



Validation Guide

A Guide to Submitting Planning Applications (National and Local Requirements)

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Cornwall Council – Planning and Sustainable Development

Validation Guide

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Scope/Aim

The aim of this document is to provide the necessary information required to submit a valid planning application and enable Cornwall Council, the Local Planning Authority (LPA), to provide an efficient and effective registration and validation service.

It is intended to benefit all customers of the Planning and Development Service by:

- Increasing the awareness of the type of information required to ensure an application is accepted;
- Promoting the use of pre-application discussions and advice;
- Speeding up the registration process;
- Ensuring consistency in the approach taken by Cornwall Council;
- Increasing the use of electronic delivery;
- Minimising the submission of additional information;
- Avoid delays during the planning process
- Enabling Cornwall Council to provide applicants with certainty as to the information required.

Validation Services Provided

Validation checking service

As an additional service applicants/agents can meet with a member of the validation team in one of our main offices (Bodmin, Camborne or Truro) **by appointment only**. The application will be checked and a list of information required in order for the application to meet the national and local requirements will be provided.

A re-check (only one) of the application will be provided if further information was required at the initial check.

Once all the information required has been provided the application will be validated within 2 working days.

Please call Planning General Enquiries on 0300 1234 151 or email planning@cornwall.gov.uk to **arrange an appointment**.

Please note: For larger/more complex applications please provide all the relevant documentation and allow 3 working days for checking.

Further information regarding this optional service including relevant fees and forms can be found here: <https://www.cornwall.gov.uk/validationcheck>

Don't live locally or prefer to work electronically? Applications can be submitted via the Planning Portal or e-mail. Contact Planning General Enquiries on 0300 1234 151 with the reference number and following the check information can be provided via email or over the telephone (with email confirmation).

Other Services

Cornwall Council offers a range of discretionary advice services to meet a variety of needs, these include:

- [Tailored pre-application advice](#)
- **Help to resolve conveyancing issues**
- [Checks to see if consent is required](#)
- [Planning history checks](#)
- **Confirmation of use class**
- **Confirmation that permitted Development rights have not been removed**

Information regarding the above services including forms, guidance and schedule of fees can be found by clicking the above links and by following the links at <https://www.cornwall.gov.uk/planningfees>

The Validation Process

On average Cornwall Council's Validation Service takes **7 working days** to validate/check a planning application providing sufficient information has been provided.

Information required can be split into two categories: National Requirements (required by **The Town and Country Planning (Development Management Procedure) (England) Order 2018** (DMPO) or other statutory legislation for example [The Town and Country Planning and Infrastructure Planning \(Environmental Impact Assessment\) \(Amendment\) Regulations 2018](#), [The Community Infrastructure Levy \(Amendment\) \(England\) Regulations 2019](#) and [The Conservation of Habitats and Species Regulations 2017](#) and Local Requirements (set by the LPA) which are set out in this document.

Missing Information

National Requirements: If information required by the national list is not provided a notification will be sent to the agent (or applicant if no agent) giving 21 days to submit the relevant information required. If this information is not provided within 21 days a further notification will be sent giving an extra 7 days after which the application will be closed and any hard copy documents returned.

Local Requirements: If information required by the local list is not provided the application will be validated and passed to the Case Officer to begin consideration. A notification will be sent to the agent (or applicant if no agent) requesting the local list information within 14 days. Failure to provide this information within the relevant time scales may result in delays, non-determination or refusal of the application.

Please note this does not apply to major development (see appendix 3 for definition of major development). If information required by the local list is not provided a notification will be sent to the agent (or applicant if no agent) giving 21 days to submit the relevant information required. If this information is not provided within 21 days a further notification will be sent giving 7 days to provide the information after which the application will be closed and any hard copy documents returned.

From 01/01/2019 a service charge for returned applications will be introduced. Due to a high number of invalid applications being handled by the authority which are returned prior to validation, the Planning and Sustainable Development Service will be deducting 10% of the planning fee.

Information Required

Please note that information required for processing of the following are detailed separately later in this document:

Prior Notifications/Approvals

- Hedgerow Removal Notices
- Removal or Variation of Condition(s) Following the Grant of Planning Permission
- Approval of Details Reserved by Condition (Discharge of Condition)
- Permission in Principle (PiP) and Technical Details Consent (TDC)
- Tree applications

9 out of 10 Planning Applications are submitted electronically via [Planning Portal](#) or [email](#) and where the application is submitted electronically no paper copies are required at submission (however you may be contacted for additional paper copies at a later stage for larger applications). We do accept application submissions on CD and DVD but unfortunately, we are unable to accept submissions in any other electronic format e.g. USB devices.

When submitting a hard copy application one copy is required (however again you may be contacted for additional copies at a later stage for larger applications).

When submitting via the Planning Portal it would be beneficial to upload any drawings with its full and detailed title and drawing number. This will help speed up the processing of the application.

Checklists have been provided in appendix 1 to help ensure that all the relevant information has been provided in order to validate the application. There is also a useful checklist to ensure that plans meet the requirements.

Where there is a need to submit information considered 'personal data' or 'sensitive personal data' under the General Data Protection Regulations (GDPR) this information should be submitted in a separate document without cross-referencing in documents that can be made public and marked as confidential.

The definition of 'personal data' and 'Sensitive Personal Data' can be found on page 8 of Information Commissioner's Office (ICO) [Guide to the General Data Protection Regulation \(GDPR\)](#) and will include for example personal circumstances, and health information.

Applicants/agents are encouraged to pay by credit or debit card online or by phone via 0300 1234 151, by BACS, pre-paid card obtainable from post offices or by visiting anyone of Cornwall Council's Information Services to pay electronically. The Planning and Sustainable Development Service discourage the submission of cheques.

Table 1 - National Requirements

This information is required by the DMPO or other statutory regulations for validation:

Information Required and When Required	Information Required/Guidance	Where to look for further guidance
<p><u>Application Form and Ownership Certificates</u></p> <p>All applications</p> <p>Ownership Certificates not required for Advertisement Consents or Lawful Development Certificates</p>	<p>All sections of the application form must be answered.</p> <p>The declaration must be signed and dated.</p> <p>Applications can be submitted electronically via email or the Planning Portal.</p> <p>Application forms can also be downloaded and submitted via hard copy.</p> <p>Certificate A, B, C or D must be completed stating the ownership of the property.</p> <p>Where the applicant is not the owner of the application site, a notice must be completed and served on any other land owners.</p> <p>It is an offence, knowingly or recklessly, to complete a false or misleading certificate.</p>	<p>Planning Portal</p> <p>Download forms for electronic submission/printable versions: Planning Application Forms</p> <p>Ownership Certificates</p> <p>Planning Portal Guidance - See Section 24</p> <p>Article 13 - Notice to Serve on Landowners</p> <p>Planning Practice Guidance (Paragraph 026)</p>

Information Required and When Required	Information Required/Guidance	Where to look for further guidance
<p><u>Fee</u></p> <p>All applications</p>	<p>The appropriate fee must be paid.</p> <p><i>From 01/01/2019 The Planning and Sustainable Development Service stopped accepting cheques in payment for planning application fees. Applicants/agents will be able to pay by credit or debit card online via Pay It or by phoning 0300 1234 151, by BACS, pre-paid card obtainable from post offices or by visiting any one of Cornwall Council's Information Services to pay electronically.</i></p>	<p>Cornwall Council Planning and Sustainable Development Fees and Charges Document Planning, Building Control and Land Charges</p> <p>Cornwall Council Planning Fees and Charges Supplementary Guidance</p>
<p><u>Design and Access Statement</u></p> <p>All major developments, applications within World Heritage Site (WHS) or Conservation Area (CA) and Listed Building Consents</p>	<p>DAS required for all major developments; or if within a designated area (WHS or CA) for developments of one or more dwellings or the provision of a building(s) where the floor space created by the development is 100 square metres or more.</p> <p><i>Except change of use of building or land where no building works for physical alterations are proposed; engineering or mining operations; waste developments.</i></p> <p>DAS required for all Listed Building Consents.</p> <p>Housing developments of 10 dwellings or more should show the means of access to the accessible homes, sufficient to meet the needs of occupiers with differing needs.</p>	<p>Planning Portal Guidance</p> <p>Planning Practice Guidance (Paragraphs 029 to 033)</p> <p>NPPF (2018) - Conserving and Enhancing the Historic Environment</p> <p>ICOMOS - Guidance on Heritage Impact Assessments for Cultural World Heritage</p>

Information Required and When Required	Information Required/Guidance	Where to look for further guidance
		<p>Properties</p> <p>Historic England - The Setting of Heritage Assets - Historic Environment Good Practice Advice on Planning:3</p> <p>Cornwall and West Devon Mining Landscape World Heritage Site Management Plan 2013 - 2018</p> <p>Cornwall and West Devon Mining Landscape World Heritage Site Supplementary Planning Document (SPD)</p>
<p><u>Heritage Statement or Heritage Impact Assessment (as appropriate)</u></p> <p>All applications affecting a heritage asset e.g. WHS, CA or Listed Building</p>	<p>Where the application affects a WHS, CA or Listed Building a statement or impact assessment should consider and describe the Heritage Asset, meet the requirements of paragraph 189 of the NPPF (2018) and demonstrate that the Heritage Asset has been assessed and understood using best practice methods.</p>	<p>(see links above for Design and Access Statement)</p>

