



Planning Application Requirements Local List September 2024

The local list of Planning Application Requirements is in three parts.

Part 1 sets out what supporting information is required.

Part 2 provides detailed descriptions of documents, where to go for assistance and other report studies that might be required before determination.

Part 3 is a separate document and relates to drawing standards for plans and drawings

Part 1 – Local List of Planning Application Requirements		
Local List Item ¹	Justification & details of the policy driver, i.e: 1. National Planning Policy 2. Local Plan policy ²	Types of application or development that require this information
1. <u>Affordable Housing Statement</u>	Core Strategy: BCS17 Affordable Housing Provision SADMP: DM3 Affordable Housing Provision: Smaller Sites	Residential or mixed use development providing 10 or more dwellings
2. <u>Air Quality Assessment</u>	Core Strategy: BCS10 Transport and Access Improvements & BCS23 Pollution SADMP: DM33 Pollution Control, Air Quality and Water Quality	Useful links: 1. https://iaqm.co.uk/guidance/ 2. https://www.bristol.gov.uk/pests-pollution-noise-food/air-quality

¹ More information on all the local list items and other report studies that might be required before determination are found in Part 2 of this document – just follow the link

² The Local Plan includes the Core Strategy, Site Allocations and Development Management Policies (SADMP) and the Bristol Central Area Plan (BCAP).

Part 1 – Local List of Planning Application Requirements		
Local List Item ¹	Justification & details of the policy driver, i.e: 1. National Planning Policy 2. Local Plan policy ²	Types of application or development that require this information
3. <u>Amendments Proposed Form</u>	NPPF – Paragraph 43 Section 62 (4A) of the Town and Country Planning Act 1990 (inserted by the Growth and Infrastructure Act) and article 29(4)(bb) of the Town and Country Planning (Development Management Procedure) (England) Order 2015	Required for applicants seeking non-material amendments (under Section 96A of the Town and Country Planning Act 1990) or minor material amendments to a previously granted planning permission (under Section 73 of the Town and Country Planning Act 1990).

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Local List Item ¹	Justification & details of the policy driver, i.e: 1. National Planning Policy 2. <u>Local Plan</u> policy ²	Types of application or development that require this information
4. Ecological Screening Assessment	<ul style="list-style-type: none"> See EclA below 	<p>Required for all planning applications except for applications for:</p> <ul style="list-style-type: none"> Advertisement Consent Certificates of existing and proposed lawful development and uses Non material amendment <p>Unless the application is accompanied by a valid ecological report (Ecological Impact Assessment (EclA)), undertaken by a qualified ecologist.</p> <p>The Ecological Screening Assessment must be completed in full and correctly in order for the application to be valid.</p>

Part 1 – Local List of Planning Application Requirements

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5. Ecological Impact Assessment (EcIA)	<p>EcIA is a process of identifying, quantifying and evaluating potential effects of development-related or other proposed actions on habitats, species and ecosystems.</p> <p>Wildlife and Countryside Act 1981(as amended)</p> <p>The Protection of Badgers Act (1992)</p> <p>The Countryside and Rights of Way Act (2000)</p> <p>The Natural Environment and Rural Communities Act (2006)</p> <p>The Conservation of Habitats and Species Regulations 2010 and the Conservation of Habitats and Species (Amendment) Regulations 2012</p> <p>Local Plan 2023</p> <p>Policy NZC4: Adaptation to a changing climate</p> <p>Policy FR1: Flood risk and water management</p> <p>Policy BG1: Green infrastructure and biodiversity in new development</p> <p>Policy BG2: Nature Conservation and recovery</p> <p>Policy BG3: Achieving biodiversity gains</p> <p>Policy BG4: Trees</p> <p>Policy BG5: Biodiversity and access to Bristol’s waterways</p>	Required when a correctly completed Ecological Screening Assessment confirms that it is necessary.

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Local List Item ¹	Justification & details of the policy driver, i.e: 1. National Planning Policy 2. <u>Local Plan</u> policy ²	Types of application or development that require this information
6. BNG Screening Assessment	See BNG below.	<p>Required for all planning applications except for applications for:</p> <ul style="list-style-type: none"> • Advertisement Consent • Certificates of existing and proposed lawful development and uses • Non material amendment <p>The BNG Screening Assessment must be completed in full and correctly in order for the application to be valid.</p>

Part 1 – Local List of Planning Application Requirements		
Local List Item ¹	Justification & details of the policy driver, i.e: 1. National Planning Policy 2. Local Plan policy ²	Types of application or development that require this information
7. Biodiversity Net Gain Report Completed Statutory Metric BNG GIS Data	<p>Mandatory 10% gain in Biodiversity is required for applications of major developments from the 12th February 2024 and for minor developments, the 2nd April 2024.</p> <p>The Environment Act 2021</p> <p>The Biodiversity Gain (Town and Country Planning) (Consequential Amendments) Regulations (2024)</p> <p>Local Plan 2023</p> <p>Policy BG3: Achieving biodiversity gains</p>	<p>Required when mandatory BNG applies to the proposed development and a correctly completed BNG Screening Assessment confirms that it is necessary.</p>

Part 1 – Local List of Planning Application Requirements

Local List Item ¹	Justification & details of the policy driver, i.e: 1. National Planning Policy 2. Local Plan policy²	Types of application or development that require this information
8. BNG Exemption Statement	Required when appropriate to demonstrate that mandatory BNG does not apply to the application. The Biodiversity Gain Requirements (Exemptions) Regulations 2024	Required when a correctly completed BNG Screening Assessment confirms that it is necessary. Template found here: https://www.bristol.gov.uk/files/documents/8479-bng-exemption-statement-template-bcc/file
9. <u>Coal Mining Risk Assessment (CMRA)</u>	SADMP: DM37 Unstable Land	All development in <u>Development High Risk Areas</u> excluding those on the Exemptions List, including: <ul style="list-style-type: none"> • Householder development • Changes of use • Variation of conditions (unless it relates to the CMRA) • Advert applications
10. <u>Community Infrastructure Levy (CIL) Question Form</u>	CIL Charging Schedule approved by full council 18 September 2012.	All planning applications that comprise any of the following: <ol style="list-style-type: none"> 1. New development of in excess of 100 square metres of new / additional floor space 2. The creation of a new dwelling 3. The conversion of a building no longer in use
11. <u>Community Involvement Statement</u>	As set out in the council's Statement of Community Involvement	All major development including mixed applications where a combination of housing and another use would meet the Major threshold.

Part 1 – Local List of Planning Application Requirements

Local List Item ¹	Justification & details of the policy driver, i.e: 1. National Planning Policy 2. Local Plan policy ²	Types of application or development that require this information
12. <u>Economic Statement</u>	Core Strategy: BCS8 Delivering a Thriving Economy SADMP: DM12 Retaining Valuable Employment Sites DM13 Development proposals on Principal Industrial and Warehousing Areas BCAP: BCAP7 Loss of Employment Space BCAP8 Maritime Industries	All applications where it is proposed to develop existing employment land/buildings within Use Classes E(g), B2 or B8 for an alternative use outside these use classes.
12.a. <u>Employment and Skills Statement</u>	Core Strategy: BCS8 Delivering a Thriving Economy BCS11 Infrastructure and developer contributions	Employment and Skills Statement required, committing to: The use of a Local Employment and Skills Plan (ESP) to be secured through planning conditions.
13. <u>Environmental Impact Assessment (EIA)</u>	Town and Country Planning (Environmental Impact Assessment) <u>Regulations 2017</u>	In accordance with the 2017 Regulations (Schedules 1 and 2 type development)
14. Fire Statement	The Town and Country Planning (Development Management Procedure and Section 62A Applications) (England) (Amendment) Order 2021 ("the 2021 Order").	In accordance with The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended).
15. <u>Flood Risk Assessment (FRA)</u> <u>Flood Risk Sequential Test Evidence (FRSTE)</u>	Core Strategy: BCS16 Flood Risk and Water Management BCAP: BCAP 5 Development and Flood Risk	Most developments within one of the <u>flood zones</u> as defined within; including: <ul style="list-style-type: none"> • In flood zone 2 or 3 including <u>minor development</u> and <u>change of use</u> • More than 1 hectare (ha) in flood zone 1 • Less than 1 ha in flood zone 1, including a change of use in development type to a more vulnerable class (for example from commercial to residential), where they could be affected by sources of flooding other than rivers and the sea (for example surface water drains, reservoirs) • In an area within flood zone 1 which has critical drainage problems as notified by the Environment Agency <p>These requirements are set out at: https://www.gov.uk/guidance/flood-risk-assessment-for-planning-applications.</p> <p>FRSTE for all applications (except for minor applications or change of use only- NB excluding change of use to a caravan, camping or chalet site) within flood zones 2, 3a and 3b.</p>

