructure works are proposed, where there may be archaeological remains, as may be specified in pre-application advice;</li> <li>Where a hedge is to be removed or moved or would be affected by the proposal; and</li> <li>Where a proposal involves substantial demolition of an existing building.</li> </ul>		
<b>Hydrological Assessment</b>	Waste planning applications where proposals affect the water table.		
<b>Land contamination assessment</b>	All planning applications where there is reason to suspect contamination of the application site or neighbouring land due to previous operations e.g. the existence of former industrial uses, the presence of former landfill sites, the presence of former mineral tips.		
<b>Landscape and Visual Impact Assessment (LVIA)</b>	<ul style="list-style-type: none"> <li>Waste applications within a National Landscapes (formally known as Area of Outstanding Natural Beauty), or within the setting of a National Landscape where proposed development might adversely affect the natural beauty or enjoyment of the National Landscape.</li> <li>Any major application that is considered EIA development or which has the potential to cause a major landscape and/or visual impact due to its scale, nature and/or location.</li> <li>Minor applications will have to be judged on a case by case basis and Might not require a full LVIA but another form of assessment such as a Landscape and Visual Appraisal (LVA). Applicants are encouraged to seek pre-application advice to determine the level of assessment required.</li> </ul>		

<b>Landscaping scheme</b>	<ul style="list-style-type: none"> <li>Any planning application where the proposal contains, or is likely to require, some form of landscaping to make it acceptable in planning terms.</li> <li>Some form of landscaping is expected for most application types.</li> <li>A Landscape Masterplan/Landscape Strategy drawing will be required for most applications, a detailed Planting Plan is required where new planting is proposed.</li> </ul>		
<b>Lawful Development Certificate Supporting Information</b>	When an application is made for a Lawful Development Certificate.		
<b>Outdoor Lighting/Floodlighting scheme</b>	Where planning applications propose external lighting.		
<b>Noise impact assessment</b>	All planning applications where the proposal is likely to generate a noise level above background noise levels which may have a detrimental impact on the nearest noise sensitive property or other development or use of land (including nature conservation).		
<b>Open space/playing field assessment</b>	<ul style="list-style-type: none"> <li>Planning applications where the site is within or adjoining an area of designated or proposed open space/playing fields, common land or village greens.</li> <li>Any application involving the loss or provision of playing fields should be supported by evidence of a district wide Playing Pitch Strategy.</li> </ul>		
<b>Parking provision</b>	All planning applications involving the provision of parking space.		
<b>Photographs and/or Photomontages</b>	All planning applications where photographs or photomontages would enable assessment of characteristics of the site and its setting or as supporting evidence in the case of applications for Certificates for existing use or development.		

<b>Rights of Way</b>	All planning applications where a public right of way traverses or passes within 200m of the application site boundary or involves the temporary or permanent diversion or closure of part of a route in order to construct or operate the development. A Walking, Cycling and Horse riding Assessment and Review will be required for most applications where an application site contains a public right of way		
<b>Statement of Community Involvement</b>	All planning applications.		
<b>Supporting Planning Statement</b>	All applications other than section 73/73A applications should include this supporting document.		
<b>Sustainability/Climate Change Appraisal</b>	All planning applications.		
<b>Transport Statement/ Assessment</b>	All planning applications where there is likely to be a significant impact upon the existing transport network, and/or where additional parking is proposed.		
<b>Travel Plan</b>	All planning applications that have the potential for significant traffic and travel-related implications.		
<b>Tree/Hedgerow Survey / Arboricultural Statement</b>	All planning applications where there are trees within, on the boundary or in close proximity to the site that could be affected by the proposed development.		
<b>Unstable Land Assessment</b>	All planning applications where the proposal is on or adjoining land which is known or suspected to be unstable through the effects of natural and manmade cavities or unstable slopes.		
<b>Ventilation/Extraction Statement</b>	Where substantial ventilation or extraction equipment is proposed and there are properties in the immediate vicinity of the outlet that could be affected by noise or odours.		
<b>Waste Minimisation Statement</b>	All planning applications where waste will be generated on site.		

### 3.3 COUNTY DEVELOPMENT (REGULATION 3)

Information required	When required	Tick	Reason why provided not provided
<b>National Information Requirements</b>			
<b>Application Form</b>	All applications.		
<b>Correct application fee</b>	All applications.		
<b>Location Plan</b>	All applications other than Section 73/73A applications, for detailed submissions pursuant to planning conditions and non-material amendment applications.		
<b>Site Plan</b>	All applications other than Section 73/73A applications, for detailed submissions pursuant to planning conditions and non-material amendment applications.		
<b>Ownership/Agricultural Holding Certificates and Notices</b>	All applications other than detailed submissions pursuant to planning conditions, non-material amendment applications, Certificates for Existing or Proposed Lawful Development.		
<b>Design and Access Statements</b>	Those planning applications as set out in the detailed local requirements above.		
<b>Biodiversity Net Gain Plan</b>	Those planning applications where development is subject to the general biodiversity net gain requirements.		
<b>Local Information Requirements</b>			
<b>Other Plans</b>	All applications other than Section 73/73A applications, for detailed submission pursuant to planning conditions and non-material amendment applications.		

<b>Aftercare/restoration scheme</b>	All planning applications for mineral extraction, landfill or land-raising proposals.		
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<b>Air Quality Impact Assessment</b>	All planning applications when the site is within or adjoining an Air Quality Management Area or when a sensitive ecological site will be affected, or when there would be a significant increase in traffic generation.		
<b>Birdstrike Risk Management Plan</b>	All planning applications that may have an adverse safety impact on aircraft through the creation of standing water and new woodland within 13 km of aerodromes.		
<b>Biodiversity and geological conservation report</b>	Those planning applications when there is a potential impact on designated sites, protected species or habitats, or where a biodiversity survey is required.		
<b>Bioaerosol Assessment</b>	Those planning applications when the proposal involves the storage or treatment of biodegradable waste material and is within 250 m of residential properties or other sensitive locations.		
<b>Carbon Management Plan</b>	Required for major road schemes, built development creating over 1000 square metres of floorspace, for landfill, and for any new mineral extraction or extension to an existing quarry.		
<b>Climate Impact Assessment</b>	Required for major road schemes, built development creating over 1000 square metres of floorspace, for landfill, and for any new mineral extraction or extension to an existing quarry.		
<b>Daylight/Sunlight Assessment</b>	All planning applications where there is a potential adverse impact upon the current levels of sunlight /daylighting enjoyed by adjoining properties and buildings.		
<b>Draft Planning Obligations also known as Legal Agreement / Section 106)</b>	<ul style="list-style-type: none"> <li>• Where a planning application that may be unacceptable in planning terms may be made acceptable through the use of planning obligations a statement with proposed Heads of Terms for an agreement may be submitted as part of the application.</li> <li>• Where Local Plan policies give details of likely agreements a statement of proposed Heads of Terms may be submitted as part of the application.</li> </ul>		