Information Required and When Required	Information Required/Guidance	Where to look for further guidance
<p><u>Location Plan</u></p> <p>All applications (except applications for approval of details reserved by condition)</p>	<p>A location plan must be provided as follows:</p> <ul style="list-style-type: none"> • Provided at a metric scale (usually 1:2500 or 1:1250) and ideally scaled to fit onto A4 or A3). • Provided on an up-to-date map. • Show the site area edged in red (to include all land necessary to carry out the development, access to the nearest public highway, visibility splays, landscaping, car parking, any new drainage systems such as soakaways and open areas around buildings). • A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site. • Indicate a north point. <p>Please note: access to the public highway is not required for Listed Building Consent applications or Certificates of Lawfulness.</p>	<p>Planning Practice Guidance paragraph 024</p> <p>Please see Planning Fees and Charges Supplementary Guidance for guidance on what is a 'public highway'.</p>

Information Required and When Required	Information Required/Guidance	Where to look for further guidance
<p><u>Site Layout Plan or Block Plan</u></p> <p>All applications</p> <p>Except: Existing site plan is not required where the site is vacant and has no buildings or structures</p>	<p>A site layout or block plan must be provided as follows:</p> <ul style="list-style-type: none"> • Plans provided for both existing and proposed. • Provided at a metric scale (1:200 or 1:500) and ideally scaled to fit onto A4 or A3. • Provided on an up-to-date map. • Indicate a north point. • Show the proposed development in relation to site boundaries, other existing buildings on the site, adjoining properties and the immediate area, this includes roads, public rights of way(if will influence or will be affected by the proposed development(please see definition in appendix 3)), and position of trees, changes in levels, boundary treatment, vehicular/pedestrian access and parking. House names and road names should be labelled. • If the site area is edged in red this must match the location plan provided. • If connecting to existing drainage system this should be indicated. 	
<p><u>Existing and Proposed Elevations</u></p> <p>All applications proposing new buildings or alterations to the exterior of an existing building (including replacement windows and doors)</p>	<ul style="list-style-type: none"> • Provided at a metric scale usually 1:50 or 1:100. • Must show all elevations including any blank elevations (unless visibility is completely obscured e.g. attached to another building). • Must match relevant existing/proposed floor plans. • Be clearly labelled e.g. north, west etc. or north point indicated. <i>We will not accept front, back side etc.</i> • Where a proposed elevation adjoins/is in close proximity to another building the relationship between the two 	

Information Required and When Required	Information Required/Guidance	Where to look for further guidance
	<p>building should be shown and detail the positions of any openings in each property.</p> <ul style="list-style-type: none"> Indicate the proposed building materials and the style, materials and finish of windows and doors. 	
<p><u>Existing and Proposed Floor Plans</u></p> <p>Proposal involving new or amended floor space including alterations to an existing building</p>	<ul style="list-style-type: none"> Provided at a metric scale usually 1:50 or 1:100. All existing floor plans should be provided. Proposed floor plans should be provided where any alterations/extensions are proposed. Must match relevant existing/proposed elevations. 	
<p><u>Roof Plans</u></p> <p>Proposals involving more complex roof design</p>	<ul style="list-style-type: none"> Should be provided at a metric scale usually 1:50 or 1:100. 	
<p><u>Finished Floor Levels (FFL)</u></p> <p>All new buildings or floor space</p>	<ul style="list-style-type: none"> This information can be shown on the site layout plan or block plan. FFL must be shown relative to a fixed and identifiable datum point which is identified on the plan. The datum point must not be taken from any structures which are to be demolished or can be moved. 	
<p><u>Existing and Proposed Site Levels</u></p> <p>Any proposal involving new buildings or floor space and any groundworks e.g. access tracks, hard surfaced areas etc.</p>	<ul style="list-style-type: none"> This information can be shown on the existing and proposed site layout plan or block plan. Offsite levels of land and buildings immediately adjoining the site are also useful. 	

Information Required and When Required	Information Required/Guidance	Where to look for further guidance
<p><u>Existing and Proposed Sections</u></p> <p>All major development and any proposal where cut and fill operations are proposed, proposals on sloping or uneven land or sites where immediately adjoining land is on a different level</p>	<ul style="list-style-type: none"> • Identify FFLs and ridge levels of buildings • Identify existing and proposed site levels • Show slices through the land • Show existing and proposed development in relation to land/properties adjoining the site including street scene sections front and back. • Accompanied by a plan showing the points between which the cross section has been taken 	
<p><u>Plans General</u></p>	<p>Where plans are submitted they should be meet the following requirements:</p> <ul style="list-style-type: none"> • To be drawn to an identified standard metric scale • Linear scale bar shown • Submitted in an A3 or A4 format or set to be printable in A3 or A4 format depending on the scale of the development • An acceptable quality that is clear and legible • Plans submitted electronically must be uploaded in the orientation and at the scale indicated on the plan • Named and titled in a logical manner, reflecting their content • Each plan numbered • Indicate 'indicative' where appropriate surveys have not been completed e.g. street scenes or details not being agreed as part of the application • Where outline permission is sought any indicative plans should be submitted on a separate plan to any plans to 	<p>See checklist in appendix 1</p>

Information Required and When Required	Information Required/Guidance	Where to look for further guidance
	<p>be approved.</p> <ul style="list-style-type: none"> • Elevations labelled North, South etc. • 'Do not scale' should be removed and replaced with 'Do not scale for construction purposes' if necessary. • The Planning Service is unable to accept plans which are taken from the Cornwall Council Mapping web pages i.e. anything with the Cornwall Council watermark or the Cornwall Council licence number across the bottom. • Where an Ordnance Survey based plan is being submitted for planning purposes the copyright and licence number must be shown. 	
<p><u>Community Infrastructure Levy (CIL) – Planning Application Additional Information Requirement Form (Form 1)</u></p> <p>Full applications (including householder applications) creating new floor space or change of use to dwelling house</p> <p>Reserved matters following outline planning permission; and</p> <p>Section 73 applications for removal/variation of condition</p>	<p>The submission of a Community Infrastructure Levy (CIL) Planning Application Additional Information Requirement Form (Form 1) is required.</p> <p>Any development which creates new floor space may be liable for a CIL charge – this applies to both residential and non-residential development. Submission of the Additional Information Requirement (AIR) form will enable determination of whether a development is liable to pay CIL or not.</p> <p>An AIR form is required for Section 73 applications where the condition seeking to vary/remove has the potential to change the gross internal floorspace (floorspace as defined in the CIL regulations).</p> <p>An AIR form is required for Non-Material amendments where the permission seeking to amend was approved after 01/01/2019 and where the proposed changes would result in</p>	<p>Planning Application Additional Information Requirement Form (Form 1)</p> <p>Planning Portal Planning Application Additional Information Requirement Guidance</p> <p>Cornwall Council Community Infrastructure Levy</p> <p>The Community Infrastructure Levy (Amendment) (England) Regulations 2019</p>

Information Required and When Required	Information Required/Guidance	Where to look for further guidance
<p>Lawful Development Certificates (proposed only)</p> <p>Non-Material Amendments</p>	<p>any changes to the floor space.</p> <p>If the proposed development is CIL liable then please also submit a CIL Form 2 (Assumption of Liability) as soon as possible in order to processing as quickly as possible. If your intention is to sell the development or you think there will be a change in ownership of the development, liability can be changed at any point during the process prior to commencement.</p>	<p>CIL Form 2: Assumption of Liability</p>
<p><u>Habitat Regulations Assessment (HRA) submission of an Appropriate Assessment (AA) and mitigation</u></p> <p>All residential development and student and tourist accommodation within 12km zone of influence (ZoI) of the following European sites; Penhale Sands, Fal and Helford Estuaries and Tamar Estuaries.</p> <p>This includes changes of use to residential and student and tourist accommodation</p>	<p>The potential harm from recreational disturbance arising from these proposals has been assessed and requires the submission of an Appropriate Assessment (AA) and to mitigate potential harm.</p> <p>Where the only potential harm is from recreational disturbance, CC and Natural England agree that mitigation can be met by a specified financial contribution to a Strategic Mitigation Plan implemented by the Council. Otherwise a full AA and mitigation strategy will be required for each proposal.</p> <p>It is recommended that the standard AA approved by CC is completed and the recommended contribution (or contributions) paid to the Council with the application to avoid delay and minimise additional cost.</p> <p>The contribution will be refunded in the event of a refusal of planning permission.</p>	<p>Cornwall Council Terrestrial European Sites Mitigation SPD</p>

Table 2 – Local List Requirements

This information is required by the Local List:

Information Required and When Required	Information Required/Guidance	Links to useful guidance
<p><u>Air Quality Assessment</u></p> <p>All developments for: Major: Dwellings (Q001); Major: Heavy Ind/Storage/Warehousing (Q003) ;Any development in excess 10,000m2 new floor space (usually largescale major: offices (Q002), industry (Q003), and retail/distribution (Q004) ; Where >300 new car parking spaces are proposed (e.g. retail, visitor attraction, multi-story car park), excluding residential development car parking space provision; A standby emergency generator associated with a centralised energy centre (if likely to be tested/used >18 hours a year), or new Short Term Operating Reserve facilities (STOR) ; Any combustion plant with single or combined thermal input >1MW</p>	<p>Please see useful links and guidance for information requirements/guidance.</p>	<p>Cornwall Council's Environmental Protection - Air Quality Web Page</p> <p>Cornwall Council's Clean Air for Cornwall Strategy</p> <p>Chief Planning Officer's Advice Note: Planning for Air Quality</p> <p>Environmental Protection UK and Institute of Air Quality Management Guidance on Planning for Air Quality</p> <p>Institute of Air Quality Management - Guidance on the Assessment of Dust from Demolition and Construction - Version 1.1</p>

Information Required and When Required	Information Required/Guidance	Links to useful guidance
<p>Within Air Quality Management Area (AQMA) including a 1 km buffer or with an Air Quality Area of Concern (AQAC) including a 1 km buffer:</p> <p>Smallscale Major Dwellings of 50 or more dwellings (Q007); 50 or more new car parking spaces; Lorry park with more than 25 spaces; Bus station; Have one or more substantial combustion processes, where any combustion plant has single or combined thermal input >300kWh</p> <p>Minor: Dwellings (Q013) within an Air Quality Priority Area of Concern including 1 km buffer</p>	<p>Please refer to <u>Chief Planning Officer's Advice Note: Planning for Air Quality</u> – such development is not supported.</p>	

Information Required and When Required	Information Required/Guidance	Links to useful guidance
<p><u>Affordable Housing Statement</u></p> <p>Developments where there is a net increase of more than 10 dwellings or where dwellings would have a combined gross floor space more than 1,000 square metres (not including replacement dwellings)</p> <p>6 or more dwellings in an Area of Outstanding Natural Beauty (AONB) or Designated Rural Area (DRA) (as defined by s157 of the Housing Act 1985 and an accompanying Housing Order from 1981)</p> <p>Rural Exception Sites, Self-/Custom Build- sites, Entry Level Exception sites and 'Starter Home Exception Sites' built on under-used or unviable commercial or industrial sites not currently identified for housing.</p> <p>Lifting of Holiday Conditions or changes of use from holiday use to residential on schemes of 6 or more dwellings or a site area >0.5 hectares.</p>	<p>A short statement explaining what provision is being made for affordable housing.</p> <p>Draft heads of terms must be submitted following the prescribed template. The draft heads of terms should set out clearly the obligations that the developer/landowner is willing to be bound by, in order to meet the needs generated by the development. The draft heads of terms should also include the agreed timing/triggers for satisfying the obligations.</p> <p>An Economic Viability Appraisal must accompany all Rural and Entry-Level Exception Site applications and in all other cases including Policy 8 applications where the policy position of Affordable Housing is not met in full. EVAs to be submitted in line with guidance in the Council's Affordable Housing SPD.</p> <p>The latest NPPF and accompanying guidance introduced changes to viability assessments. Viability assessments should now be made publicly available other than in exceptional circumstances for reasons of commercial sensitivity. Even in these cases, an executive summary should still be made publicly available with the commercially sensitive information aggregated as part of total costs. Any sensitive personal information will however not be made public.</p>	<p>Planning Practice Guidance - Planning Obligations</p> <p>Planning Practice Guidance - Viability</p> <p>Cornwall Council Affordable Housing Policy (including The Affordable Housing SPD)</p> <p>Cornwall Council 106 Planning Obligations</p> <p>Cornwall Council Affordable Housing Section 106 Agreements</p> <p>Section 106 Agreement Template</p>

Information Required and When Required	Information Required/Guidance	Links to useful guidance
	<p>The Government consider that information used in viability assessment is not usually specific to that developer and thereby need not contain commercially sensitive data. Examples of commercially sensitive data are information relating to negotiations and information relating to compensation due to individuals.</p>	<p>Government Changes to the Practice Guide. Development Management - Planning Obligations (including Designated Rural Areas and Designated Regions)</p>
<p><u>Agricultural Land Classification Assessment</u></p> <p>All major developments on Best and Most Versatile (BMV) land grades 1 to 3a</p>	<p>Land classification assesses the quality of farmland in order to consider the future use of the land.</p>	<p>Government Guidance - Guide to Assessing Development Proposals on Agricultural Land</p> <p>Natural England Technical Information Note TIN 049 - Agricultural Land Classification: Protecting the Best and Most Versatile Agricultural Land</p>

Information Required and When Required	Information Required/Guidance	Links to useful guidance
<p><u>AONB Assessment of need</u></p> <p>Major developments (see definition in the NPPF 2018) within an AONB</p>	<p>An explanation of the exceptional circumstances and the public interest, including an assessment of:</p> <ul style="list-style-type: none"> • the need for the development, including any national considerations, and the impact of permitting it, or refusing it, upon the local economy; • the sequential approach to site selection including the cost of, and scope for, developing elsewhere including outside the designated area, or meeting the need for it in some other way; and • any detrimental effect on the environment, the landscape and recreational opportunities, and the extent to which that could be moderated. 	<p>National Planning Policy Framework - Conserving and Enhancing the Natural Environment</p> <p>Cornwall AONB - Planning</p> <p>Tamar Valley AONB - Planning</p> <p>Cornwall Council Interactive Map - AONBs</p>
<p><u>Archaeological Assessment</u></p> <p>Applications on land which is known to have archaeological interest, or an archaeological assessment has been requested as part of any pre-application advice</p> <p>Applications which may have an impact on the character or setting of a designated asset e.g. Listed Building, Conservation Area Scheduled Monument, WHS, Registered Parks and Gardens and Registered Battlefields.</p>	<p>Assessments should be undertaken by a competent person to the professional standards set out by the Chartered Institute for Archaeologists.</p> <p>Assessments should consider the following:</p> <ul style="list-style-type: none"> • The significance of the site and its setting, whether development proposals will harm the historic environment and to what degree. • Go beyond a consultation with Cornwall and Isles of Scilly Historic Environment Record by exploring the potential for previously unrecorded archaeological remains. • Consider the wider visual impacts on historic buildings, upstanding archaeological monuments and historic landscapes. 	<p>Cornwall Renewable Energy Planning Advice - March 2016</p> <p>Chartered Institute for Archaeologists Regulations, Standards and Guidelines</p> <p>Good Practice Advice in Planning Note 3: The setting of Heritage Assets</p>

Information Required and When Required	Information Required/Guidance	Links to useful guidance
	<ul style="list-style-type: none"> Follow the latest guidance by Historic England on assessing direct and indirect impacts on heritage assets. <p>Where a Zone of Theoretical Visibility has been produced (as part of a Historic Landscape and Visual Impact Assessment (HLVIA)), this should inform the heritage setting assessment.</p>	
<p><u>Aviation and Telecommunications Statement</u></p> <p>Wind turbine >11m tall or a rotor diameter >2m</p>	<p>Statement confirming that the Ministry of defence (MoD), Civil Aviation Authority (CAA) and National Air Traffic Services (NATS) have been consulted and have raised no objections.</p> <p>For wind turbines >26m confirmation that the proposed development would not have a detrimental impact on existing telecommunications (phone, radio and TV) links should be provided.</p>	
<p><u>Biodiversity and/or Geodiversity Survey</u></p> <p>Major development including areas of semi-natural habitat (including brownfield sites)</p> <p>Where protected species or features are known to be present</p> <p>If proposal is within or adjoining a designated nature conservation site</p>	<p>A screening opinion should be sought if development is likely to have a significant impact on a designated area. An appropriate assessment may also be necessary if a protected species is present.</p> <p>An Extended Phase 1 Habitat Survey is usually required. Depending on the results, further protected species surveys may be necessary, such as:</p> <ul style="list-style-type: none"> Bat Survey Breeding Birds Reptiles 	<p>Protected species and sites: how to review planning proposals</p> <p>Natural England</p> <p>Cornwall Council - Biodiversity guide</p> <p>Bat Surveys for Professional Ecologists Good Practice Guidelines</p>