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16. Utilities		
16a <u>Foul Sewerage and Utilities Assessment</u>	Core Strategy: BCS16 Flood Risk and Water Management	<ol style="list-style-type: none"> 1. All super major³ applications 2. All applications where non-mains sewerage is proposed
16b <u>Broadband Connectivity Assessment</u>	Core Strategy: BCS15 Sustainable Design and Construction	All major development
17. <u>Heritage Statement (including Historical, Archaeological features and Scheduled Ancient Monuments)</u>	Core Strategy: BSC22 Conservation and the Historic Environment SADMP: DM26 Local Character and Distinctiveness DM31 Heritage Assets	<ol style="list-style-type: none"> 1. Applications for planning permission affecting a nationally or locally listed building or its curtilage 2. Applications for Listed Building Consent 3. Planning applications affecting a conservation area or its setting 4. Applications for demolition within a Conservation Area 5. Planning applications affecting nationally and locally designated parks and gardens 6. Planning application affecting an ancient monument or its setting 7. Planning application affecting undesignated heritage assets that are recorded on the Historic Environment Record including: <ul style="list-style-type: none"> • known archaeological sites • known historic buildings
18. Health Impact Assessment	<u>SADMP:</u> <u>Policy DM14: The Health Impacts of Development</u>	A Health Impact Assessment will be required for residential developments of 100 or more units, non-residential developments of 10,000m ² or more and for other developments where the proposal is likely to have a significant impact on health and wellbeing. Where significant impacts are identified, measures to mitigate the adverse impact of the development will be provided and/or secured by planning obligations.
19. <u>Land Contamination Assessment</u>	Core Strategy: BCS23 Pollution SADMP: DM34 Contaminated Land	Major applications where: <ol style="list-style-type: none"> 1. The proposed end use is sensitive to contamination 2. The sites are known or suspected of being affected by current or previous contaminating land uses 3. The proposed end use could cause contamination Must be accompanied with a Preliminary Risk Assessment Minor applications will occasionally require this information prior to determination.

³ Development in excess of 100 dwellings or 10,000m² of new commercial or industrial floor space

Part 1 – Local List of Planning Application Requirements

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		1. Once adopted, single dwelling or extensions should complete the Single dwelling screening assessment form.
20. <u>Lighting Assessment</u>	Core Strategy: BCS23 Pollution SADMP: DM33 Pollution Control, Air Quality and Water Quality	All applications including or for floodlighting
21. <u>Noise Impact Assessment</u>	Core Strategy: BCS23 Pollution SADMP: DM33 Pollution Control, Air Quality and Water Quality DM35 Noise Mitigation	1. Applications for noise sensitive development (e.g. residential, schools and hospitals) adjacent to major road/transport infrastructure and other significant sources of noise 2. Applications for development that involve activities that may generate significant levels of noise, e.g. new commercial development in Use Classes B2 or B8 adjacent to existing residential development
22. <u>Open Space Assessment</u>	Core Strategy: BCS9 Green Infrastructure SADMP: DM16 Open Space for Recreation	All Major residential or mixed use development, which create a need for open space
23. <u>Planning Obligations (s106) Statement</u>	Planning Obligations Supplementary Planning Document. Adopted 27/09/12. Core Strategy: BCS11 Infrastructure and Developer Contributions	All Major development

Part 1 – Local List of Planning Application Requirements

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24. <u>Sustainability Statement and Energy Strategy</u>	<p>Core Strategy: BCS13 Climate Change BCS14 Sustainable Energy BCS15 Sustainable Design and Construction BCS16 Flood Risk and Water Management</p> <p>BCAP: BCAP20 Sustainable design standards BCAP21 Connection to heat networks BCAP25 Green infrastructure in city centre developments</p> <p>SADMP: DM15 Green Infrastructure Provision DM 29 Design of New Buildings</p>	<p>All planning applications for new residential, mixed use, commercial, retail, community or leisure uses with the following exceptions:</p> <ol style="list-style-type: none"> Householder applications for alterations and extensions to dwelling houses Alterations and extensions to existing non-residential buildings, including: <ul style="list-style-type: none"> Extensions of up to 10% additional gross internal floorspace, to a maximum of 250m². External works where no additional floorspace is being created, such as: <ul style="list-style-type: none"> New air-conditioning units New shopfronts New windows Applications for planning permission proposing a Change of Use only (unless over 1,000m² floorspace). The exemption for changes of use is only offered to proposals that involve no increase in floorspace or subdivision of units. For example: <ul style="list-style-type: none"> An application that sought only to change the use of a retail unit from a shop to a building society, potentially including some external works e.g. a new shopfront. would be exempt. An application that sought both to change the use of a retail unit from a shop to a building society and also to extend the premises would not be exempt. An application that proposed the conversion of a house to two flats or the conversion of an office block to multiple units of student housing would not be exempt. Applications that are themselves solely for the installation of energy efficiency measures or renewables.
25. <u>Sustainable Drainage System Strategy</u>	<p>Core Strategy: BCS16 Flood Risk and Water Management</p>	All Major applications
26. <u>Telecommunication information</u>	<p>SADMP: DM36 Telecommunications</p>	Telecoms development
27. <u>Town Centre Uses – impact assessment</u>	<p>Core Strategy: BCS7 Centres and Retailing</p> <p>SADMP: DM7 Town Centre Uses</p>	<p>Within Bristol City Centre:</p> <ul style="list-style-type: none"> All retail, development of 500m² or more in any location outside the Primary Shopping Areas. <p>Outside Bristol City Centre:</p>

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	BCAP: BCAP14 Location of larger retail development in Bristol City Centre	<ul style="list-style-type: none"> • All retail, development of 500m² or more in any location outside the Primary Shopping Areas or Local Centres. • Development in Use Classes A2 or A5 of 1,500m² or more in all locations outside centres. • Leisure development of 2,500 m² or more in all out of centre locations • Office development^s of 10000m² or more in all out of centre locations.
28. <u>Transport Statement/Assessment</u>	Core Strategy: BCS10 Transport & Access Improvements SADMP: DM23 Transport Development Management	All developments that generate significant amounts of movement
29. <u>Travel Plan</u>	Core Strategy: BCS10 Transport & Access Improvements SADMP: DM23 Transport Development Management	All developments that generate significant amounts of movement
30. <u>Tree Survey and/or Arboricultural Statement</u>	Core Strategy: BCS9 Green Infrastructure SADMP: DM17 Development Involving Existing Green Infrastructure	<p>An arboricultural report (see Table 2) must be submitted where there are trees within a proposed application site, or on land adjacent to an application site (including trees in neighbouring gardens and street trees), that could influence or be affected by the development, including works such as site access, service routes and site compounds.</p> <p>Information will be required on which trees are to be removed and retained, the means of protecting those to be retained during demolition and construction works and compensatory planting for removed trees.</p>
31. <u>Ventilation and Extraction Statement</u>	Core Strategy: BCS21 Quality Urban Design BCS23 Pollution SADMP: DM33 Pollution Control, Air Quality and Water Quality	All applications where extraction equipment for the preparation of cooked food is to be installed; (excluding alterations to existing dwellings and proposals for new dwellings)
32. Relevant Application Information Template	National Planning Policy Framework (2023)	For types of application as may be specified and updated periodically.