<b>Drainage Strategy</b>	Applications for development of a new site, or amended site layout		
<b>Dust Assessment</b>	For all planning applications for developments which generate dust including major construction works.		
<b>Flood Risk Assessment</b>	<p>All planning applications for:</p> <ul style="list-style-type: none"> <li>Development including change of use of 1 hectare or greater or 1000 m2 of gross floor space or greater, in Flood Zone 1 and all proposals, including change of use, for Development located in Flood Zones 2 and 3.</li> <li>Where development proposals may affect watercourses, flood Defences or off-site flood mitigation.</li> <li>Where the proposed development may be subject to other sources of flooding.</li> <li>Where the Environment Agency, Internal Drainage Board and/or other bodies have indicated that there may be drainage problems or concerns that need addressing.</li> </ul>		
<b>Foul Sewage and Utilities Assessment</b>	All planning applications where the proposed development results in any changes or replacement to an existing system, or the creation of a new system, or where the development will require connection to existing utility services including electricity, gas, telecommunications and water supply.		
<b>Green Belt Statement</b>	All planning applications for inappropriate development in the Green Belt.		
<b>Health Impact Assessment</b>	For major infrastructure schemes or proposals where potential health issues are likely to arise, require a Rapid or Full HIA to be submitted		
<b>Heritage and Archaeological Statement</b>	<p>For all planning applications:</p> <ul style="list-style-type: none"> <li>where a proposal is likely to affect or impact on a nationally important site including those designated as a Scheduled Ancient Monument; Historic Park or Garden; Registered Battlefield; Listed Building</li> </ul> <p>/structure or Conservation Area, or the setting of any of these features whether designated or not;</p> <ul style="list-style-type: none"> <li>Where known archaeological features or remains; historic buildings or structures or historic landscapes are either on or adjacent to the application site, or their setting may be affected;</li> <li>Where a proposal involves the disturbance of ground or raising of ground levels where there may be archaeological remains, as may be specified in pre- application advice;</li> </ul> <p>Where significant infrastructure works are proposed, where there may be</p>		

	<p>archaeological remains, as may be specified in pre-application advice;</p> <ul style="list-style-type: none"> <li>• Where a hedge is to be removed or moved or would be affected by the proposal; and</li> <li>• Where a proposal involves substantial demolition of existing building.</li> </ul>		
<b>Hydrological Assessment</b>	Planning applications proposals affect the water table.		
<b>Land contamination assessment</b>	All planning applications where there is reason to suspect contamination of the application site or neighbouring land due to previous operations e.g. the existence of former industrial uses, the presence of former landfill sites, the presence of former mineral tips.		
<b>Landscape and Visual Impact Assessment</b>	<ul style="list-style-type: none"> <li>• All applications within a National Landscape (formally known as Area of Outstanding Natural Beauty), or within the setting of a National Landscape where it might adversely affect the natural beauty, special qualities or enjoyment of the National Landscape.</li> <li>• Any major application that is considered EIA development or which Has the potential to cause a major landscape and/or visual impacts due to its scale, nature and/or location.</li> <li>• Minor applications will have to be judged on a case by case basis and might not require a full LVIA but another form of assessment such as a Landscape and Visual Appraisal. Applicants are encouraged to seek pre-application advice to determine the level of assessment required.</li> </ul>		
<b>Landscaping scheme</b>	<ul style="list-style-type: none"> <li>• Any planning application where the proposal contains, or is likely to require, some form of landscaping to make it acceptable in planning terms.</li> <li>• Some form of landscaping is expected for most application types.</li> <li>• A Landscape Masterplan/Landscape Strategy drawing will be required for most applications, a detailed Planting Plan is required where new planting is proposed.</li> </ul>		
<b>Lawful Development Certificate Supporting Information</b>	When an application is made for a Lawful Development Certificate		
<b>Outdoor Lighting/Floodlighting scheme</b>	Where planning applications propose external lighting.		

<b>Noise impact assessment</b>	All planning applications where the proposal is likely to generate a noise level above background noise levels which may have a detrimental impact on the nearest noise sensitive property or other development or use of land (including nature conservation).		
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<b>Open space/playing field assessment</b>	<ul style="list-style-type: none"> <li>• Planning applications where the site is within or adjoining an area of designated or proposed open space/playing fields, common land or village greens.</li> <li>• Any application involving the loss or provision of playing fields should be supported by evidence of a district wide Playing Pitch Strategy.</li> </ul>		
<b>Parking provision</b>	All planning applications involving the provision of parking space.		
<b>Photographs and/or Photomontages</b>	All planning applications where photographs or photomontages would enable assessment of characteristics of the site and its setting or as supporting evidence in the case of applications for Certificates for existing use or development.		
<b>Rights of Way</b>	All planning applications where a public right of way traverses or passes close by the application site or involves the temporary diversion or closure of part of a route in order to construct the development.		
<b>Statement of Community Involvement</b>	All planning applications.		
<b>Supporting Planning Statement</b>	All applications should include this supporting document.		
<b>Sustainability/ Climate Change Appraisal</b>	All planning applications.		
<b>Transport Statement/ Assessment</b>	All applications where there is likely to be a significant impact upon the existing transport network, and/or where additional parking is proposed.		
<b>Travel Plan</b>	All planning applications that have the potential for significant traffic and travel-related implications.		



<b>Tree/Hedgerow Survey / Arboricultural Statement</b>	All planning applications where there are trees within, on the boundary or in close proximity to the site that could be affected by the proposed development.		
<b>Unstable Land Assessment</b>	All planning applications where the proposal is on or adjoining land which is known or suspected to be unstable through the effects of natural and manmade cavities, or unstable slopes.		

<b>Ventilation/Extraction Statement</b>	Where substantial ventilation or extraction equipment is proposed and there are properties in the immediate vicinity of the outlet that could be affected by noise or odours.		
<b>Waste Minimisation Statement</b>	All planning applications where waste will be generated on site.		

**PART FOUR – Appendices**

**Appendix 1 – County Planning Authority Requirements for Biodiversity**

**A. Surveys**

Surveys are required to determine whether notable species, habitats or designated sites may be adversely affected by development. All surveys carried out should be assessed (see ‘Assessment’ below).

Surveys should be undertaken and prepared by competent persons with suitable ecological qualifications and experience and must be carried out at an appropriate time and month of the year, in suitable weather conditions and using nationally recognised survey guidelines/methods where available.