Information Required and When Required	Information Required/Guidance	Links to useful guidance
<p>(SAC, SINC, LNR, SPA) or Cornwall Wildlife Site</p> <p>If the proposal is for 10 or more houses within a buffer zone to a SAC</p> <p>If proposal is a development within a SSSI or relevant SSSI Impact Risk Zone</p> <p>Where a proposed development is likely to have a significant effect on the European Marine Site (EMS), either alone or in combination with other plans and projects</p> <p>On or over intertidal/estuarine habitats</p> <p>Affecting existing buildings in mature gardens (particularly complex roof structures/gable ends/ slate roofs/weather boarding)</p> <p>Affecting existing bridge structures</p>	<ul style="list-style-type: none"> • Other Species (e.g. otter, dormouse, badger) <p>Information should include the existing wildlife interest of the site and adjacent land plus the possible impacts on them.</p> <p>The assessment should demonstrate how the proposal will protect or where possible enhance biodiversity and provide mitigation and enhancement both during and post construction.</p> <p>Where appropriate, accompanying plans should indicate any significant wildlife habitats or features and the location of any species protected under the Wildlife and Countryside Act 1981, the Conservation (Natural Habitats etc.) Regulations 1994 and 2010, or the Protection of Badgers Act 1992.</p> <p>Ecological Assessments should be carried out at specific times of the year particularly in terms of protected species.</p> <p>A Bat Survey will be required for any wind turbine application within 50m of a hedgerow or stream.</p> <p>An Ecological Assessment (including bird and bat surveys) of the site will be required for any wind turbine application of >26m tall.</p>	<p>CEC Ecological Survey Calendar</p> <p>Plymouth Sound and Estuaries Coastal Planning Study</p>

Information Required and When Required	Information Required/Guidance	Links to useful guidance
<p>Affecting tunnels/kilns/ military fortifications/ underground ducts or structures</p> <p>Affecting Ancient Woodland or old/veteran trees</p> <p>Floodlighting green space or lighting churches/listed buildings within or adjacent to designated sites</p> <p>Conversion of rural buildings</p> <p>Proposed demolition of buildings</p> <p>Applications for wind turbines within 50m of a hedgerow or stream.</p> <p>Applications for wind turbines >26m tall</p>	<p>All surveys and assessments must not be more than 12 months old.</p>	

Information Required and When Required	Information Required/Guidance	Links to useful guidance
<p><u>Biodiversity Net Gain</u></p> <p>All full major developments (excluding changes of use)</p> <p>Outline or Reserved Matters applications for major developments seeking approval of 'layout'</p> <p>Outline for major developments – 'layout' reserved</p>	<p>From the 1st May 2020 all proposals for major development must be accompanied by a Biodiversity Gain Plan. This plan should include:</p> <ul style="list-style-type: none"> a) Headline Results of the latest version of the DEFRA Metric with its supporting calculations showing the pre-development and the post-development biodiversity value of the onsite habitat; and b) 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 and steps taken to provide 10% biodiversity net gain on site; or c) where not all of the 10% Biodiversity Net Gain requirement can be provided on site, any proposal for biodiversity gain or registered offsite biodiversity gain allocated to the development and the biodiversity value of that gain in relation to the development. <p>Where layout is a reserved matter, the Biodiversity Gain Plan submitted should show the headline results of the latest version of the DEFRA metric with its supporting calculations showing the pre-development biodiversity value of the onsite habitat and the location of those habitats.</p>	<p>Cornwall Council Biodiversity Net Gain web page</p>

Information Required and When Required	Information Required/Guidance	Links to useful guidance
<p><u>Coastal Land Stability Assessment/ Mining Land Stability Assessment</u></p> <p>This should be provided in areas where land stability issues are known, indicated or suspected.</p> <p>[A] Potential land stability issues can be associated with cliffs, slopes, quarries, some natural deposits or artificial 'made' ground.</p> <p>[B] In Cornwall, a specific issue is historical mining activity. This should be considered separately, but not necessarily in isolation to, other forms of potential ground instability.</p>	<p>[A] A preliminary desk-top study of the potential for ground stability issues to affect the site and proposed development. The Report should be compiled by a Competent Person and be in line with national planning policy. It should assess the likely consequences of proposed developments on sites where subsidence, landslides and ground compression is known or suspected.</p> <p>The report might consider:</p> <ul style="list-style-type: none"> • an understanding of the factors influencing stability; • an assessment of whether or not the site is stable and has an adequate level of protection; • an assessment of whether or not the site is likely to be threatened or affected by reasonably foreseeable slope instability originating outside the boundaries; • an assessment of whether or not the proposed development is likely to result in slope instability and any remedial actions / mitigation as necessary. <p>[B] In mining areas¹, a 'Stage 1' preliminary desk-top study (or 'mining search') is required to assess the potential for mining related ground instability to affect the site and/or proposed development. The report should compiled by a Competent Person and include an assessment of old plans, sections and reports of former mines throughout the County.</p>	<p>Planning Practice Guidance - Land Stability</p>

Information Required and When Required	Information Required/Guidance	Links to useful guidance
	<p>Unless the preliminary desk-top study and/or 'Stage 1' assessment clearly demonstrate that the risk from ground instability is absent, negligible or can be mitigated to within acceptable levels, further risk assessment and site investigations will be needed before the application can be determined.</p> <p>Further assessment for [B] may contain a number of stages, including:</p> <ul style="list-style-type: none"> • Stage 2: an inspection of exposed ground conditions; or a detailed investigation; or period of monitoring; or a combination of these • Stage 3 - a detailed remedial design • Stage 4 - verification of the remedial measures • Stage 5 - a plan for ongoing maintenance and / or monitoring of the remedial measures. <p>¹ i) <i>guidance on 'Mining Areas' in Cornwall may be available via the Council's planning validation checking service</i></p> <p>ii) <i>Failing this, all of Cornwall should be considered as a Mining Area for the purposes of this guidance.</i></p>	

Information Required and When Required	Information Required/Guidance	Links to useful guidance
<p><u>Contaminated Land Assessment</u></p> <p>All applications that: Fall within Potentially Contaminated Land AND/OR Where the current land use is industrial/commercial *1 AND/OR Where known/suspected contamination is indicated on the application form</p> <p>EXCEPT: Householder developments, Advertisements, Listed building alterations/demolition, CLEUD/CLOPED, Notifications, TPOs and all other minor developments falling within development code Q018G (see page 53) (unless vulnerable/sensitive end use *2) including wind turbines – less than 1ha</p> <p>*1 - EXCEPT low risk commercial uses including those with a residential element (e.g. caravan/camp sites, hotels, care homes), small offices and similar. Low risk = unlikely to have created</p>	<p>A Phase 1 report with a desk study listing current and historic uses of the site and adjoining land, together with a site reconnaissance shall be provided, to determine the likelihood of contamination.</p> <p>The report shall include a preliminary conceptual site model (showing all potential pathways between contaminants and receptors – known as pollutant linkages) together with a preliminary risk assessment of these pollutant linkages. Report should meet the requirements BS:10175 2011 and shall be undertaken by a competent person as outlined in the NPPF</p> <p>Unless this initial assessment clearly demonstrates that the risk from contamination can be satisfactorily reduced to an acceptable level, further site investigations and risk assessment will be needed before the application can be determined.</p>	<p>Planning Practice Guidance - Land Affected By Contamination</p> <p>Land Affected by Contamination - Developers Guide and Information Requirements for Planning Applications</p> <p>Environmental Protection - Planning Guidance</p> <p>Environmental Protection - Contaminated Land (Including Contaminated Land Register</p> <p>Environmental Health - Technical Advice For Planning Applicants (EH-TAP)</p>

Information Required and When Required	Information Required/Guidance	Links to useful guidance
<p>a source of land contamination.</p> <p>*2 - Vulnerable/sensitive end use schools, nurseries, hospitals, play areas, holiday use, and allotments, including change of use.</p>		<p>Environment Agency - Model Procedures for the Management of Contaminated Land</p>
<p><u>Design Statement</u></p> <p>One or more dwelling houses</p>	<p>A statement should be provided proportionate to the scale and complexity of the proposed development.</p> <p>Reference should be made to the Cornwall Design Guide and consideration should be given to the sustainability of the development.</p> <p>The links to guidance to the right provide information regarding Design and Access Statements as required above in the National List of requirement.</p>	<p>Planning Portal Guidance</p> <p>Planning Practice Guidance (Paragraphs 029 to 033)</p> <p>Cornwall Design Guide</p>
<p><u>Dwelling to Serve Rural Business Justification Statement/Completed Questionnaire 1</u></p>	<p>A justification statement is required or the completion of Questionnaire 1 together with 3 years of certified accounts. Where no accounts are available and a temporary dwelling is sought, 3 years financial projections are required.</p>	<p>Questionnaire 1</p>

Information Required and When Required	Information Required/Guidance	Links to useful guidance
Proposals for agricultural/horticultural/forestry/other occupational dwelling or temporary accommodation to serve a farm		
<p><u>Flood Risk Assessment</u></p> <p>Development within Flood Zone 2 or Flood Zone 3; or Development within Flood Zone 1 which has been notified as a Critical Drainage Area; Any development over 1 ha</p>	<p>The Assessment should be prepared in accordance with NPPF 2019 paragraphs 155 to 165.</p> <p>Identify and assess the risks of all forms of flooding to and from the development;</p> <p>Demonstrate how these flood risks will be managed, taking climate change into account;</p> <p>Identify opportunities to reduce the probability and consequences of flooding;</p> <p>Include the design of surface water management systems including Sustainable Drainage Systems (SUDs); and</p> <p>Address the requirement for safe access to and from the development in areas at risk of flooding throughout the lifetime of the proposed development.</p> <p>If in Zone 2 or 3 a Sequential Test assessment may need to be provided to demonstrate that there are no reasonably available sites in areas with a lower probability of flooding that would be appropriate to the type of development or</p>	<p>Flood Map for Planning</p> <p>Details in connection with SUDS and guidance</p> <p>Cornwall Council - Sustainable Drainage Systems</p> <p>NPPF 2019</p>