NB - This local list does not limit the council's ability to request additional information in the event that further issues arise during the determination period, and are considered to be a material consideration in the determination of the application. For example it may be necessary to request a Geotechnical Survey and design or a Daylight/Sunlight Assessment.

Part 2 – Detailed description of documents and where to go for assistance

Description of document	Where to go for assistance
<p>Affordable Housing Statement</p> <p>All proposals for 10 or more dwellings require an element of affordable housing to be provided.</p> <p>If policy compliant affordable housing is not being proposed this needs to be clearly identified at the outset of the planning application process.</p> <p>The justification for below-policy provision of affordable housing needs to be provided before a planning application is validated and this information will be uploaded to the BCC website, along with the other documents submitted in support of an application.</p> <p>The Affordable Housing Statement shall include:</p> <p><u>Affordable Housing</u></p> <ol style="list-style-type: none"> 1. The number of proposed units that fall into the Council’s definition of Affordable Housing 2. The type of affordable housing being proposed (social rent, shared ownership etc.) 3. Plans showing the location of affordable housing units, the type of affordable housing, and the number of bedrooms for each unit 4. Where below-policy affordable housing is being proposed, the Affordable Housing Statement shall be accompanied by a full, un-redacted Viability Appraisal of the proposed development. <p><u>All Types of Housing</u></p> <ol style="list-style-type: none"> 1. The total number of residential units 2. The mix of units, with numbers of habitable rooms and/or bedrooms, or the floor space of habitable areas of residential units 	<p>BCC Affordable Housing Practice Note:</p> <p><u>Affordable Housing – information for developers and homebuilders</u></p>
<p>Air Quality Assessment</p> <p>Report indicating the change in air quality resulting from the proposed development and/or assessment of impacts on receptors introduced into an area of existing poor air quality, outlining appropriate mitigation measures as necessary.</p>	<p>Local and national planning guidance relating to air quality can be found at <u>Air Quality</u></p>
<p>Amendments Proposed Form</p> <p>Please complete the following form for <u>Section 73 applications</u></p> <p>Please complete the following form for <u>Section 96A applications</u></p> <p>This will describe the amendments proposed through an application for non-material amendments or minor material amendments to a previously granted planning permission.</p> <p>In the case of a form submitted in support of an application for a non-material amendment, details should be included as to why the applicant considers this to be non-material. The amendments described in the form shall also be highlighted on submitted plans.</p>	<p>Planning Practice Guidance</p>

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Description of document	Where to go for assistance
<p>Ecological Impact Assessment (EclA)</p> <p>The EclA submitted must be based on CIEEM's latest guidelines for Ecological Impact Assessment in the UK and Ireland.</p> <p>The EclA must include:</p> <ul style="list-style-type: none"> • The survey methodology for protected species which must follow latest best practice guidance; • Updated planning guidance, policy or legislation; and • UK Hab classification system which must be used in identifying habitats <p>The EclA can be adapted specific to the scale and complexity of the site to ensure the assessment and reporting are proportional to the proposed development footprint and scheme.</p> <p>Any ecological report or survey submitted must have been undertaken and completed within the last 18 months in order for the application to be valid.</p> <p>All survey effort must be undertaken by suitably qualified ecologists at an appropriate time of year with any limitations clearly stated.</p> <p>It is also expected that the date and stage of the project that an ecologist became involved in the proposed development will be stated within the report</p> <p>The EclA should identify existing nature conservation value of the site and adjacent land and present the possible impacts of the proposed development.</p> <p>Any further survey or report recommended within the Ecological Impact Assessment (EclA) must also be submitted, together with a written report of the findings and recommendations or updated EclA for the application to be valid.</p> <p>PDFs of map/s must be provided that clearly present the findings of the ecological assessment carried out. Maps may also be provided as a shapefile <u>in addition</u> to provision in a PDF format.</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 or the Protection of Badgers Act 1992.</p> <p>A redacted version which removes details of the location of protected species such as badgers should be provided. No report with the location of badger setts will be made publicly available.</p>	<p>CIEEM EclA Guidance</p> <p>Government Circular 06/2005: <i>Biodiversity and Geological Conservation – Statutory obligations and their impact within the planning system</i> (ODPM Circular 06/2005).</p> <p>NPPF (2023)</p> <p>Planning Practice Guidance</p> <p>MAGIC Maps</p> <p>Bristol Regional Environmental Records Centre (BRERC) www.brerc.org.uk</p>

Part 2 – Detailed description of documents and where to go for assistance

Description of document	Where to go for assistance
<p>Biodiversity Net Gain Report and Completed Statutory Metric</p> <p>In addition to meeting the mandatory minimum information set out in Article 7 of The Town and Country Planning (Development Management Procedure) (England) Order 2015, the following information will also be required:</p> <ul style="list-style-type: none">• Full Statutory metric (macro-disabled) which includes the baseline value and the post-development value based on the landscape plan submitted as part of the planning application. In line with statutory guidance;• A Biodiversity Net Gain Report suitable for planning which includes, however, not limited to, the following:<ul style="list-style-type: none">○ Statement of the biodiversity value on-site;○ Justification (e.g. species list provided which supports the UK Hab allocation) and evidence (such as photos) for habitat type allocated to each habitat parcel within baseline;○ Condition value of each habitat parcel within baseline, including condition criteria passed and failed with justification and evidence included;○ Provision of justification and, where required, evidence to support the target habitat types and condition within the post-development plan. Target habitats and condition values must be achievable, considering the environmental conditions and functionality of the proposed scheme. Where applicable, interdisciplinary input should be applied to ensure targets are achievable.○ Maps for both the pre- and post-development scenario using UK Habitat classification system as applied within the metric. The map must be able to be cross referenced with the report. The maps should be clear and readable, and where necessary hedgerow, river and area habitats presented separately;○ Details of how strategic significance has been applied;○ Description of how the Biodiversity Metric Principles and Biodiversity Gain Hierarchy have been applied;○ Indication of how additional units, if required, will be achieved through offsite habitat provision, unit purchase or credit purchase.• GIS Data as described in the section below;	<p>Statutory biodiversity metric tools and guides</p> <p>Biodiversity Net Gain for major development and small site planning applications</p> <p>A GIS template is provided on the Natural England website - The Biodiversity Metric Supporting Documents - JP039 (naturalengland.org.uk)</p> <p>Bristol BNG Practice Note</p>

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<p>BNG GIS Data</p> <p>Shapefiles provided which reflect the Statutory Metric input values which include the following data for baseline and post development (as applicable).</p> <ul style="list-style-type: none"> • Habitat Type and ideally supporting evidence for habitat applied including species list. • Condition including value, condition criteria passed/failed and ideally justification for each; • Strategic significance applied; • Area in hectares or km as appropriate; • ID reference number which corresponds to report and metric submitted; • Version identification of the post-development shapefiles submitted, in order for any amendments or variations in design to be clearly identifiable. 	<p>A GIS template is provided on the Natural England website - The Biodiversity Metric Supporting Documents - JP039 (naturalengland.org.uk)</p> <p>Statutory biodiversity metric tools and guides</p> <p>Biodiversity Net Gain for major development and small site planning applications</p>
<p>BNG Exemption Statement</p> <p>If exempt, the application must provide a BNG exemption statement. Clearly presenting the reasons why the proposed development is exempt from mandatory BNG, providing a description and supporting evidence (which should include photos and/or aerial imagery).</p> <p>Sufficient information should be provided to demonstrate that the application is exempt. This may require more detailed information or plans in certain circumstances, in particular when De minimis exemption applies and it must be demonstrated that 25sqm of habitat will not be impacted by the proposed development.</p>	<p>Biodiversity Net Gain for major development and small site planning applications</p>