**ECOLOGICAL SURVEY SEASONS**

**Key:** Optimal:  suboptimal:  unreliable:

**Terrestrial:**

**Bats**

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Buildings (Preliminary bat roost assessment)												
Trees (Preliminary bat roost assessment)												
Hibernation roost												
Activity												
Emergency/re-entry												

**Badgers**

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Presence/absence												
Bait marking												

**Dormice**



Species-specific surveys for protected species may also be required where suitable habitat is present and these survey timings may vary from those above

### Terrestrial Habitats

		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Phase 1 and UK Hab (+ hedgerows & invasive species)													
		Condition assessment to inform biodiversity net gain calculation can also be completed during a Phase 1/ UK Hab survey											
NVC (National Vegetation Classification)	Grassland												
	Woodland												
	Bryophytes & Lichens												

### Trees & Woodland

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC

### Aquatic:

#### Migratory Salmonid

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Habitat assessment												
Adult migration (upstream)												
Redd (spawning depression)												
Resident parr (up to 3yrs old)												
Smolt migration (downstream 1-3 yrs)												

#### Non-migratory Fish

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Habitat assessment												
Adult population												
Juvenile population												

Brown trout													
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### Lamprey

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Habitat assessment												
River lamprey (sprawling assessment)												
Brook lamprey (sprawling assessment)												
Sea lamprey (sprawling assessment)												

### Eel

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Upstream elver migration (westcoast)												
Upstream elver migration (eastcoast)												
Resident yellow eel population												
Downstream silver eel migration												

### White-clawed Crayfish

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Main survey period												
Manual/trapping												
Night (torch)												

### Aquatic Macro-invertebrates

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Lotic												
Lentic												

#### Freshwater Pearl Mussel

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC

#### Aquatic Macrophytes

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC

#### Pond Surveys

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
PYSM (Predictive System for Multimetrics)												
NPS (Nationals Pond Survey)												

#### River Habitat

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC

#### Fish Passage Assessment

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC

A survey should be informed by the results of a search for ecological and/or geological data. The Thames Valley Environmental Records (TVERC) [Thames Valley Environmental Records Centre \(TVERC\)](#) is the Local Biological Records Centre (Email – [tverc@oxfordshire.gov.uk](mailto:tverc@oxfordshire.gov.uk) or Tel. 01865 815451) who can search for the location of notable species and habitats/sites on or near to a development site. In addition see <https://magic.defra.gov.uk/> - a useful Natural England resource on the distribution of wildlife sites and habitats.

A survey must be to an appropriate level of scope and detail and must:

1. What species / habitats are involved?
2. What is the population level, or habitat area, likely to be affected by the proposal?
3. What is the impact of the proposal on protected or notable species / priority habitat?
4. Is the impact necessary or acceptable?
5. What can be done to mitigate the impact?
6. Will a licence be required from Natural England?

All surveys must be undertaken to the standards in British Standard 42020 (Biodiversity – Code of Practice for Planning & Development, 2013)

General points to note regarding surveys are as follows:

- For certain species and habitats surveys can be carried out at any time of year, but for other species, particular times of year are required to give the most reliable results, as indicated in the diagram above
- Surveys conducted outside of optimal times (diagram above) may be unreliable.
- For certain species (e.g. Great Crested Newt) surveys over the winter period are unlikely to yield any useful information. Similarly negative results gained outside the optimal period should not be interpreted as absence of a species and further survey work may be required during the optimal survey season. This is especially important where existing surveys and records show the species has been found previously on site or in the surrounding area. An application may not be valid until survey information is gathered from an optimum time of year.
- Species surveys are also very weather dependent so it may be necessary to delay a survey or to carry out more than one survey if the weather is not suitable, e.g. heavy rain is not good for surveying for otters, as it washes away their spraint (droppings). Likewise bat surveys carried out in wet or cold weather may not yield accurate results.
- Absence of evidence of a species does not necessarily mean that the species is not there, nor that its habitat is not protected (e.g. a bat roost is protected whether any bats are present or not).
- Local Environmental Records Centres (see TVERC above) or species interest groups may have useful existing information and records.
- Competent ecologists should carry out ecological surveys. Where surveys involve disturbance, capture or handling of a protected species, then only a licensed person can undertake such surveys (e.g. issued by Natural England). Surveys should follow published national or local methodologies. More information on appropriate ecological survey methods can be found in
- *Guidance on Survey Methodology* published on the Internet by the Institute of Ecology and Environmental Management available at: [www.cieem.net](http://www.cieem.net). Further details on surveys can also be found on the Natural England website at: [www.naturalengland.org.uk](http://www.naturalengland.org.uk).

## Assessments

Assessments should identify and describe potential development impacts likely to harm notable species, habitats, features or designated sites, (these should include both direct and indirect effects both during construction and afterwards). Please note that adverse effects should be avoided wherever possible and if unavoidable mitigated or as a last resort compensated, in accordance with the ecological mitigation hierarchy. The type of assessment will depend on the scale and size of development and will usually be based on both desk and field surveys. The assessment should be carried out by a suitably qualified and experienced person and should include:

- Evaluation of the biodiversity/geodiversity importance of the site and surrounds



- Assessment of all direct and indirect impacts (including from noise, light, vibration, dust, pollution, dewatering & any other hydrological impacts) of the proposed development on biodiversity/geodiversity (including a summary of the short- term and long-term impacts)
- How avoidance and/or mitigation and/or compensation measures have been considered and chosen
- Provision of restoration and enhancement details
- Arrangements for appropriate after-care and long-term management

This information might be incorporated into an Environment Statement if one is necessary under the Environmental Impact Regulations. It is recommended that for biodiversity it is based on the Institute of Ecology and Environmental Management (IEEM) Guidelines for Ecological Impact Assessment in the United Kingdom (2006) available at <https://www.cieem.net/ecia-guidelines-terrestrial-freshwater-and-coastal->

### **A. Biodiversity Net Gain Information**

The County Council encourages proposals that will enhance, restore or add to notable species populations, designated sites, habitats or other biodiversity or geological features. Minerals and waste development should conserve and deliver a measurable net gain in biodiversity. The Assessment should give an indication of likely change in the area (hectares) of habitats/features on the site after development, including whether there will be a net loss or gain. The County Council expect the assessment of effects and mitigation to use the most recent version of the Defra Biodiversity Impact Calculator.

Please note there may be a need to request further information, which cannot always be anticipated until the application is being considered and consultee responses have been received.

**Appendix 2 – Table A. Local Requirements for Designated Sites, Priority Habitats and Other Features: Criteria (Trigger List) for when a Survey and Assessment is required**















**1. DESIGNATED SITES**

<b>Internationally designated sites</b>	Special Protection Area (SPA) Special Area of Conservation (SAC) Ramsar Site
<b>Nationally designated sites</b>	Site of Special Scientific Interest (SSSI) National Nature Reserve (NNR)
<b>Regionally and locally designated sites</b>	Local Wildlife Sites Local Nature Reserve (LNR) Oxford City Wildlife Sites

Check <https://magic.defra.gov.uk/> - and/or contact TVERC

**Designated Sites likely to be affected by the proposal? Yes/No**

**2. HABITATS OF PRINCIPAL IMPORTANCE FOR BIODIVERSITY** under S.41 of the NERC Act 2006 (also known as Priority Habitats) – In Oxfordshire these habitats include:

- 73  Eutrophic standing open water (including lakes and canals), mesotrophic lakes and ponds
-  Rivers
-  Fen, marsh & swamp (including reedbeds & rush pastures)
-  Lowland raised bog
-  Lowland beech and yew woodland
-  Wet woodland
-  Lowland mixed deciduous woodland (e.g. ancient woodland)
-  Hedgerows
-  Wood-pasture and parkland
-  Lowland calcareous grassland (e.g. species-rich limestone grasslands)
-  Lowland heathland and/or dry acid grassland
-  Lowland meadows (e.g. species-rich neutral flower meadows)
-  Traditional orchards
-  Open mosaic habitats on previously developed land

*IMPORTANT - this is not an exclusive list for the county and the English List of Habitats of Principal Importance for Biodiversity (available from DEFRA) is the full reference to be used.*

For general information see [www.defra.gov.uk](http://www.defra.gov.uk). For distribution check <https://magic.defra.gov.uk/> - and contact TVERC.