Information Required and When Required	Information Required/Guidance	Links to useful guidance
	<p>land use proposed.</p> <p>The FRA should include the design of surface water management systems including Sustainable Drainage Systems (SUDS) that take into account the drainage hierarchy that seeks to avoid sewered surface water systems and the wider sustainability benefits of water quality and habitat improvement as well as flood risk.</p> <p>The FRA should be prepared with regard to the Strategic Flood Risk Assessment, the Shoreline Management Plan, Surface Water Management Plans and the Environment Agency's Drainage Guidance for Cornwall-2009 as appropriate.</p>	
<p><u>Foul Sewage Assessment</u></p> <p>Development relying on non-mains drainage</p> <p>Applications for 100 dwellings or more; or 10,000 sq. m new floor space.</p>	<p>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 form 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.</p>	<p>Foul Drainage Assessment Form</p>
<p><u>Landscape and Visual Impact Assessment</u></p> <p>Where a proposed development:-</p>	<p>An assessment which reflects the scale of the development and extent of the implications on landscape character and visual amenity. Account should be taken of the impact on the Landscape Character Areas. The assessment should examine the natural and cultural influences on the</p>	<p>Cornwall Council - Landscape Character Assessment 2007</p> <p>Cornwall Council -</p>

Information Required and When Required	Information Required/Guidance	Links to useful guidance
<p>Is listed within Schedule 1 or 2 of The Town and Country planning (Environmental Impact Assessment) Regulations 2017;</p> <p>Would be likely to have a significant impact on the surrounding landscape and/or townscape character of the site, including its context;</p> <p>Major developments (namely Q001 to Q012 development types) within an AONB, 2km of an AONB or WHS</p> <p>Applications for wind turbines</p>	<p>landscape and the way people perceive them.</p> <p>Supporting information should assess how the scheme has been designed to address or mitigate any identified impacts.</p> <p>For major applications, include a Landscape Masterplan containing the following information:- site layout; contours; landscape character; land drainage; retained features including trees; new areas of planting including species lists, sizes, planting locations; all hard landscape features including specifications, construction details, services; disposal of spoil; boundary features; open spaces and their intended use and management; general aftercare and restoration and/or long term landscape management.</p> <p>For wind turbines over 61m the application should be accompanied by a computer-generated plan showing the zone of theoretical visibility and professional photomontages from agreed viewpoints.</p>	<p>Cornwall Landscape Character Assessment Best Practice Guidance 2011</p> <p>Cornwall Council Interactive Mapping - Landscape Character Areas</p>
<p><u>Noise impact assessment</u></p> <p>For a full list of when a Noise Impact Assessment is required (including exemptions) please see</p>	<p>A noise impact assessment by a suitably competent and qualified acoustician, to include baseline monitoring, predictions (supported by sound source data), full details and specification of mitigation and an assessment of the impact in accordance with the relevant standards.</p>	<p>Cornwall Council Environmental Protection - Information for Planning Applicants</p>

Information Required and When Required	Information Required/Guidance	Links to useful guidance
<p>Appendix A of the Cornwall Council Development Sound Standard</p> <p>An assessment may be required for the following: Use classes A1, A2, A3, A4, A5, B1, B2, B8, C1, C2, C2A, C3, C4, D1, D2 and sui Generis.</p> <p>Wind Turbines</p> <p>Solar Farms</p> <p>Diesel generating farms</p> <p>Mineral operations and mineral extraction</p>	<p>For residential development the assessment should incorporate details of good acoustic design to achieve national noise standards in rooms and amenity areas.</p> <p>For a more detailed explanation of a requirements of a noise impact assessment please see Section 10 of the Cornwall Council Development Sound Standard</p> <p>In the case of wind turbines please see Environmental Health Minimum Information requirements for Wind Turbine Applications February 2015 (version 23)</p>	<p>BS 8233:2014 Guidance on sound insulation and noise reduction for buildings</p> <p>ProPG – Planning & Noise – New Residential Development (download from here)</p> <p>Cornwall Council's guidance on wind turbines</p> <p>ETSU-R-97 - The Assessment & Rating of Noise from Wind Farms</p> <p>Minerals - Noise (see paragraphs 019 to 022)</p> <p>Sport England - Artificial Grass Pitch (AGP) Acoustics - Planning Implications</p> <p>Planning Practice Guidance - Noise</p>

Information Required and When Required	Information Required/Guidance	Links to useful guidance
<p><u>Odour Impact Assessment</u></p> <p>Odour generating activities in the vicinity of existing odour-sensitive developments – residential, schools and hospitals;</p> <p>Mixed use applications comprising both odour generating and odour sensitive uses;</p> <p>Odour sensitive uses in the vicinity of existing odour-generating uses e.g. industrial/commercial, farms, sewage treatment works etc.</p> <p>Use classes A3, A4, A5 and B2</p> <p>Waste operations</p>	<p>Details of mitigation methods for all odour-producing development.</p> <p>Odour Impact Assessment- from full quantitative assessment to basic qualitative odour impact assessment, dependent on source, pathway and receiver.</p> <p>Supporting Odour Management Plan – from comprehensive to basic, dependent on risk</p> <p>For residential development the assessment should incorporate details of good design to address odour impacts from neighbouring development.</p>	<p>Cornwall Council Environmental Protection - Planning Guidance</p> <p>Defra Code of Practice on Odour Nuisance from Sewage Treatment Works</p> <p>Institute of Air Quality Management - Guidance on Assessment of Odour for Planning</p>
<p><u>Open Space, Sport, Recreation and Green Infrastructure Assessment</u></p> <p>Major residential developments or</p>	<p>Quantity & typology of open space to be created on-site (or off-site), in reference to local quantity standards. Layout plans identifying accessibility, community safety design principles, natural, play & recreational value. Details of access within site and how proposals contribute to the local</p>	<p>Cornwall Council - Open Space Strategy & Standards</p> <p>Cornwall Council -</p>

Information Required and When Required	Information Required/Guidance	Links to useful guidance
places of work. All types where a proposed development may have possible impacts on existing open space, parks, green infrastructure or access to open space.	strategic green infrastructure network. Maintenance of open space required. Off-site open space/amenity contribution (Planning Obligations).	Allocation of Section 106 Contributions to Open Spaces Cornwall Council - A S106 Contribution Allocation Protocol
<p><u>Planning obligations – Draft Head(s) of Terms and Proof of Title</u></p> <p>Where Development Plan Documents contain policies that give details of likely planning obligation requirements</p>	It is vital that proof of title is provided at the time of the application. If the applicant is not yet the owner of all the land within the red line those who do have ownership or control must also be parties to the obligation.	Planning Practice Guidance - Planning Obligations Cornwall Council 106 Planning Obligations Section 106 Agreement Template Cornwall Site Allocations Development Plan Document - March 2017 Cornwall Council Adopted Plans including The Cornwall Local Plan and Neighbourhood Plans

Information Required and When Required	Information Required/Guidance	Links to useful guidance
<p><u>Public Right of Way (PROW) Assessment/Mitigation Measures</u></p> <p>Developments influenced by or affecting a public right of way.</p> <p>Wind turbine applications</p>	<p>Where a development is influenced by or affects a PROW an assessment/ mitigation measures should be provided in conjunction with a site/block plan showing the PROW (see page 7).</p> <p>A location plan must be provided indicating the location of any PROW within 200m of any turbine.</p> <p>If the proposed development involves turbine(s) over 26m information regarding delivery, erection and maintenance and the impact on footpath users and any diversion or mitigation measures proposed.</p>	
<p><u>Shadow Flicker Assessment</u></p> <p>Wind turbine applications with the nearest sensitive receptor within 10 rotor diameter distance of proposed wind turbine(s)</p>	<p>Applicants should provide analysis which quantifies the impact of shadow flicker.</p>	<p>Planning Practice Guidance - Renewable and Low Carbon Energy (Paragraph: 020 Reference ID: 5-020-20140306)</p> <p>DECC Update of UK Shadow Flicker Evidence Base</p>
<p><u>Statement of Community Consultation</u></p> <p>All non-residential development over 5 hectares;</p>	<p>Some applications which are particularly sensitive or controversial may need to be supported by a statement setting out how the applicant has complied with the requirements for pre-application consultation set out in the adopted Statement of Community Involvement and demonstrating that the views of the local community have</p>	<p>Cornwall Council Statement of Community Involvement</p> <p>Neighbourhood Planning in Cornwall</p>