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<p>Coal Mining Risk Assessment</p> <p>The Coal Mining Risk Assessment should be prepared by a suitably qualified and competent person. It should contain:</p> <ol style="list-style-type: none"> 1. Site specific coal mining information – (including past/present/future underground mining, shallow coal workings, mine entries (shafts or adits), mine gas, within an area what has a current licence to extract coal, geological features, any recorded surface hazards, or within a former or present surface mining (old opencast) area; 2. Identify what risks these coal mining issues, including cumulative effects pose to the proposed development; 3. Identify how coal mining issues have influenced the proposed development and whether any other mitigation measures are required to manage those issues and/or whether any changes have been incorporated into the development.; 4. Any development that involves intrusive activities which intersect, disturb or enter any coal seams, coal mine workings or mine entries will require the prior written permission of The Coal Authority. <p>NB: If an Environmental Statement is required by the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 as amended, it is suggested that the CMRA is included within the ES</p>	<p><u>The Coal Authority website</u></p> <p>E-mail the Coal Authority <u>planningconsultation@coal.gov.uk</u></p>
<p>Community Infrastructure Levy (CIL) <u>Question Form</u></p>	<p>The council's <u>Community Infrastructure Levy</u> web page.</p>
<p>Community Involvement Statement</p> <p>The statement should set out how the applicant has complied with the requirements for pre-application consultation set out in the Council's <u>Statement of Community Involvement (SCI)</u>. The statement should demonstrate that the views of the local community have been sought and taken into account in the formulation of development proposals.</p> <p>NB: To make the Community Involvement Statement as accessible as possible, it must be submitted as a free standing document and not be part of a larger document.</p>	<p>The “Ground Rules” for community involvement are set out on pages 5 - 7 of the SCI. There are also guidelines for <u>community involvement for major planning developments</u>.</p> <p>The administration of community involvement can be assisted by organisations such as the Bristol Neighbourhood Planning Network – email <u>networkadministrator@bristolnbn.net</u></p>
<p>Daylight / Sunlight Assessment</p> <p>The document should assess the impact of proposals on adjoining properties, including associated gardens or amenity space, in respect of potential loss of daylight and sunlight.</p>	<p>Further guidance is provided in:</p> <p>Building Research Establishment guidelines on daylight assessments</p> <p>Site layout planning for daylight and sunlight: a guide to good practice BRE Report 209, 1991.</p>
<p>Economic Statement</p> <p>Applications involving the loss of land or buildings last used for employment purposes should be accompanied by a report setting out the following:</p>	<p>See <u>the guidance document</u></p>

Part 2 – Detailed description of documents and where to go for assistance

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<ol style="list-style-type: none"> 1. Details of existing floorspace to be lost for each use 2. Evidence that the site has been marketed in accordance with the Council’s published marketing guidelines 3. Evidence of why the site is no longer capable of offering accommodation for employment uses 4. Evidence of why the use of the site for employment purposes raises unacceptable environmental or traffic problems 5. A statement explaining why an alternative mix of uses offers greater potential benefits to the community, and explaining why the site is not required to meet economic development or local employment needs <p>Employment and Skills Plan</p> <p>All major planning applications require a statement committing to the use of an employment and skills plan (ESP) for the construction, and where appropriate the end use phase of the development. The ESP will be secured through planning conditions.</p>	<p>Guidance can be found here: Building Bristol</p>
<p>Energy Strategy</p> <p>The energy strategy should address the requirements of policies BCS13, BCS 14 and BCAP 20, demonstrating the application of the energy hierarchy, and setting out how overall energy use will be minimised through the design (including through additional energy efficiency measures) to achieve energy performance beyond Building Regulations, renewable energy incorporated to reduce CO₂ emissions by a further 20%, and addressing the requirement to incorporate, where feasible, infrastructure for district heating within heat priority areas.</p> <p>The energy strategy should also demonstrate that the heating and cooling systems have been selected according to the heat hierarchy presented within Policy BCS14, and how the development has been designed to be resilient to future climate change in accordance with BCS13.</p> <p>This can be included as part of the Sustainability Statement.</p>	<p>Bristol City Council Practice Note: Climate Change and Sustainability (bristol.gov.uk) BREEAM Sustainable Building Certification</p> <p>Home - Regen</p>
<p>Environmental Impact Assessment (EIA)</p> <p>The 2017 Regulations set the screening threshold for Schedule 2 ‘Urban Development Projects’ as:</p> <ul style="list-style-type: none"> • The development includes more than 1 hectare of urban development which is not dwelling house development; or • The development includes more than 150 dwellings; or • The overall area of the development exceeds 5 hectares. <p>Where an EIA is required, Schedule 4 to the regulations sets out the information that should be included in an Environmental Statement.</p>	<p>Further guidance is available in NPPG – Environmental Impact Assessment</p>

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Description of document	Where to go for assistance
<p>You may request a ‘screening opinion’ (i.e. to determine whether EIA is required) and a “scoping opinion” (scope of EIA) by writing to us before submitting a planning application.</p> <p>In cases where a full EIA is not required, we may still require environmental information to be provided.</p>	
<p>Flood Risk Assessment (FRA)</p> <p>The FRA should address the issue of flood risk to both property and people.</p> <p>The FRA 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. This should include a response to the exception test as set out in the NPPF.</p> <p>The FRA should identify opportunities to reduce the probability and consequences of flooding.</p> <p>The FRA should include the design of surface water management systems including Sustainable Drainage Systems (SUDs) and address the requirement for safe access to and from the development in areas at risk of flooding.</p>	<p>National Planning Practice Guidance:</p> <p>Flood Risk and Coastal Change has guidance on development in areas at risk of flooding.</p> <p>Flood zones maps are available from the Environment Agency, but reference should be made to the council’s latest flood risk evidence where available. The agency has also produced an online flood zone matrix, which sets out whether or not a flood risk assessment is required.</p> <p>FRA & general advice to applicants and agents</p> <p>Flood Risk Standing Advice</p>
<p>Flood Risk Sequential Test</p> <p>This statement should include evidence to demonstrate that a sequential approach to site selection has been undertaken.</p>	<p>Bristol City Council Practice Note Flood Risk Sequential Test, August 2013:</p> <p>Flood Risk and drainage for developers</p>
<p>Foul Sewage and Utilities Assessment</p> <p>Foul Sewage</p> <p>All new buildings need separate connections to foul and storm water sewers. 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.</p> <p>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</p>	<p>Guidance on what should be included in a non-mains drainage assessment is given in Planning Practice Guidance</p> <p>Approved Documents including Part H</p>

Part 2 – Detailed description of documents and where to go for assistance	
Description of document	Where to go for assistance
<p>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>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.</p> <p>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.</p> <p>Utilities</p> <p>The statement should indicate how the development connects to existing utility infrastructure systems.</p> <p>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.</p> <p>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.</p> <p>A utilities statement should demonstrate:</p> <ul style="list-style-type: none"> • that 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; • that proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures; • that service routes have been planned to avoid as far as possible the potential for damage to trees and archaeological remains or unnecessarily restrict areas of new tree planting. • where the development impinges on existing infrastructure the provisions for relocating or protecting that infrastructure should have been agreed with the service provider. 	
<p>Broadband Connectivity Assessment</p> <p>Applications for planning permission should be accompanied by evidence of the superfast broadband connectivity of the site. This should take the form of a connectivity assessment, or similar information, from one or more broadband infrastructure providers evidencing the availability of at least superfast broadband speeds⁴.</p>	<p>Climate Change and Sustainability (bristol.gov.uk)</p>

⁴ Free connectivity assessments are available from BT Openreach and Virgin Media which will show expected speeds on the development.