**Priority Habitats likely to be affected by the proposal? Yes/No**

### 3. OTHER BIODIVERSITY FEATURES

(including those identified by the Local Biodiversity Partnership - see paragraph 84 DEFRA Circular 01/2005))

- Secondary Woodland and Mature/Veteran Trees
- Caves, , sink holes and disused tunnels and mines (e.g. roosts for bats)
- Trees, scrub and structures used for nesting by breeding birds
- Previously developed land with biodiversity interest (e.g. supporting habitats and notable plants, invertebrates, amphibians or any reptile)
- Urban green space (e.g. parks, allotments, flower-rich road verges and railway embankments )
- Other habitats and features identified in the Oxfordshire's Biodiversity Action Plan & sites within or adjacent to a Conservation Target Area.

Distribution of sites supporting these features might be obtained by contacting TVERC.

**Other Biodiversity Features likely to be affected by the proposal?**

#### ***Exceptions When a Full Survey and Assessment May Not Be Required***

*International and National Sites:* A survey and assessment will not be required where the applicant is able to provide copies of pre-application correspondence with Natural England, where the latter confirms in writing that they are satisfied that the proposed development will not affect any statutory sites designated for their national or international importance.

*Regional and Local Sites and Priority Habitats and Other Features:* A survey and assessment will not be required where the applicant is able to provide copies of pre- application correspondence with the Planning Authority's Ecology Officer that they are satisfied that the proposed development will not affect any regional or local sites designated for their local nature conservation importance or any other priority habitats or listed features.

### Appendix 3 - Table B. Local Requirements for Protected Species: Trigger List for when a Survey and Assessment is required

See [www.jncc.gov.uk](http://www.jncc.gov.uk) and [www.naturalengland.org.uk](http://www.naturalengland.org.uk) for information on species protection and contact TVERC who can check for known records of all notable species.

Where there is a black dot under a species column this indicates a survey & assessment trigger for that species. If the proposal matches the trigger then a 'Yes' should be checked in the final column. If pre-application advice/evidence from the Planning Authority or qualified ecologist indicates otherwise then this must be stated under the 'No' column and the advice/evidence submitted with the application. See further notes beneath this table.

Proposals for development that will trigger a Legally Protected Species Survey	Bats	Barn Owls	Breeding Birds	Great Crested Newts	Otters	Dor-mouse	Water Vole	Badger	Reptiles	Amphibians	Plants	White-Clawed Crayfish	N	Y
<p>Proposed development which includes the modification conversion, demolition or removal of buildings and structures (especially roof voids) involving the following:</p> <ul style="list-style-type: none"> <li>• all agricultural buildings (e.g. farmhouses and barn of traditional brick or stone construction and/or with exposed wooden beams greater than 20cm thick;</li> <li>• all buildings with weather boarding and/or hanging tiles that are within 200m of woodland and/or water</li> <li>• pre-1960 detached buildings and structures within 200m of woodland and/or water;</li> <li>▪ pre-1914 buildings within 400m of woodland and/or water;</li> <li>▪ pre-1914 buildings with gable ends or slate roofs, regardless of location;</li> <li>▪ all tunnels, mines, kilns, ice-houses, adits, military fortifications, air raid shelters, cellars and similar underground ducts and structures;</li> <li>▪ all bridge structures, aqueducts and viaducts (especially over water and wet ground).</li> </ul>	•	•	•											

Proposals involving lighting of churches and listed buildings or flood lighting of green space within 50m of woodland, water, field hedgerows or lines of trees with obvious connectivity to woodland or water.	•	•	•												
Proposals affecting woodland, or field hedgerows and/or line of trees with obvious connectivity to woodland or water bodies.	•		•			•		•			•				
Proposed tree work (felling or lopping) and/or development affecting: <ul style="list-style-type: none"> <li>▪ old and veteran trees that are older than 100 years;</li> <li>▪ trees with obvious holes, cracks or cavities,</li> <li>▪ trees with a girth greater than 1m at chest height;</li> </ul>	•		•												
Proposals affecting gravel pits or quarries and natural cliff face and rock outcrops with crevices, caves or swallets/sinkholes.	•		•						•						
Major proposals within 500m of a pond or minor proposals within 100m of pond  (Note: A major proposals is one that is more than 10 dwelling or more than 0.5 hectares or for non-residential development more than 1000m <sup>2</sup> floor area or more than 1 hectare)				•											
Proposals affecting of rivers, streams, canals, lakes, or other aquatic habitats.	•		•		•		•			•	•	•			
Proposals affecting: <p>derelict' land (brownfield sites), allotments and railway land</p>			•	•				•	•	•					
Proposed development affecting any buildings, structures, storage or waste piles and other suitable features that protected species may be reasonably likely to inhabit or locations where <u>protected species are known to be present</u> * on site or in the immediate vicinity	•	•	•	•	•	•	•	•	•	•	•	•			
*Confirmed as present by either a data search (for instance	Bats	Barn	Breeding	Great	Otters	Dor-	Water	Badgers	Reptiles	Amphibians	Plants	White-	N	Y	

from TVERC) or as notified to the developer by the Planning Authority, and/or by Natural England, the Environment Agency or other nature conservation organisation		Owls	Birds	Crested Newts		mouse	Vole						Clawed Crayfish		
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**Exceptions for When a Full Protected Species Survey and Assessment May Not Be Required**

- a. Following consultation by the applicant at the pre-application stage, the LPA has stated in writing that no protected species surveys and assessments are required.
- b. If it is clear that no protected species are present, despite the guidance in the above table indicating that they are likely, the applicant should provide evidence with the planning application to demonstrate that such species are absent (e.g. this might be in the form of a letter or brief report from a suitably qualified and experienced person, or a relevant local nature conservation organisation).
- c. If it is clear that the development proposal will not affect any protected species present, then only limited information needs to be submitted. This information should, however, (i) demonstrate that there will be no significant effect on any protected species present and (ii) include a statement acknowledging that the applicant is aware that it is a criminal offence to disturb or harm protected species should they subsequently be found or disturbed.

In some situations, it may be appropriate for an applicant to provide a protected species survey and report for only one or a few of the species shown in the Table above, e.g. those that are likely to be affected by a particular activity. Applicants should make clear which species are included in the report and which are not because exceptions apply.