Information Required and When Required	Information Required/Guidance	Links to useful guidance
<p>New residential development comprising 200 units or more</p> <p>Applications for 2 or more wind turbines or where the hub height of any turbine exceeds 15 metres</p>	<p>been sought and taken into account in the formulation of development proposals.</p> <p>With regards to wind turbines the following information is required as a minimum and please note in some cases wider consultation may be required:</p> <p>Publication: As a minimum, notify in writing:</p> <ul style="list-style-type: none"> • All residential properties within 500m radius of the proposed location of the tower of the turbine(s); • All Local Councils whose jurisdiction falls within the application site (red line area) of any subsequent planning application, or within 500m radius of the proposed location of the tower of the turbine(s); • The Divisional Member whose jurisdiction falls within the application site (red line area) of any subsequent planning application, or within 500m radius of the proposed location of the tower of the turbine(s); <p>For schemes defined as major development or those consisting of more than one turbine with a tip height of 50m:</p> <ul style="list-style-type: none"> • Publish details on a website; • Place a press advert in the local paper; and • Hold a minimum of one public consultation event 	

Information Required and When Required	Information Required/Guidance	Links to useful guidance
	<p>within the local community.</p> <p>In some cases, for example, where there is a particular relationship between the proposed development and a specific community, the Council may also request that the applicant takes additional steps to notify the community at the pre-application stage.</p> <p>Contact Information and Timeframe: As a minimum, all notifications should include the following information:</p> <ul style="list-style-type: none"> • Details of the proposed development, or direct to where those details can be reasonably accessed; • Information how comments can be submitted; • Timeframe for submitting comments (minimum of 21 days and applicants are encouraged to discuss timeframe with Local Councils prior to commencement in order to ensure the Council has a reasonable opportunity to engage in the process); and • Notification that comments which are received and subsequently submitted to the LPA as evidence of the consultation may be published by the LPA on the website upon registration of a valid application. <p>Having Regard to Responses Received: Provide a Community Consultation Statement which demonstrates the following:</p> <ul style="list-style-type: none"> • Compliance with the above requirements; • Detail of the responses received; and • An explanation of how the responses have been 	

Information Required and When Required	Information Required/Guidance	Links to useful guidance
	<p>taken into account.</p> <p>Where the proposal is within an area with an adopted Neighbourhood Development Plan this should also be referenced and taken into account.</p>	
<p><u>Structural Survey</u></p> <p>May be required for proposals involving substantial demolition or where there is some doubt as to the existing structural stability of a building to be converted, for example, barn conversion.</p> <p>Will be required if the demolition involves a listed building or the conversion of a listed building</p>	<p>Surveys must be carried out by a suitably qualified person.</p> <p>In the case of conversions, the survey should demonstrate that the structure of the building is adequate to meet the need of the new use. If the survey identifies rebuilding work is necessary, the extent of the building work should be clearly indicated on the elevations and plan as part of the survey report.</p> <p>The survey should be done in accordance with BRE Digest 366 Part 2 – “Structural Appraisal of Existing Buildings Including for a Material Change of Use: Preparing for Structural Appraisal”; or</p> <p>The Institute of Structural Engineers Report, “Appraisal of Existing Structures” October 2010</p>	
<p><u>Telecommunications Development Supplementary Information</u></p> <p>Planning applications for mast and antenna development</p>	<p>Evidence to justify the need for the proposed development;</p> <p>The outcome of consultations with organisations with an interest in the proposed development, in particular with the relevant body where a mast is to be installed near a school or college or within a statutory safeguarding zone</p>	<p>Code of Best Practice on Mobile Network Development in England</p>

Information Required and When Required	Information Required/Guidance	Links to useful guidance
	<p>surrounding an aerodrome or technical site; and</p> <p>For an addition to an existing mast or base station, a statement that self- certifies that the cumulative exposure, when operational, will not exceed International Commission on non-ionising radiation protection guidelines; or</p> <p>For a new mast or base station, evidence that the applicant has explored the possibility of erecting antennas on an existing building, mast or other structure and a statement that self-certifies that, when operational, International Commission guidelines will be met.</p>	
<p><u>Town Centre Impact Assessment</u></p> <p>All retail and leisure development, over 2500 sq. m gross floor space not located within an existing centre (city/town centre, district or local) and not in accordance with an up-to-date development plan</p>	<p>Existing, committed and planned public and private investment; and</p> <p>The vitality and viability of the town centre including consumer choice and trade in the town centre and wider retail catchment area.</p>	<p>Communities and Local Government - Planning for Town Centres - Practice Guidance on Need, Impact and the sequential Approach</p> <p>Planning Practice Guidance - Ensuring the Vitality of Town Centres</p> <p>Cornwall Site Allocations Development Plan Document</p>
<p><u>Transport Statements, Transport Assessments and Travel Plans</u></p>	<p>These should reflect the scale of the development and the extent of the transport implications of the proposal.</p>	<p>Planning Practice Guidance - Travel Plans, Transport Assessments</p>

Information Required and When Required	Information Required/Guidance	Links to useful guidance
<p>All developments that generate significant amounts of transport movement should be supported by a Transport Statement or Transport Assessment</p> <p>Wind Turbine Applications</p> <p>Development be likely to increase the level of pedestrian and/or vehicular usage at a level crossing</p>	<p>For smaller schemes it should outline the transport aspects of the application; while for major proposals, the TA should illustrate accessibility to the site by all modes of transport, and the likely modal split of journeys to and from the site.</p> <p>It should give details of proposed measures to improve access by public transport, walking, cycling, to reduce the need for parking associated with the proposal, and to mitigate transport impacts.</p> <p>For wind turbine applications applicants need to confirm details of site access, access route across landholding to wind turbine site and vehicle types/numbers required to deliver, install and maintain the wind turbine(s). Wind turbines >26m should include a Traffic Management Plan showing delivery route on public highway (including swept path tracking where necessary) and hours/days of delivery.</p> <p>For development be likely to increase the level of pedestrian and/or vehicular usage at a level crossing a full Transport Statement assessing the impact is required. Any required qualitative improvements to the level crossing as a direct result of the development proposed should be included within the Heads of Terms. Should you wish to discuss the impact of your proposal on the railway network you are advised to contact Network Rail WesternLevelCrossings@networkrail.co.uk</p>	<p>and Statements</p>

Information Required and When Required	Information Required/Guidance	Links to useful guidance
<p><u>Tree Survey</u></p> <p>Any proposals involving development within two metres of the canopy spread of a tree; or</p> <p>Where there are protected trees within the application site; or</p> <p>On land adjacent to protected trees that could influence or be affected by the development (including street trees)</p> <p>Developments within a Conservation Area where there are trees within the development area</p>	<p>A Tree and Topographical Survey. This will include a plan that identifies the position of the trees and schedule that describes them (see part 4 of BS 5837).</p> <p>A Tree constraints plan. This is a design tool that indicates the influence that trees have upon the layout of the design (see part 5 of BS 5837) such as their shade pattern or root protection area.</p> <p>An Arboricultural Implication Assessment. This is essentially a design statement for trees. It demonstrates how important arboricultural considerations are being addressed (see section 6 of BS 5837) within the design.</p> <p>Arboricultural Method Statement. This demonstrates how trees will be protected in relation to the finalised design. It may be as simple as a position and specification for tree protection fencing or contain complicated method statements and engineering drawings (see section 7 of BS 5837).</p> <p>Photographs of the trees.</p>	<p>Cornwall Council - Trees</p>
<p><u>Ventilation and Extraction Statement</u></p> <p>Where or when this item may be required:</p>	<p>The statement must prove that nuisance or pollution from cooking odours will not be caused by the proposed use.</p> <p>Details of proposed fume extraction systems. This must include details of the size, design, siting, finish, acoustic treatment and odour abatement techniques of the flue</p>	

Information Required and When Required	Information Required/Guidance	Links to useful guidance
A3 (i.e. restaurants and cafes)	extraction system.	
A4 (i.e. drinking establishments)	Elevation drawings showing the size, location and external appearance of plant and equipment will be required.	
A5 (i.e. hot food takeaways)	This information (excluding odour abatement techniques unless specifically required) will also be required for significant retail, business, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.	
B1 (general business)		
B2 (general industrial)		
Commercial developments that will cause odorous emissions for example brewing, rendering, paint spraying	<p>Details of active odour control systems where proposed.</p> <p>Odour control methods to limit the odour from waste, location of waste storage.</p>	

Applications for Prior Notification Applications (PNAs)

Prior notifications are not applications for planning permission but are confirmation of the intent to take up permitted development rights.

[Schedule 2 of the General Permitted Development Order](#) sets out various types of development that require prior approval these include [agricultural or forestry developments](#), [demolition](#), [telecommunications developments](#) and some changes of use.

Prior notifications are subject to National Requirements as follows:

- Completed form or a written description of the proposed development which must include any building or other operations
- A plan indicating the site
- Contact details for applicant/agent
- A site-specific flood risk assessment in an area within Flood Zone 2 or Flood Zone 3; or in an area within Flood Zone 1 which has critical drainage problems (change of use prior approvals only)
- Appropriate fee

Although prior notifications are not subject to Local Requirements there may be additional information required in order to fully consider the notification. Cornwall Council has published class Q (agricultural building to dwelling) prior notification guidance which can be found on the website [here](#).

Further information regarding prior notifications and what additional information may be required can be found in [Schedule 2 of the General Permitted Development Order](#).

The submission of a Community Infrastructure Levy (CIL) Notice of Chargeable Development ([Form 5](#)) will be required.