Part 2 – Detailed description of documents and where to go for assistance	
Description of document	Where to go for assistance
<p>Where superfast broadband connectivity is available, applications should set out proposals to connect to this service and make it available to occupiers.</p> <p>Where superfast broadband connectivity is not currently available:</p> <ul style="list-style-type: none"> • Applications should be accompanied by evidence that discussions have been held with a range of providers to upgrade infrastructure to deliver superfast broadband or, preferably, full fibre connections⁵. • Where one or more providers have agreed to provide superfast broadband connectivity, applications should include proposals to connect to this service and make it available to occupiers. • Where no provider has agreed to provide superfast broadband connectivity, applications should include proposals to incorporate additional dedicated telecommunications ducting to enable the provision of superfast broadband in future. 	
<p>Geotechnical Survey and design</p> <p>Required where it is known or suspected that the land to be built on is unstable or potentially unstable and this requires a specialist investigation and assessment to determine the stability of the ground and to identify any remedial measures required to deal with the instability.</p>	
<p>Heritage Statement (including Historical, Archaeological features and scheduled Ancient Monuments)</p> <p>For applications within or adjacent to a conservation area, an assessment of the impact of the development on the character and appearance of the area will be required.</p> <p>For all other applications, such as planning applications, either related to or impacting on heritage assets or their settings, a written statement, supported by appropriate plans and photographs should be submitted that includes:</p> <ul style="list-style-type: none"> • plans showing historic features that exist on or adjacent to the application site; • an analysis of the significance of the archaeology, history and character of the heritage asset; • an assessment of the impact on the special character of the heritage asset. <p>The scope and degree of detail necessary in a Heritage Statement will vary according to the particular circumstances of each application, however, general guidance is provided below. Applicants are advised to discuss proposals with the council's City Design Group before any application is made.</p> <p>The Council has a template for Heritage Statements</p>	<p>BCC SPD7: Archaeology found on our Supplementary planning documents and other planning guidance (bristol.gov.uk) web page.</p> <p>For advice see Archaeology or email archaeology@bristol.gov.uk</p> <p>Know Your Place to find out if a building is nationally or locally listed or within a conservation area.</p> <p>Useful links: https://maps.bristol.gov.uk/kyp</p> <p>See conservation area character appraisals</p> <p>Heritage Guidance document (pdf, 5.26 MB) for help in producing these statements.</p> <p>Email: conservation@bristol.gov.uk</p>

⁵ Superfast broadband connectivity is often available from telecommunications providers free of charge for development over a certain scale, provided that sufficient notice is given, typically at least 12 months prior to first occupation. In some cases, providers may request a contribution from the developer.

Part 2 – Detailed description of documents and where to go for assistance	
Description of document	Where to go for assistance
<p>For applications for listed building consent, a written statement supported by appropriate plans and photographs should be submitted that includes:</p> <ul style="list-style-type: none"> • a schedule of all works, including internal works, to the listed building(s); • an audit of features of importance (including photographs keyed to a plan), such as ornamental and decorative features and fittings that will be affected by the proposals; • an analysis of the significance of archaeology, history and character of the building; • the principles of and justification for the proposed works and their impact on the special character of the building and its setting; • where appropriate, a structural survey. <p>For applications for conservation area consent, a written statement supported by appropriate plans and photographs should be submitted that includes:</p> <ul style="list-style-type: none"> • an analysis of the character and appearance of the building or structure; • the principles of and justification for the proposed demolition; • an assessment of the impact on the special character of the area; • where appropriate, a structural survey. <p>For applications affecting archaeological assets, the statement should include desk-based archaeological assessment and archaeological evaluation report in accordance with BCC SPD7: Archaeology.</p> <p>The assessment should address issues relating to archaeological investigation of the site and the preservation and/or recording of items of historic or archaeological importance.</p>	
<p>Health Impact Assessment</p> <p>As specified in Policy DM14: The Health Impacts of Development, a Health Impact Assessment (HIA) must be submitted with any application with residential developments of 100 or more units (equivalent for student accommodation of 2.5 student beds per unit)), non-residential developments of 10,000m² or more and for other developments where the proposal is likely to have a significant impact on health and wellbeing such as, Loss of public greenspace (parks and gardens); High levels of air pollution or noise; Cumulative impacts of a number of developments in an area.</p> <p>The Council has a Health Impact Assessment Template which can be supplemented with additional information relevant to the proposal to address the above policy requirements.</p>	
<p>Land Contamination Assessment</p> <p>The report should determine the existence of contaminated land, its nature and the risks it may pose to the future occupiers of the site an environment and whether remedial measures are feasible to satisfactorily reduce the contamination to an acceptable level.</p> <p>Where contamination is known or suspected or the development site is in the vicinity of such land, a report with a desk study listing current and historic uses of the site and adjoining land, together with a site reconnaissance and preliminary risk assessment (including a conceptual site model) shall be</p>	<p>Advice at Land contamination for developers</p> <p>Guidance is available in Land contamination risk management (LCRM) - GOV.UK (www.gov.uk) by Defra/Environment Agency, other industry led standards should be used where appropriate (e.g.BS10175: 2011 Investigation of potentially contaminated sites. Code of practice)</p> <p>Planning Practice guidance</p> <p>Advice on Land contamination from Environment Agency</p>

Part 2 – Detailed description of documents and where to go for assistance	
Description of document	Where to go for assistance
<p>provided, to determine the likelihood of contamination. This Desk Study should be submitted with the planning application.</p> <p>Where the land contamination assessment identifies the potential for contamination to be present, a site investigation is likely to be required to confirm the site conditions.</p> <p>Where contamination poses an unacceptable risk, developers will need to demonstrate that those risks will be successfully addressed via remediation.</p> <p>Upon completion of the remedial works a verification report is required to demonstrate the site is suitable for use</p> <p>Remediation works will require verification to confirm their success.</p>	<p><u>Land contamination: Risk Management</u></p> <p><u>Groundwater advice</u></p>
<p>Lighting Assessment</p> <p>An assessment should provide details of external lighting and the proposed hours when the lighting would be switched on. These details shall include a layout plan with beam orientation and a schedule of the equipment in the design, plus the expected level of luminance and glare. Lighting assessments will also be required to detail the level of luminance for all advertisements.</p> <p>Where a proposal involves the scheme for the installation of Floodlights for an area (e.g. a Sports Pitch), these details shall include a Light Contour diagram based on a layout of the proposed facility in its context, and showing projected lux levels including ‘backlight’, which where there are differences in ground levels, is to be superimposed on a topographical survey of the site and its immediate environs.</p>	<p><u>Lighting in the countryside: Towards good practice (1997)</u> demonstrates what can be done to lessen the effects of external lighting, including street lighting and security lighting. The advice is applicable in towns as well as the countryside.</p> <p>Further guidance is provided in: <i>‘Statutory Nuisance from Insects and Artificial Light – Guidance on sections 101 to 103 of the Clean Neighbourhoods and Environment Act’</i>, 2005. Published by Defra and the Institution of Lighting Engineers Guidance Notes for the Reduction of Obstructive Light GN01 2005.</p>
<p>Noise Impact Assessment</p> <p>Noise Assessments should be prepared by suitably qualified acousticians. They should usually outline the existing noise environment, the potential noise sources from the development, or the noise sources likely to affect the development, together with any mitigation measures.</p>	<p>Advice should be sought from the council’s Pollution Control Team for individual requirements.</p> <p><u>Planning Practice guidance</u></p>
<p>Open Space Assessment</p> <p>Plans should show any areas of existing or proposed open space within or adjoining the application site</p> <p>Planning permission is not normally given for development of existing open spaces, which local communities need.</p> <p>However, in the absence of a robust and up-to-date assessment by a local authority, an applicant for planning permission may seek to demonstrate through an independent assessment that the land or buildings are surplus to local requirements. Any such evidence should accompany the planning application.</p>	<p>See <u>Bristol Parks and Green Spaces Strategy</u></p>