The DEFRA European Protected Species (EPS) policies (set out in: <https://www.gov.uk/guidance/european-protected-species-policies-for-mitigation-licences> ) can reduce the level of survey you need to carry out, reduce the mitigation requirements, or improve flexibility on where you create habitats as a compensation measure. They should only be applied by ecologists with the skills and experience to carry out survey, mitigation and compensation activities needed for EPS mitigation licences. You can use these policies to benefit EPS on development sites.

Oxfordshire County Council holds a District level Great Crested Newt Licence, operated in partnership with NatureSpace. If you enter the NatureSpace scheme, you will be issued with a certificate which means you have met all of your legal obligation for Great Crested Newts and the council can give written authorization for use of the District Level Licence. Alternatively, you can undertake the standard survey and mitigation approach. Taking advice from a qualified ecologist will help decide which approach is best for a specific site.

## Appendix 4 – Local Requirements for Designated Geodiversity Sites and Features: Criteria (Trigger List) for when a Survey and Assessment are Required

<b>1. DESIGNATED SITES</b>	
<b>Nationally designated sites</b>	Site of Special Scientific Interest (SSSI) National Nature Reserves (NNRs)
<b>Regionally and locally designated sites (RIGS)</b>	Regionally Important Geological Sites Local Nature Reserves (LNRs)
Check <a href="http://www.magic.gov.uk">www.magic.gov.uk</a> for further information.	
<b>Designated Sites likely to be affected by the proposal?</b>	<b>Yes/No</b>
<b>2. OTHER GEOLOGICAL CONSERVATION FEATURES</b> (based on the Earth Science Conservation Classification) Presence of these features outside designated sites may need to be checked and the relevant Local Geodiversity Action Plan (where available).	
<b>Exposure Extensive Sites</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Active quarries and pits</li> <li><input type="checkbox"/> Disused quarries and pits</li> <li><input type="checkbox"/> River and stream sections</li> <li><input type="checkbox"/> Inland outcrops</li> <li><input type="checkbox"/> Exposure underground mines and tunnels</li> <li><input type="checkbox"/> Extensive buried interest</li> <li><input type="checkbox"/> Road, rail and canal cuttings</li> </ul>
<b>Integrity Site</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Static (fossil) geomorphological</li> <li><input type="checkbox"/> Active process geomorphological</li> <li><input type="checkbox"/> Caves</li> <li><input type="checkbox"/> Karst (i.e. water dissolved limestone systems)</li> </ul>
<b>Finite Site</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Finite mineral, fossil or other geological</li> <li><input type="checkbox"/> Mine dumps</li> <li><input type="checkbox"/> Finite underground mines and tunnels</li> <li><input type="checkbox"/> Finite buried interest</li> </ul>

### ***Exceptions When a Full Survey and Assessment May Not Be Required***

*National Sites:* A survey and report will not be required where the applicant is able to provide copies of pre-application correspondence with Natural England, where the latter confirms in writing that they are satisfied that the proposed development will not affect any statutory sites designated for their national importance.

*Regional and Local Sites:* A survey and report will not be required where the applicant is able to provide copies of pre-application correspondence with appropriate local geological experts (such as the Oxfordshire Geology Trust) that they are satisfied that the proposed development will not affect any regional or local sites designated for their local nature conservation importance.







## **CIVILITY AND RESPECT PLEDGE**

Now is the time to prioritise civility and respect and start a culture change in the parish and town council sector. We are introducing the Civility and Respect Pledge because there is no place for bullying, harassment and intimidation within our sector. The pledge is easy for councils to sign up for, enabling them to demonstrate their commitment to addressing poor behaviour across and fostering positive changes that support civil and respectful conduct.

You can see how parish and town councils have signed up for the pledge using our [\*\*tracker\*\*](#) and where those councils are located using our [\*\*mapper\*\*](#).



# Civility & Respect

IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

**Please complete this form to sign up your council to the pledge. Once completed, you'll receive a certificate by email, and your council will be listed alongside others a national map, showing the councils that have signed up.**

By signing the Pledge, your council is agreeing that the council will treat councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles and that it:

- Has put in place a training programme for councillors and staff
- Has signed up to the Code of Conduct for councillors
- Has good governance arrangements in place including staff contracts and a dignity at work policy
- Will seek professional help at the early stages should civility and respect issues arise
- Will commit to calling out bullying and harassment if and when it happens
- Will continue to learn from best practices in the sector and aspire to be a role model/champion council through for example the local Local Council Award Scheme
- Supports the continued lobbying for change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate

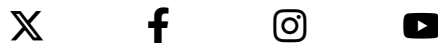


# CIVILITY AND RESPECT PLEDGE

We asked sector-leading representatives to explain what the Civility and Respect Pledge is and why it's important for parish and town councils to sign up to help tackle poor behaviour and join the culture change.

## NATIONAL ASSOCIATION OF LOCAL COUNCILS

We are the only recognised national membership organisation for community, neighbourhood, parish, and town councils. We believe these vibrant and dynamic councils are at the centre of community effort, delivering services and giving their communities a democratic voice.



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**Sutton Courtenay Parish Council believes that civility and respect are important in the working environment, and expect all councillors, officers and the public to be polite and courteous when working for, and with the council.**

### **Purpose**

Sutton Courtenay Parish Council is committed to creating a working environment where all council employees, councillors, contractors and others who come into contact with us in the course of our work, are treated with dignity, respect and courtesy. We aim to create a workplace where there is zero tolerance for harassment and bullying

In support of this objective, Sutton Courtenay Parish Council has signed up to the Civility Pledge, as a commitment to civility and respect in our work, and politeness and courtesy in behaviour, speech, and in the written word. Further information about the Civility and Respect Pledge is available [NALC](#) & [SLCC](#)

We recognise that there is a continuum where unaddressed issues have the potential to escalate and become larger, more complex issues and this policy sets out how concerns will be managed however the emphasis of this policy is on resolution and mediation where appropriate, rather than an adversarial process.

This document:

- explains how we will respond to complaints of bullying or harassment;
- ensures that we respond sensitively and promptly; and,
- supports our employees in ensuring their behaviour does not amount to bullying and/or harassment by giving examples.

### **Scope**

This policy covers bullying and harassment of and by clerks and all employees engaged to work at Sutton Courtenay Parish Council. Should agency staff, or contractors have a complaint connected to their engagement with Sutton Courtenay Parish Council this should be raised to their nominated contact, manager, or the Chair of the Council, in the first instance. Should the complaint be about the chair of the council the complaint should be raised to the deputy chair or council's staffing committee.

Agency staff, or contractors are equally expected to treat council colleagues, and other representatives and stakeholders with dignity and respect, and the council may terminate the contract, without notice, where there are suspicions of harassment or bullying.

Complaints about other employment matters will be managed under the council's grievance policy.

It is noted that the management of a situation may differ depending on who the allegations relate to (e.g. employees, contractor, councillor), however, the council will take appropriate action if any of its employees are bullied or harassed by employees, councillors, members of the public, suppliers or contractors.