Any development which creates new floor space may be liable for a CIL charge – this applies to both residential and non-residential development. Submission of the Additional Information Requirement (AIR) form will enable determination of whether a development is liable to pay CIL or not.

Application for Hedgerow Removal Notice

Some hedgerows are protected under The Hedgerows Regulations (1997) and removing them could incur a fine up to £5,000. To check if a hedgerow is protected and if an application to the LPA for hedgerow removal is required please refer to Natural England's [Guidance Countryside hedgerows: protection and management](#).

If a Hedgerow Removal Notice is submitted the following information will be required:

- A plan (preferably 1:2,500 scale) clearly identifying the hedgerow to be removed
- The reasons for removal
- Evidence the hedge is less than 30 years old
- A statement as to whether you are the owner, tenant or manager of the hedgerow, or relevant utility company eligible to remove it.

Further information including the relevant form can be found on Cornwall Council's web page [Hedgerows Regulations 1997](#).

Application for removal or variation of a condition following grant of planning permission ([Section 73 of the Town and Country Planning Act](#))

After planning permission has been granted on occasion the approved proposals/details may need to be modified. Where these modifications are fundamental or substantial an application for removal or variation of condition may be appropriate.

Please note Cornwall Council would not accept a S73 or S73A application in the following circumstances:

- Alteration to the redline of a previously permitted scheme;
- The proposed change cannot be reasonably conceived with the terms of the original planning application;
- The effect of the proposed changes would not be minor in nature of the proposed effect;
- To extend the time limit within which a development must be started or an application for approval of reserved matters must be made;
- If there is no relevant condition in the permission listing the originally approved plans;

Please note: Where approval is granted a new planning permission will be issued but the original permission will remain intact and unamended. If the aspect you are seeking to remove or vary is expressly included in the original planning permission description this will remain the description when the Section 73 is issued. For example, a description including 'holiday use only' will remain even where the Section 73 application is being sought to remove/vary a holiday use only restriction. Further detail regarding this and planning options please see page 5 of the [Planning Fees and Charges Supplementary Guidance Document](#).

Further information can be found Planning Practice Guide [Flexible Options for Planning Permissions](#)

The following National Requirements apply:

- Completed form
- Completed ownership certificates and where required notices served
- Design and Access Statement (where applicable see page 6)
- Appropriate fee
- Completed Additional Requirement Form (Form 1) - *An Additional Information Requirement Form is required for amendments where the permission seeking to amend was approved after 01/01/2019 and where the proposed changes would result in any changes to the floor space.*

The following Local Requirement applies:

- Completed [Questionnaire 1](#) or provide supporting statement if condition being lifted relates to agricultural occupancy restriction.

Any development which creates new floor space may be liable for a CIL charge – this applies to both residential and non-residential development. Submission of the form 1 will enable determination of whether a development is liable to pay CIL or not.

If a Section 73 application is submitted which changes the amount of new floorspace created, then this could result in an increase, or decrease, in the amount of CIL charged. Submission of the Form 1 will enable any change to be calculated.

Application for approval of details reserved by condition (Discharge of Condition)

Following the grant of planning permission some conditions may need to be discharged: some prior to commencement, and some prior to occupation.

The following National Requirement apply:

- Submitted in writing (application form, letter or email)
- Appropriate fee

The following Local Requirements apply:

- Any plans, drawings or information necessary to describe the subject and purpose of the applications.

Please note: where samples are required please submit photographs or arrange an appointment with the Case Officer as we are unable to accept samples.

Permission in Principle

This route is an alternative way of obtaining planning permission for housing-led development.

Information regarding the type of developments which can be submitted via this route can be found in [Planning Practice Guidance](#) and in the [Town and Country Planning \(Permission in Principle\) \(Amendment\) Order 2017](#).

There are two stages:

Stage 1 – Permission in Principle (PiP)

The following National Requirements apply:

- a completed application form
- a plan which identifies the land to which the application relates, drawn to an identified scale and showing the direction North. Please note access to the highway is not required to be indicated but if known may be useful.
- correct application fee

Stage 2 – Technical Details Consent (TDC)

At this stage the details of the proposed development are assessed. An application for TDC follows the same validation process as a full application and should be submitted on a full application form making reference to Planning in Principle in the proposal. The TDC will be subject to the relevant National and Local requirements for the development as set out above in this document.

Tree Applications

Information and guidance regarding the submission of a tree application can be found on the Cornwall Council website - <https://www.cornwall.gov.uk/planningadvice>

Disputes

Pre-application advice and validation checking service as detailed on page 1 of this document is a useful opportunity for discussing what information is required as part of the planning application process and avoiding disputes and delays at the validation stage. However, should the applicant disagree with the LPA requirements informal discussions between the applicant and Case Officer should take place in order to resolve issues.

In the event that issues cannot be resolved and the applicant considers that information requested does not meet the statutory tests which are as follows:

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

(see [Section 62 \(4A\) of the Town and Country Planning Act](#) and [Article 11\(3\)\(c\) of the Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#))

The applicant should send the LPA a notice under [article 12 of the Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#).

On receipt of the Notice the LPA will respond with either a Validation Notice stating the information is no longer required or a Non-Validation Notice stating the information is still required to process the application.

The time scales for this process depend on the type of application as follows:

- 16 weeks – applications subject to an Environmental Impact Assessment (EIA)
- 13 weeks – applications for major development
- 8 weeks – applications for all other development types

Further information can be found in [Planning Practice Guidance paragraphs 049-055](#).

Appendix 1 - Checklists

National List

Item	Required	Submitted	Notes
Application Form and Certificates	Yes/No	Yes/No	(For guidance see page 5)
Fee	Yes/No	Yes/No	(For guidance see page 6)
Design and Access Statement	Yes/No	Yes/No	(For guidance see page 6)
Heritage Statement/Heritage Impact Assessment	Yes/No	Yes/No	(For guidance see page 7)
Location Plan	Yes/No	Yes/No	(For guidance see page 8)
Site Layout Plan or Block Plan	Yes/No	Yes/No	(For guidance see page 9)
Existing and Proposed Elevations	Yes/No	Yes/No	(For guidance see page 9)
Existing and Proposed Floor Plans	Yes/No	Yes/No	(For guidance see page 10)
Roof Plans	Yes/No	Yes/No	(For guidance see page 10)
Finished Floor Levels (FFL)	Yes/No	Yes/No	(For guidance see page 10)
Existing and Proposed Site Levels	Yes/No	Yes/No	(For guidance see page 10)
Existing and Proposed Sections	Yes/No	Yes/No	(For guidance see page 11)
Community Infrastructure Levy (CIL)	Yes/No	Yes/No	(For guidance see page 12)

HRA Appropriate Assessment and Mitigation	Yes/No	Yes/No	(For guidance see page 13)
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Plans

Item	Checked	Item	Checked
Each plan numbered in a sequential manner	Yes/No	North point shown	Yes/No
Drawn to an identified metric scale	Yes/No	Scale indicated on the plan (linear scale bar shown)	Yes/No
Provided at the scale indicated on the plan	Yes/No	Scaled to fit A3 or A4	Yes/No
Up to date plan provided	Yes/No	All red lines match	Yes/No
Red line includes all land required to carry out the development including access	Yes/No	Blue ownership line indicated	Yes/No
Clearly labelled e.g. house names, road names and public rights of way	Yes/No	Elevations labelled North, East, etc.	Yes/No
Elevations and floor plans match	Yes/No	Datum point labelled	Yes/No
Marked as 'indicative' where required	Yes/No	'Do not scale' removed	Yes/No
Not submitted on a plan taken from the Cornwall Council website	Yes/No	If using an Ordnance Survey based plan, copyright and licence shown	Yes/No

Local List

Item	Required	Submitted	Notes
Air Quality Assessment	Yes/No	Yes/No	(For guidance see page 15)
Affordable Housing Statement	Yes/No	Yes/No	(For guidance see page 17)
Agricultural Land Classification Assessment	Yes/No	Yes/No	(For guidance see page 18)
AONB Assessment of Need	Yes/No	Yes/No	(For guidance see page 19)
Archaeological Assessment	Yes/No	Yes/No	(For guidance see page 19)
Aviation and Telecommunications Statement	Yes/No	Yes/No	(For guidance see page 20)
Biodiversity and/or Geodiversity Survey	Yes/No	Yes/No	(For guidance see page 20)
Biodiversity Net Gain	Yes/No	Yes/No	(For guidance see page 22)
Coastal Land Stability Assessment/Mining Land Stability Assessment	Yes/No	Yes/No	(For guidance see page 23)
Contaminated Land Assessment	Yes/No	Yes/No	(For guidance see page 25)
Design Statement	Yes/No	Yes/No	(For guidance see page 26)
Dwelling to Serve Rural Business Justification Statement/Completed Questionnaire 1	Yes/No	Yes/No	(For guidance see page 27)
Flood Risk Assessment	Yes/No	Yes/No	(For guidance see page 27)