Part 2 – Detailed description of documents and where to go for assistance	
Description of document	Where to go for assistance
<p>Planning obligations (section 106) Statement</p> <p>Planning obligations, or Section 106 Agreements are private agreements negotiated between local planning authorities and persons with an interest in a piece of land or developers, and are intended to make acceptable development which would otherwise be unacceptable in planning terms.</p> <p>Details of the draft obligation(s) being proposed should be submitted with the application. It is also helpful to confirm details of the applicant's solicitor and also proof of title regarding land subject to the planning obligations.</p>	<p>The Council's approach to planning obligations is set out in our Planning Obligations Supplementary Planning Document.</p>
<p>Sustainability Statement</p> <p>Sustainability statements should demonstrate how sustainable design and construction have been addressed, including reducing energy consumption and carbon emissions, minimising waste and increasing recycling, conserving water resources, incorporating green infrastructure and sustainable drainage (SUDS), minimising pollution, maximising the use of sustainable materials and adaptation to Climate Change.</p> <p>This should include a BREEAM assessment in the case of major development and a BREEAM for Communities assessment in the case of super-major development.</p>	<p>BCC Practice Note – Climate Change and Sustainability (bristol.gov.uk) and BCC Climate Change and Sustainability Practice Note Addendum (bristol.gov.uk)</p> <p>See also BREEAM try BREEAM Sustainable Building Certification</p>
<p>Sustainable Drainage System Strategy</p> <p>The content for a Sustainable Drainage System Strategy is found in the West of England Sustainable Drainage Developer Guide Section 1, under the section 'Sustainable drainage strategy (surface water): Checklist.</p>	<p>https://www.bristol.gov.uk/files/documents/2704-west-of-england-sustainable-drainage-developer-guide-section-1/file</p>
<p>Telecommunication information</p> <p>Applications for mast and antenna development by mobile phone network operators should be accompanied by a range of supplementary information including as set out in the Code of Best Practice on Mobile Network Development in England (Published 24 July 2013)</p>	<p>https://www.gov.uk/government/publications/code-of-best-practice-on-mobile-phone-network-development</p>
<p>Town Centre Uses – impact assessment</p> <p>To assess the impact of retail and other town centre developments on matters including the vitality and viability of the City centre and town, district and local centres and travel demand.</p> <p>The level and type of evidence and analysis required to address the key considerations should be proportionate to the scale and nature of the proposal.</p> <p>The assessment should include the need for development, whether it is of an appropriate scale, that there are no sites close to a centre for the development, that there are no unacceptable impacts on existing centres and if locations are accessible.</p> <p>Proposals should also be accompanied by evidence showing how the development would contribute to social inclusion in terms of access to jobs, services and facilities, training opportunities and other positive effects on disadvantaged communities.</p>	

Part 2 – Detailed description of documents and where to go for assistance	
Description of document	Where to go for assistance
<p>Transport Assessment or Statement</p> <p>Information will include all existing and proposed commercial and residential vehicular and pedestrian movements to and from the site. Loading areas and arrangements for manoeuvring, servicing and parking of vehicles should also be clearly identified. It should describe and analyse existing transport conditions, how the development would affect those conditions and any measures proposed to overcome any problems.</p> <p>For smaller schemes, a Transport Statement should simply 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>The TA 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.</p>	<p><u>NPPG: Transport Assessments and Statements</u></p> <p>Please refer to the TDM Guide (bristol.gov.uk): https://www.bristol.gov.uk/transport-development-management-tdm/processes</p>
<p>Travel Plan</p> <p>A draft travel plan should outline the way in which the transport implications of the new development will be managed in order to ensure the minimum environmental, social and economic impacts.</p> <p>Developers should state how new occupiers or customers of the development will use alternative means of travel, which do not involve private vehicle use.</p> <p>The Travel Plan should include details of targets and arrangements for monitoring.</p>	<p><u>NPPG: Travel Plans</u></p> <p><u>BCC Travel Plan Guidance</u></p> <p>Please refer to TDM Guide (bristol.gov.uk)</p>

Part 2 – Detailed description of documents and where to go for assistance

Description of document	Where to go for assistance
<p>Tree Survey/Arboricultural Statement</p> <p>Where there are trees within the application site or on land adjacent to it that could be influenced or affected by the development (including street trees) and those trees have a stem diameter of greater than 75 mm when measured at 1.5 metres above ground level, the following will be required:</p> <p>Full Planning Application</p> <ol style="list-style-type: none"> 1. A full survey of all trees on site and within influencing distance of the proposal (with a stem diameter of greater than 75 mm when measured at 1.5 metres above ground level) in accordance with BS5837: 2012 Trees in Relation to Design, Demolition and Construction - Recommendations. 2. An Arboricultural Impact Assessment and Tree Protection Plan showing trees to be retained and removed, and setting out appropriate physical protection for retained trees during construction works. 3. Any pre-development tree surgery works. 4. An Arboricultural Method Statement where works are needed within the Root Protection Areas (see BS5837: 2012) of retained trees or where retained trees cannot be protected by standard physical means such as fencing and/or ground protection. 5. Proposed location of underground services. 6. Mitigation planting for any removed trees. <p>The survey / AIA should be prepared by a qualified arboriculturist.</p> <p>Householder Application</p> <ol style="list-style-type: none"> 1. Scaled plan showing exact location of trees affected by the proposal (including any work associated with the proposal such as access to the site and services runs) identified with a reference number (e.g., T1, T2), their stem diameter when measured at 1.5 metres above ground, and whether they are to be removed or retained. 2. Any pre-development tree surgery works. 3. Mitigation planting for any removed trees. 4. If any of the trees is covered by a Tree Preservation Order, then the level of requirement is as for Full Planning. 	<p>BS5837: 2012 Trees in relation to construction try https://landingpage.bsigroup.com/LandingPage/Standard?UPI=00000000030213642 ?</p>
<p>Ventilation and Extraction Statement</p> <p>Details of the position and design of ventilation and extraction equipment. This shall include technical specification including predicted noise levels (and existing background noise levels), noise mitigation measures and odour abatement techniques.</p> <p>Elevation drawings showing the size, location and external appearance of plant and equipment will be required.</p>	<p>Guidance on the Control of Odour & Noise from Commercial Kitchen Exhaust Systems: Published electronically by Defra, Product Code PB10527.</p>

Part 2 – Detailed description of documents and where to go for assistance	
Description of document	Where to go for assistance
<p>Relevant Application Information Template</p> <p>Where appropriate and as specified, applications should be accompanied by a completed template relevant to that type of applications that provides further information regarding a proposed development and confirms that regard has been had to guidance and standards in designing the proposed development. The list of application types where such templates are to be used will be updated periodically.</p>	Bristol City Council website planning pages



Planning application guidance – plans and drawings

August 2017

(Bristol City Council Addendum added September 2024)

(Local planning application requirement part 3)

Contents

1. [Introduction](#)
2. [Presentation of plans and drawings](#)
3. [How to submit your application](#)
4. [Site location plan](#)
5. [Site layout plan](#)
6. [Elevations](#)
7. [Floor plans](#)
8. [Existing and proposed site sections and finished floor/site levels](#) – required in some cases
9. [Street Scene or context plan](#) – required in some cases
10. [Roof plans](#) – required in some cases
11. [Landscaping](#)
12. [Joinery drawings and details](#)
13. [Photographs and photomontages](#)
14. [Contact details](#)
15. [Acknowledgments](#)

[1\) Introduction](#)

Drawings are a key part of your planning application, and it is essential that drawings are of a suitable standard and include all of the information necessary to describe the development proposal in detail and to enable your application to be assessed. It is also important that your proposals can be clearly understood by third parties (such as neighbours) who may not be familiar with reading plans and drawings, and will mostly be looking at your application online.