## The position on bullying and harassment

All staff and council representatives are entitled to dignity, respect and courtesy within the workplace and to not experience any form of discrimination. Sutton Courtenay Parish Council will not tolerate bullying or harassment in our workplace or at work-related events outside of the workplace, whether the conduct is a one-off act or repeated course of conduct, and whether harm is intended or not. Neither will we tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. You should also be aware that, if you have bullied or harassed someone (e.g. physical violence, harassment), in some circumstances the treatment may amount to a crime punishable by a fine or imprisonment.

We expect all representatives of the council to treat each other with respect and uphold the values of the code of conduct, civility and respect pledge, equality opportunities policy, and all other policies and procedures set by the Council.

We expect you to demonstrate respect by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

Allegations of bullying and harassment will be treated seriously. Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. See the grievance policy for further details regarding the process. Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result.

False accusations of harassment or bullying can have a serious effect on innocent individuals. Staff and others have a responsibility not to make false allegations. While we will assume that all complaints of bullying and harassment are made in good faith, in the event that allegations are found to be malicious or vexatious the person raising the complaint may be subject to action under the council's disciplinary procedure.

### Harassment

- Where a person is subject to uninvited conduct that violates their dignity, in connection with a protected characteristic
- Behaviour that creates a hostile, humiliating, degrading or similarly offensive environment in relation to a protected characteristic

### Bullying

- Behaviour that leaves the victim feeling threatened, intimidated, humiliated, vulnerable or otherwise upset. It does not need to be connected to a protected characteristic.

## **What Type of Treatment amounts to Bullying or Harassment?**

'Bullying' or 'harassment' are phrases that apply to treatment from one person (or a group of people) to another that is unwanted and that has the effect of violating that person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that person.

Examples of bullying and harassment include:

- Physical conduct ranging from unwelcome touching to serious assault
- Unwelcome sexual advances
- The offer of rewards for going along with sexual advances e.g. promotion, access to training
- Threats for rejecting sexual advances
- Demeaning comments about a person's appearance
- Verbal abuse or offensive comments, including jokes or pranks related to age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Unwanted nicknames, especially related to a person's age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Spreading malicious rumours or insulting someone
- Lewd or suggestive comments or gestures
- Deliberate exclusion from conversations, work activities or social activities.
- Withholding information a person needs in order to do their job
- Practical jokes, initiation ceremonies or inappropriate birthday rituals
- Physical abuse such as hitting, pushing or jostling
- Rifling through, hiding or damaging personal property
- Display of pictures or objects with sexual or racial overtones, even if not directed at any particular person
- Isolation or non-cooperation at work
- Subjecting a person to humiliation or ridicule, belittling their efforts, whether directly and / or in front of others
- The use of obscene gestures
- Abusing a position of power

Bullying and harassment can occur through verbal and face to face interactions, but can also take place through sharing inappropriate or offensive content in writing or via email and other electronic communications and social media.

It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable and behaviour could be harassment when the person had no intention to offend. We all have the right to determine what offends us. Some behaviour will be clear to any reasonable person that it is likely to offend – for example sexual touching. Other examples may be less clear, however, you should be aware that harassment will occur if behaviour continues after the recipient has advised you that the behaviour is unacceptable to them.

Harassment can also occur where the unwanted behaviour relates to a perceived characteristic (such as offensive jokes or comments based on the assumption someone is gay, even if they are not) or due to their association with someone else (such as harassment related to their partner having a disability for example). See the council's equality and diversity Policy.

All employees must, therefore, treat their colleagues with respect and appropriate sensitivity and should feel able to challenge behaviour that they find offensive even if it is not directed at them.

It is important to recognise that bullying does not include appropriate criticism of an employee's behaviour or effective, robust performance management. Constructive and fair feedback about your behaviour or performance from your manager or colleagues/Councillors is not bullying. It is part of normal employment and management routines, and should not be interpreted as anything different.

### **Victimisation**

Victimisation is subjecting a person to a detriment because they have, in good faith, complained (whether formally or otherwise) that someone has been bullying or harassing them or someone else, or supported someone to make a complaint or given evidence in relation to a complaint. This would include isolating someone because they have made a complaint or giving them a heavier or more difficult workload.

Provided that you act in good faith, i.e. you genuinely believe that what you are saying is true, you have a right not to be victimised for making a complaint or doing anything in relation to a complaint of bullying or harassment and the council will take appropriate action to deal with any alleged victimisation, which may include disciplinary action against anyone found to have victimised you.

Making a complaint that you know to be untrue, or giving evidence that you know to be untrue, may lead to disciplinary action being taken against you.

### **Reporting Concerns**

What you should do if you feel you are being bullied or harassed by a member of the public or supplier (as opposed to a colleague)

If you are being bullied or harassed by someone with whom you come into contact at work, please raise this with your nominated manager in the first instance or, with the clerk/or a councillor. Any such report will be taken seriously, and we will decide how best to deal with the situation, in consultation with you.

**What you should do if you feel you are being bullied or harassed by a councillor:** If you are being bullied or harassed by a councillor, please raise this with the clerk/chief officer or the chair of the council in the first instance. They will then decide how best to deal with the situation, in consultation with you. There are two possible avenues for you, informal or formal. The Informal Resolution is described below. Formal concerns regarding potential breaches of the Councillors Code of Conduct must be investigated by the Monitoring Officer.

The council will consider reasonable measures to protect your health and safety. Such measures may include a temporary change in duties or change of work location, not attending meetings with the person about whom the complaint has been made etc.



**What you should do if you witness an incident you believe to harassment or bullying:** If you witness such behaviour you should report the incident in confidence to the clerk/chief officer or a councillor. Such reports will be taken seriously and will be treated in strict confidence as far as it is possible to do so.

**What you should do if you are being bullied or harassed by another member of staff:** If you are being bullied or harassed by a colleague or contractor, there are two possible avenues for you, informal or formal. These are described below.

### **Informal resolution**

If you are being bullied or harassed, you may be able to resolve the situation yourself by explaining clearly to the perpetrator(s) that their behaviour is unacceptable, contrary to the council's policy and must stop. Alternatively, you may wish to ask the clerk/chief officer, your nominated manager or a colleague to put this on your behalf or to be with you when confronting the perpetrator(s).

If the above approach does not work or if you do not want to try to resolve the situation in this way, or if you are being bullied by your own nominated manager, you should raise the issue with the chair of the council. (If your concern relates to the chair, you should raise it with the chair of the personnel/staffing committee). The chair (or another appropriate person) will discuss with you the option of trying to resolve the situation informally by telling the alleged perpetrator, without prejudicing the matter, that:

- there has been a complaint that their behaviour is having an adverse effect on a member of the council staff
- such behaviour is contrary to our policy
- for employees, the continuation of such behaviour could amount to a serious disciplinary offence

It may be possible for this conversation to take place with the alleged perpetrator without revealing your name, if this is what you want. The person dealing with it will also stress that the conversation is confidential.