Foul Sewage Assessment	Yes/No	Yes/No	(For guidance see page 28)
Landscape and Visual Impact Assessment	Yes/No	Yes/No	(For guidance see page 29)
Noise Impact Assessment	Yes/No	Yes/No	(For guidance see page 30)
Odour Impact Assessment	Yes/No	Yes/No	(For guidance see page 31)
Open Space, Sport, Recreation and Green Infrastructure Assessment	Yes/No	Yes/No	(For guidance see page 32)
Planning Obligations – Draft Head(s) of Terms and Proof of Title	Yes/No	Yes/No	(For guidance see page 32)
Public Right of Way (PROW) Assessment/Mitigation Measures	Yes/No	Yes/No	(For guidance see page 33)
Shadow Flicker Assessment	Yes/No	Yes/No	(For guidance see page 33)
Statement of Community Consultation	Yes/No	Yes/No	(For guidance see page 34)
Structural Survey	Yes/No	Yes/No	(For guidance see page 36)
Telecommunications Development Supplementary Information	Yes/No	Yes/No	(For guidance see page 37)
Town Centre Impact Assessment	Yes/No	Yes/No	(For guidance see page 37)
Transport Statements, Transport Assessments and Travel Plans	Yes/No	Yes/No	(For guidance see page 38)

Tree Survey	Yes/No	Yes/No	(For guidance see page 39)
Ventilation and Extraction Statement	Yes/No	Yes/No	(For guidance see page 40)

Appendix 2 – Useful Documents

[Cornwall Council Annexe Guidance Note](#)

[Cornwall Council Householder Submission Guide](#)

[Cornwall Council Planning and Sustainable Development Fees and Charges Document Planning, Building Control and Land Charges](#)

[Cornwall Council Planning and Sustainable Development Planning Fees and Charges Supplementary Guidance Document \(further clarification on how planning fees are calculated\)](#)

[Cornwall Design Guide](#)

[Cornwall Local Plan Strategic Policies 2010 - 2030](#)

[Cornwall Local Plan Strategic Policies 2010 - 2030 Community Network Area Sections](#)

[Cornwall Local Plan - Maps](#)

[Cornwall Council Saved Policies](#)

[National Planning Policy Framework](#)

[Neighbourhood Planning in Cornwall](#)

[Plain English Guide to the Planning System](#)

[Planning Policy Guidance](#) – Including Development Briefs, Chief Planning Officer's Advice Notes and Conservation Area Appraisals and Management Plans

[Planning Practice Guidance - GOV.UK](#)

[Renewable Energy Supplementary Planning Document](#)

Appendix 3 – Definitions

Householder

(a) an application for planning permission for development to an existing dwellinghouse, or development within the curtilage of such a dwellinghouse for any purpose incidental to the enjoyment of the dwellinghouse; or
 (b) an application for any consent, agreement or approval required by or under a planning permission, development order or local development order in relation to such development, but does not include an application for change of use or an application to change the number of dwellings in a building;

Major development in the AONB

Whether a proposal is 'major development' is a matter for the decision maker, taking into account its nature, scale and setting, and whether it could have a significant adverse impact on the purposes for which the area has been designated or defined.

Small Scale Major

Between 10 and 199 (inclusive) dwellings or where the number of dwellings is not given a site area of 0.5 hectares and less than 4 hectares.

For all other uses new floor space of 1,000 square metres up to 9,999 square metres or where the site area is 1 hectare and less than 2 hectares.

Largescale Major

200 or more dwellings or where the number of dwellings is not given a site area of 4 hectares or more.

All other uses new floor space of 10,000 square metres or more or where the site area is 2 hectares or more.

Influence and/or Affected By

In relation to public rights of way Cornwall Council considers the following as influencing/affecting a PROW and must be shown on the site/block plan:

- PROW which run through the red line area
- Proposals which involve the redirection of a footpath (as indicated on the form or in the proposal)
- Proposals affecting a footpath as shown on the application form
- Proposal where the PROW immediately adjoins the site and proposed development has the potential to increase vehicle movements (short term

e.g. during the construction stage or long term e.g. as means of access to a building) or increase pedestrians using/crossing the footpath.

Public Highway

Cornwall Council considers 'Public Highway' to mean the following:

Unclassified Roads, Class A,B,C Roads, Trunk roads and byways (considered a public highway under the Highways Act over which the public has the right to pass and repass by vehicle).

Road classifications can be checked on Cornwall Council's intranet mapping:

<https://www.cornwall.gov.uk/mapping>

Development Type Codes

Q001

Dwellings (largescale major development) – Class C3 (dwelling houses), excludes hotels (A1), residential institutions such as hospitals and nursing homes and houses in multiple occupation.

Q002

Offices/research and development/light industry (largescale major developments) – Classes A2 (financial and professional services) and B1 (businesses) including banks, building societies, estate agents, general offices and those for research and non-polluting industrial processes.

Q003

General industry/storage/warehousing (largescale major developments) – Classes B2 (general industrial) and B8 (storage or distribution).

Q004

Retail and services (largescale major development) – Classes A1(shops), A3 (restaurants and cafes), A4 (drinking establishments) and A5 (hot food takeaway).

Q005

Traveller caravan pitches (largescale major developments)

Q006

All other largescale major developments – other application other than those captured in Q001 to Q005 including: Wind turbines >2ha, C1 (hotels), C2 (residential institutions), C4 (houses in multiple occupations), D1 (non-residential institutions), D2 (assembly and leisure), Sui generis uses: Certain uses do not fall within any use class and are considered 'sui generis'. Such uses include: theatres, houses in multiple occupation, hostels providing no significant element of care, scrap yards, petrol filling stations and shops selling and/or displaying motor vehicles, retail warehouse clubs, nightclubs, launderettes, taxi businesses, amusement centres and casinos and other developments

Q007

Dwellings (smallscale major developments) –Class C3, excludes hotels (A1), residential institutions such as hospitals and nursing homes and houses in multiple occupation.

Q008

Offices/research and development/light industry (smallscale major developments) –Classes A2 (financial and professional services) and B1 (businesses) including banks, building societies, estate agents, general offices and those for research and non-pollution industrial processes.

Q009

General industry/storage/warehousing (smallscale major developments) - Classes B2 (general industrial) and B8 (storage or distribution).

Q010

Retail and services (smallscale major developments) – Classes A1 (shops), A3 (restaurants and cafes), A4 (drinking establishments) and A5 (hot food takeaway).

Q011

Traveller caravan pitches (smallscale major developments)

Q012

All other smallscale major developments – other applications other than those captured in Q007 to Q011 including: wind turbines from 1 to 2ha, C1 (hotels), C2 (residential institutions), C4 (houses in multiple occupation), D2 (assembly and leisure), Sui generis uses: Certain uses do not fall within any use class and are considered 'sui generis'. Such uses include: theatres, houses in multiple occupation, hostels providing no significant element of care, scrap yards, petrol filling stations and shops selling and/or displaying motor vehicles, retail warehouses clubs, nightclubs, launderettes, taxi businesses, amusement centres and casinos and other developments.

Q013

Dwellings (minor developments) - Class C3 (dwelling houses) in Town and Country Planning (Use Classes) Order 1987 (as amended). Excludes hotels (A1), residential institutions such as hospitals and nursing homes and houses in multiple occupation.

Q14

Offices/research and development/light industrial (minor developments) - Classes A2 (financial and professional services) and B1 (businesses), including banks, building societies, estate agents, general offices and those for research and non-pollution industrial processes.

Q015

General industry/storage/warehousing (minor developments) - Classes B2 (general industrial) and B8 (storage or distribution).

Q016

Retail and services (minor developments) - Classes A1 (shops) and A3 (restaurants and cafes), A4 (drinking establishments) and A5 (hot food takeaway).

Q017

Traveller caravan pitches (minor developments)

Q018

All other minor developments - other developments other than those captured in Q13 to Q17 including: including wind turbines - less than 1ha; C1 (hotels), C2 (residential institutions); C4 (houses in multiple occupation), D2 (assembly and leisure), Sui generis: Certain uses do not fall within any use class and are considered 'sui generis'. Such uses include: theatres, houses in multiple occupation, hostels providing no significant element of care, scrap yards, petrol filling stations and shops selling and/or displaying motor vehicles, retail warehouse clubs, nightclubs, launderettes, taxi businesses, amusement centres and casinos and other developments.

Q019

Mineral processing (other developments) - any size development.

Q020

Change of use (other developments) - should not be used for major developments and should only be used if there is either no building or engineering works involved or the building or engineering work would be permitted development were it not for the fact that a change of use involved.

Q021

Householder developments (other developments) – Householder developments (see definition of householder development on page 47).

Q022

Advertisements (other developments) – Consents to display an advertisement

Q023

Listed building consents to alter/extend (other developments)

Q024

Listed building consents to demolish (other developments)

Q025

Conservation area consents (other developments)

Q026

Certificates of lawful developments (other developments)

Q027

Notifications (other developments) – Include all decisions relating to notifications under Circular 14/90 (electricity generating stations and overhead lines) and other notifications.

If you would like this information
in another format please contact:

Cornwall Council
County Hall
Treyew Road
Truro TR1 3AY

Telephone: **0300 1234 100**

Email: **enquiries@cornwall.gov.uk**

www.cornwall.gov.uk