This guidance will assist you in making an application, help to avoid most common mistakes and reduce any delay in your proposal being considered by a planning officer.

If drawings are received that do not contain sufficient detail, your application will be invalid and the registration of your planning application will be delayed until appropriately revised or further drawings are submitted.

[2\) Presentation of plans and drawings.](#)

A separate list or schedule of drawings, plans and documents, to include the drawing numbers and the plan titles, should be submitted with the application. The plans and drawings should meet the following criteria:-

- All plans and drawings must be accurately drawn, to a suitable standard, using a conventional metric scale such as 1:100 or 1:50 and the scale used should be stated on the drawing.
- Except for location plans, all plans and drawings should include a scale bar and/or measured dimensions.
- Plans/drawings containing disclaimers such as “Not to scale” and “Do not scale” will not be accepted by the council (perspectives excepted). Drawings must be drawn true to stated scales. The following statement is acceptable – “Responsibility is not accepted for errors made by others in scaling from this drawing. All construction information should be taken from figured dimensions only”.
- The clearest way to present your proposals is to group “existing” and “proposed” drawings side by side, using the same scale for both.

- Each plan/drawing should have a title box stating:
 - the address
 - the proposal
 - the title of the drawing (e.g. “existing rear elevation, proposed floor plan”)
 - the date
 - the scale of the drawing
 - the drawing number, e.g. D1, D2, D3, etc.
- Any revisions to the drawings should be clearly identified with a new number, e.g. D1a, D2b, D3c, etc. The date and details of the revision should also be indicated on the drawing.
- Plans and drawings should be annotated to make them completely understandable, e.g. if a line is shown on the plan between two properties, annotate by stating “boundary fence”.
- Every plan (including all copies) that is based upon Ordnance Survey maps should have the appropriate Ordnance Survey copyright notice.
- It is good practice to submit the site location plan on a separate sheet of paper to aid consultation.

3) How to submit your applications

Electronic submissions - We welcome the submission of applications through our partnership with the Planning Portal (or iApply), and you can complete the application form, submit electronic drawings and other attachments (e.g. supporting documents) and you, or your client, can pay the fee electronically. Applying in this way automatically updates our database, and is the most efficient way for us to receive applications.

Key Points:-

- All file names must confirm what is shown in the file. For example, a file showing proposed floor plans should have a file name that includes the text ‘proposedfloorplans’. Documents or files submitted without a meaningful and accurate file name will not be accepted.
- All plans, drawings and other documents should be orientated correctly so that they appear the right way when viewed. All plans, drawings and supporting documents must be presented clearly so that they can be viewed via our website easily. Overly faint drawings and text that can’t be viewed clearly will not be accepted.
- All documents and files should normally be submitted in PDF format.
- Individual files must be no larger than 10 megabytes.
- Copies of applications sent on a compact disc will not normally be accepted - except for applications submitted to Bristol City Council.
- Applications for major developments⁶ must be accompanied by one full paper copy of all the plans and drawings for consultation purposes (NB this requirement does not apply to Bristol City Council).

Paper Submissions – You are able to submit your application on paper, and if you do this you should send the completed application to the address at the end of the document.

⁶ For dwellings, a major development is one where the number of residential units to be constructed is 10 or more or where the number of residential units to be constructed is not known, a site area of 0.5 hectares. For all other uses, a major development is one where the floor space to be built is 1,000 square metres or more, or where the site area is 1 hectare or more.

Key Points:-

- If you send an application to Bristol, South Gloucestershire or Bath and North East Somerset council in paper format you only need to provide **one** copy of the plans and any accompanying documents, such as any supporting documents and the application form. Two copies are required when sending applications to North Somerset Council.
- All plans and drawings must be presented clearly so that when scanned they can be viewed via our website easily. For example overly faint lines and annotations that can't be viewed clearly will not be accepted.
- Plans should normally be submitted separately, i.e. not in a binder

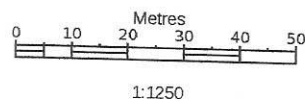
4) Site location plan

A site location plan is a map base that shows the location of the application site in relation to surrounding roads, buildings and other land.

Site location plans should:

- Be taken from an up to date Ordnance Survey Base, or to an equivalent standard.
- Be to a suitable scale of 1:1000, 1:1250 or 1:2500 for larger sites.
- Show the direction of north.
- Where possible, cover an A4 sheet of paper with the application site in the centre of the plan.
- Show the application site boundary outlined in red; this should 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, landscaping, car / cycle parking and open areas around buildings.)
- Show any other adjoining land owned by the applicant outlined in blue.
- Show adjoining road names and numbers.
- Identify sufficient roads and/or buildings on nearby land to ensure that the exact location of the application site is clear. For example, in rural areas you will normally need to show two named roads.

Image 1: Site location plan (for illustrative purposes only)



52 OLD KENT ROAD
OLD LONDON TOWN.

5) Site layout plan (sometimes called a block plan)

A site layout plan shows a detailed layout of the whole site and the relationship of the proposed works with the boundary of the property, nearby roads and neighbouring buildings.

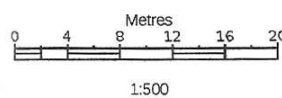
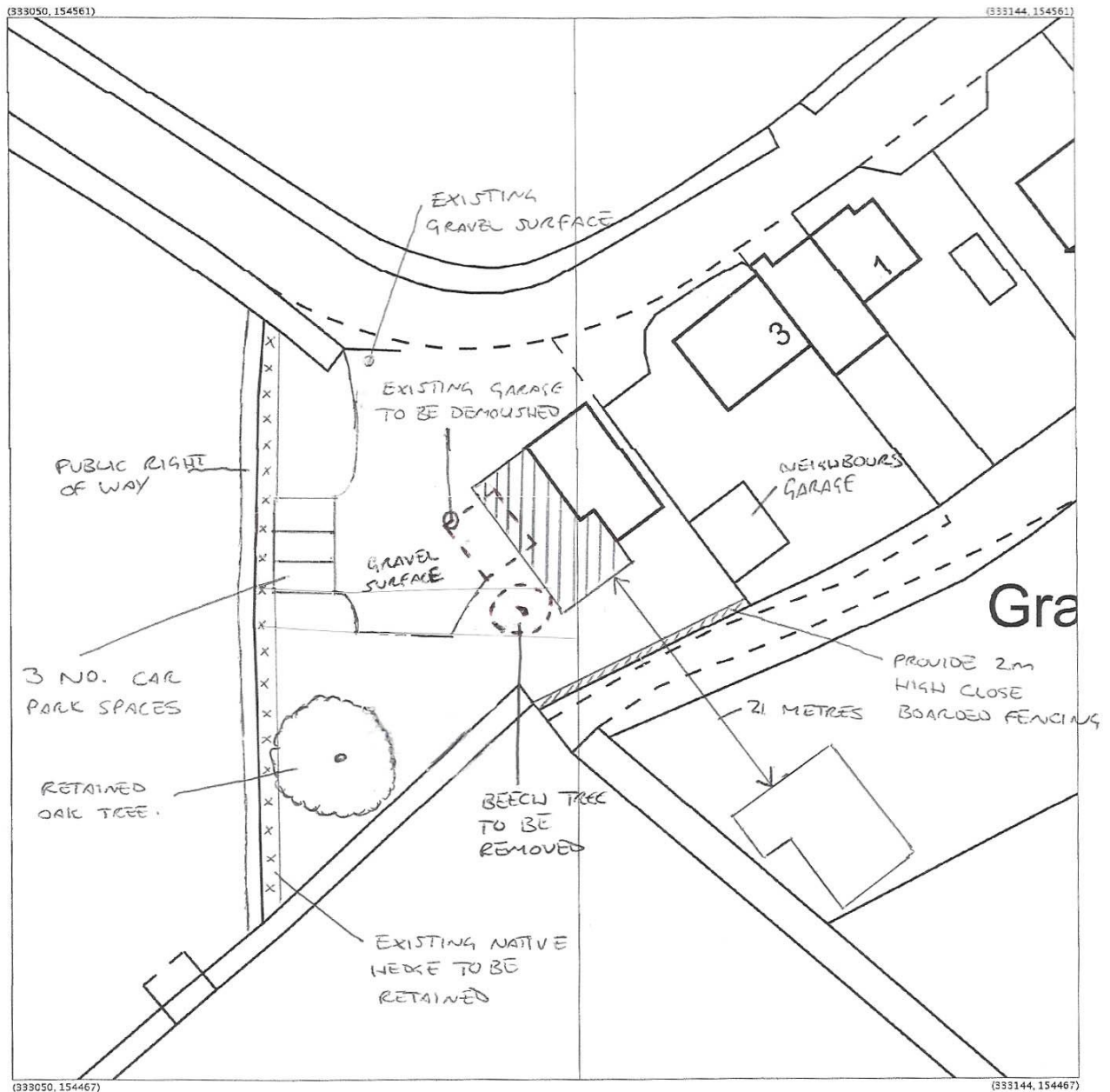
Most applications should include an existing site layout plan and a proposed site layout plan. For simple applications the existing and proposed site can be combined and shown on one plan so long as what is existing, what is proposed and what is to be demolished is highlighted and annotated clearly.