In certain circumstances we may be able to involve a neutral third party (a mediator) to facilitate a resolution of the problem. The chair (or another appropriate person) will discuss this with you if it is appropriate.

If your complaint is resolved informally, the alleged perpetrator(s) will not usually be subject to disciplinary sanctions. However, in exceptional circumstances (such as extremely serious allegation or in cases where a problem has happened before) we may decide to investigate further and take more formal action notwithstanding that you raised the matter informally. We will consult with you before taking this step.

### **Raising a formal complaint**

If informal resolution is unsuccessful or inappropriate, you can make a formal complaint about bullying and harassment through the council's grievance procedure. You should raise your complaint to the clerk/chief officer or the chair of the council. A formal complaint may ultimately lead to disciplinary action against the perpetrator(s) where they are employed.

The clerk or the chair of the council will appoint someone to investigate your complaint in line with the grievance policy. You will need to co-operate with the investigation and provide the following details (if not already provided):

- The name of the alleged perpetrator(s),
- The nature of the harassment or bullying,
- The dates and times the harassment or bullying occurred,
- The names of any witnesses and
- Any action taken by you to resolve the matter informally.

The alleged perpetrator(s) would normally need to be told your name and the details of your grievance in order for the issue to be investigated properly. However, we will carry out the investigation as confidentially and sensitively as possible. Where you and the alleged perpetrator(s) work in proximity to each other, we will consider whether it is appropriate to make temporary adjustments to working arrangements whilst the matter is being investigated.

Where your complaint relates to potential breaches of the Councillors Code of Conduct, these will need to be investigated by the Monitoring Officer. The council will consider any adjustments to support you in your work and to manage the relationship with the councillor the allegations relate to, while the investigation proceeds.

Investigations will be carried out promptly (without unreasonable delay), sensitively and, as far as possible, confidentially. When carrying out any investigations, we will ensure that individuals' personal data is handled in accordance with the data protection policy.

The council will consider how to protect your health and wellbeing whilst the investigation is taking place and discuss this with you. Depending on the nature of the allegations, the Investigator may want to meet with you to understand better your complaint (see the grievance policy for further information, and details of your right to be accompanied).

After the investigation, a panel will meet with you to consider the complaint and the findings of the investigation in accordance with the grievance procedure. At the meeting you may be accompanied by a fellow worker or a trade union official.

Following the conclusion of the hearing the panel will write to you to inform you of the decision and to notify you of your right to appeal if you are dissatisfied with the outcome. You should put your appeal in writing explaining the reasons why you are dissatisfied with the decision. Your appeal will be heard under the appeal process that is described in the grievance procedure.

### **The use of the Disciplinary Procedure**

If at any stage from the point at which a complaint is raised, we believe there is a case to answer and a disciplinary offence might have been committed, we will instigate our disciplinary procedure. We will keep you informed of the outcome.

This is a non-contractual policy and procedure which will be reviewed from time to time.

## GUIDANCE FOR USING THE DIGNITY AT WORK POLICY

This is an example of an employment policy designed for a council adhering to statutory minimum requirements and does not constitute legal advice. As with all policies it should be consistent with your terms and conditions of employment.

This guidance is provided to support understanding of the policy, and its application, as well as where local adaptations may be required. The guidance is not part of the policy and should be removed from the policy adopted and shared with council employees.

The Dignity at Work Policy will replace a previous 'Bullying and Harassment' Policy, to create a policy that is focussed on encompassing behaviours beyond simply bullying and harassment, and zero tolerance with the aim of dealing with concerns before they escalate. It is important that any commitment made in the policy is applied in practice.

Wording has been suggested to demonstrate a council's commitment to promoting dignity and respect where they have signed up to the NALC, SLCC and OVW Civility and Respect Pledge. Council's that have not signed up to this are requested to consider making this pledge which is based on basic behaviours and expectations of all council representatives to create workplaces that allow people to maintain their dignity at all times. If your council has not agreed to the pledge this wording should be removed.

The policy is drafted with consideration of employment language and terminology that is reflective of a modern working environment, setting a tone that is engaging, collaborative and inclusive. A council may want to update references where relevant to reflect local terminology and structure, however should be considerate of equality, diversity and inclusion.

The examples of bullying and harassment are just that – examples. This should not be considered an exhaustive list.

### Notes:

#### Protected Characteristics

A 'protected characteristic' is defined in the Equality Act 2010 as age, disability, sex, gender reassignment, pregnancy and maternity, race, sexual orientation, religion or belief, and marriage and civil partnership. It is unlawful to discriminate against an individual because of any of the protected characteristics.

Discrimination includes treating people differently because of a protected characteristic. Employees can complain of harassment even if the behaviour in question is not directed at them. This is because the complainant does not actually need to possess the relevant protected characteristic. An employee can complain of unlawful harassment if they are related someone with a protected characteristic, or because a colleague believes they have a protected characteristic.

Examples of harassment related to a protected characteristic could include;

- Making assumptions about someone's ability due to their **age**, or denying development opportunities to someone based on their age. This could also include assumptions about their lifestyle or making inappropriate jokes related to age.
- Making fun or mimicking impairments related to a health condition, or using inappropriate language about disabilities. Constantly selecting social activities that make it impossible for a colleague with a **disability** to participate in.

- Refusing to treat a person as their new gender, or disclosing information about their gender identity could be harassment on the grounds of **gender reassignment**.
- **Pregnancy/Maternity** harassment could include refusing opportunities due to pregnancy or maternity leave, or inappropriate touching and invasion of personal space such as unwanted touching of a pregnant person's stomach.
- Harassment based on **race** could include derogatory nicknames, or stereotyping based on ethnicity. It could include racist comments or jokes, or assumptions about someone's lifestyle based on their ethnicity.
- **Gender** harassment could include not considering people for a job based on gender stereotyping roles, or implementing practices that disadvantage one gender over another. Rude, explicit jokes, even if not directed at an individual, or comments on individuals' dress or appearance.
- Regularly arranging team meals over periods of fasting or religious occasions or failing to adjust a dress code to accommodate religious dress could be examples of harassment based on **religion/belief**.
- Excluding same sex partners from social events could be both **sexual orientation** and **marriage/civil partnership** discrimination, as could not offering the same work-related benefits.

A person does not need to be employed or have 2 years qualifying service to make a discrimination claim at a tribunal.

- Job applicants who believe they have not been appointed because of a 'protected characteristic' can make a claim.
- New or established employees who are dismissed, or treated unreasonably because of a health condition can make a discrimination claim.
- An employee subjected to harassment can make a discrimination claim at a tribunal.
- An employee asked to retire can make a discrimination claim at a tribunal.

### Legal risks

Successful unfair dismissal claims are limited to a compensation cap, whereas those for unlawful discrimination have no cap.

A positive employment culture, and swift action if conduct falls beneath acceptable standards will help mitigate the risks. An unhealthy culture will make it difficult to defend claims.

The time to defend and the cost of defending tribunal claims can be significant, irrespective of the outcome.

### Culture and behaviour

We work in eclectic communities and working environments, and a positive culture within the council enables employees with different backgrounds and beliefs to share ideas and shape how the council achieves its objectives for their community.

It is important to recognise that different individuals may find different behaviours bullying or harassing so while there is not always intent to offend or cause harm, that does not mean that the effect of the behaviour has not caused harm or offence.

It can take people a period of time to decide to raise their concerns, as they worry about consequences (perhaps from peers by complaining about a colleague who is popular, or they fear

victimisation from the perpetrator or others). The council should consider whether there are opportunities (such as 121s to offer opportunity to reflect on relationships/morale) to identify issues earlier and address negative behaviours. Individuals can often mention concerns they are experiencing but not want to take it further. The council should remind the complainant that it has a zero tolerance to bullying and harassment and remind them of the policy in place to address concerns. If the allegations mentioned are significant, the council may want to suggest that it will need to investigate further, even if a 'grievance' is not raised, so as to ensure that any concerns and risks are managed, and the council is meeting its responsibilities and duty of care as an employer.

Whilst both staff and councillors jointly determine the working culture, councillors are key in demonstrating what is and isn't acceptable behaviour. This is apparent from how councillors behave with each other in council meetings and also in how standards of behaviour are applied through the use of informal discussion and formal policies.

### **Scope**

All council representatives are expected to uphold the values of the Dignity at Work Policy, however this policy sets out how allegations from employees will be managed. As indicated in the policy, concerns from a contractor, agency worker etc. should be raised to the identified person, and an appropriate approach will be considered based on the situation and relationship of the complainant with the council.

Likewise, concerns raised about the behaviour of a contractor or agency worker would not generally be managed via the full process (such as the disciplinary process) but appropriate action would be considered based on the situation. To treat people (such as contractors, or a casual worker) engaged by the council the same as an employee could blur the status of the employment relationship, so consider seeking professional advice if needed.

### **Managers**

Recognising that councils are of varying sizes, where the term manager/nominated manager is used it is recognised this could be the clerk, another employee of the council, or a councillor depending on the situation. It is good practice to have a clearly identified person who is the responsible 'line manager' or equivalent contact for an employee so that there is clarity on how the employee should report concerns to, who they notify if they are sick or to request leave etc. More often for council employees this may be the clerk, and for the clerk this could be the chair/deputy chair, or possibly chair of a staffing/personnel committee.

### **Bullying and harassment & performance management**

The policy sets out that bullying and harassment does not include appropriate criticism of an employee's behaviour or effective, robust performance management. It is not uncommon for an employee, when receiving critical feedback, to claim that this is bullying and/or harassing. It is the role of the nominated manager to provide effective and constructive feedback to encourage performance at the required standard.

Even when the feedback is not positive it should be fair, communicated in a professional and reasonable manner and shared with the objective of aiding understanding and achieving an improvement to overcome the shortfalls. There is no absolute definition of when the feedback may not be appropriate. Often it will be for the person/panel hearing the dignity at work complaint/grievance to determine whether the performance management has upheld the

standards expected in terms of respect and civility and any feedback has been shared in a fair and professional way.

### **Responsibilities**

All staff and representatives of the council are responsible for their own behaviour in the workplace and for taking steps to revise unacceptable behaviour and appropriately challenge that of others.

Leaders – councillors, clerks, managers - are responsible for ensuring that these standards of treating people with civility, respect and courtesy are upheld, both through their own example, and by communicating and promoting these expectations to all employees. They are also responsible for ensuring that concerns raised are treated seriously and addressed in line with this policy in a timely manner.

### **During the investigation**

Employers have a duty of care to provide a safe place of work. If a complaint is made, discuss how to manage working relationships whilst the allegation is being investigated and until the outcome is disclosed. This is as much for the protection of the alleged perpetrator as for the aggrieved.

Consider whether a neutral person should be offered as a 'listening ear' for both parties in the investigation. This could be a councillor or nominated manager who is not involved in the investigation or allegations and can be a point of check in as raising, or being subject to allegations can be stressful.

Offer other support that may be appropriate to the situation such as signposting to support groups, time off for counselling etc. If you have suspended a staff member, your duty of care continues and it is important to consider their wellbeing and mental health.

Ensure that you communicate regularly with both parties.

The investigation and any subsequent hearing should be completed in accordance with the grievance policy which sets out a process for dealing with concerns. You should ensure that the grievance policy adopted adheres to any local policies and procedures, with consideration of any timescales and escalation routes in your locally adopted policy.

### **Confidentiality**

It may be possible for concerns to be raised with the perpetrator without disclosing the name of the complainant however in a small council it is likely that it will be clear that the accused will know where the accusation has come from. The council representative (clerk/councillor) speaking to the alleged perpetrator must be clear that the discussion is confidential and the individual would be at risk of formal disciplinary action if there is any sort of victimisation or retaliation for the individual raising their concern.

During any formal investigation it may be necessary to disclose the nature of the allegations and where they came from to ensure a fair and balanced investigation and process. This should be discussed with the person raising the concerns to understand any issues and how they may be mitigated. In some situations it may be appropriate to provide anonymised witness statements however this would be a last resort, and could compromise the fairness of the process. Where there is a genuine fear of consequences and this may need to be considered, it is recommended

that professional advice is sought. For the same reason it can be difficult for a council to consider an anonymous complaint, however if the concerns are significant and compromise the council in their duty of care to employees, then consideration of how to deal with the matter may be required.

### **Victimisation**

All employees have the right to raise genuine concerns without the fear of reprisals. If the aggrieved (or a witness) is treated differently / less favourably because they have raised a complaint, then this is victimisation. This would include isolating someone because they have made a complaint, cancelling a planned training event, or giving them a heavier or more difficult workload. Victimisation can lead to a claim to an employment tribunal.

### **False allegations**

If an employee makes an allegation that they know to be untrue, or gives evidence that they know to be untrue, the council should consider the matter under the disciplinary procedure. Such an allegation would be potentially be gross misconduct.

### **Complaints against Councillors**

Following the Ledbury case, the law is clear that any formal complaint about a councillor regarding a breach of the code of conduct must be referred to the Monitoring Officer for investigation (either by the complainant, or the Council with agreement of the complainant). During the investigation, it is critical to ensure that where an employee of the council has made the complaint, that the council agrees reasonable measures with the employee to protect their health and safety. Such measures may include a temporary change in duties, change of work location, not attending meetings with the person about whom the complaint has been made etc.

Careful consideration is required where a grievance is raised against the council as a whole due to lack of support related to councillor behaviours. The specific allegations will need to be considered to determine whether the allegations can be addressed by the council, or require exploration of the councillors behaviour in order to respond, in which case the Monitoring Officer may be required to investigate the alleged behaviours of a/any councillors where this may relate to the code of conduct. It is a matter of fact whether the complaint is against the council and can therefore be dealt with by the council's grievance procedure or against a councillor and can only be dealt with by the Monitoring Officer.