Site layout plans should:

- be to a scale of 1:200 or 1:500
- show the proposed development, all existing buildings and structures, the garden and other open areas
- show proposed buildings shaded
- show the position and size of existing and proposed hard surfaced areas eg parking spaces, turning areas, paths, etc
- show the whole of the boundary of the property, indicating the position and height of all boundary walls and fences
- identify any buildings to be demolished
- include details of all trees, e.g. position, spread and species (eg oak, ash, etc)
- identify trees proposed for felling
- show all roads/footpaths/public rights of way adjoining the site
- show all existing buildings and structures on land adjoining the application site⁷
- show the direction of north

⁷ Buildings and structures on land adjoining the site must be clearly shown unless the applicant has demonstrated that these would NOT influence or be affected by the proposed development

Image 2: Site layout plan (for illustrative purposes only)



THE CORNERHOUSE
MAIN ROAD
LONDON VILLAGE
DRAWING 01

6) Elevations

Elevation drawings show what a building will look like from the outside.

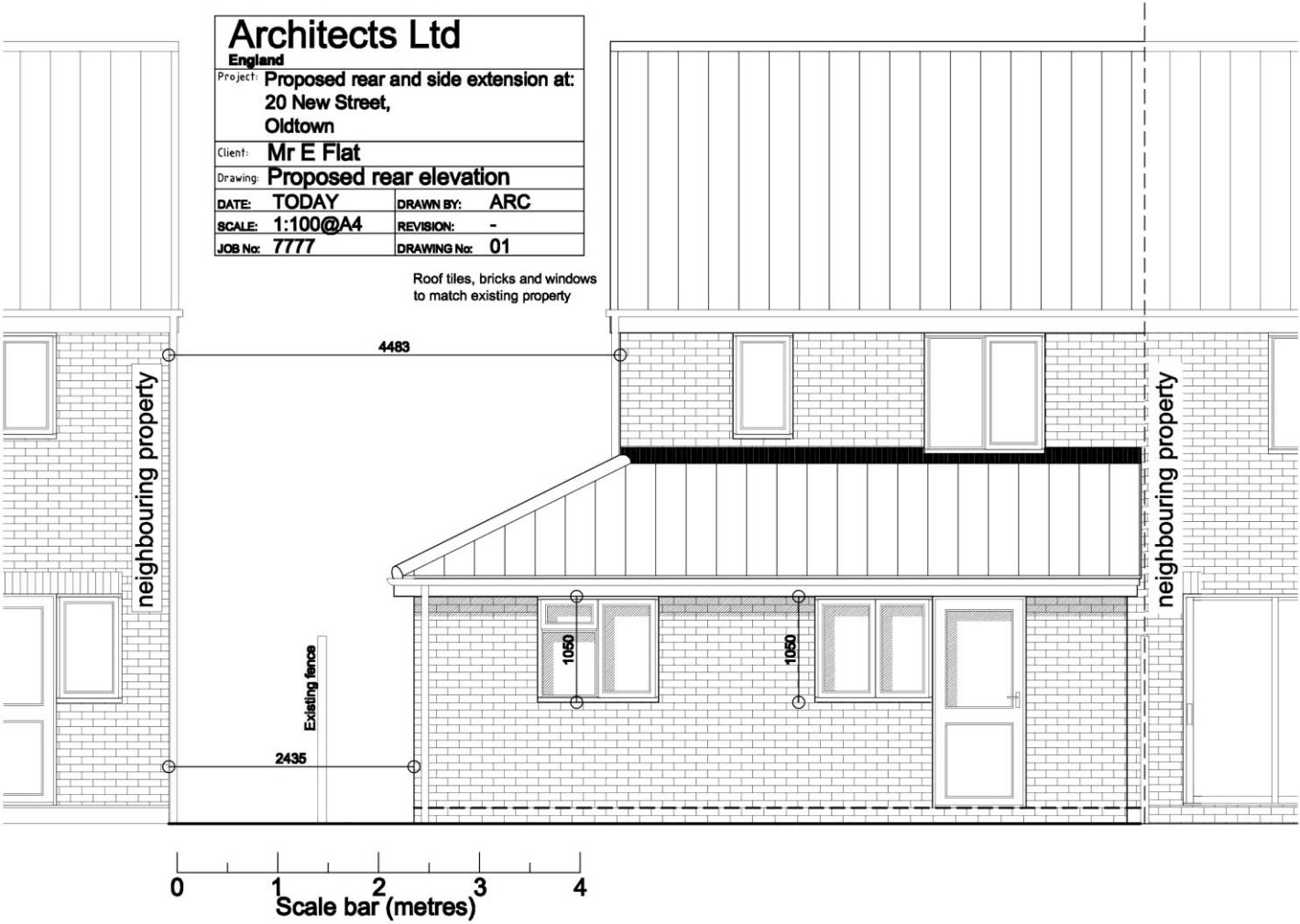
In most cases, two separate sets of elevation drawings will be required, “existing” elevations showing the building as it is now and “proposed” elevations showing how the building will look, after the works have been carried out.

Elevations should:

- be to a scale of 1:100 or 1:50
- be clearly annotated existing and proposed
- show every elevation of the building, e.g. front, side(s) and rear and state the direction in which each elevation faces, e.g. rear (south)
- for extensions to existing buildings, show every elevation of the proposed development in situ with each relevant elevation of the existing building
- show the whole of any existing building to be altered/extended so that the relationship of the new building/extension to the existing can be clearly seen
- show outline elevations of other buildings that are close to the development. For example, a side extension close to neighbouring dwelling
- show the property boundary
- indicate the colour and type of finishing materials to be used (eg colour and type of brick, render, roof tiles etc)
- identify building(s) to be demolished
- details of external materials – Please ensure that all materials are described in detail, including the colour of each material
- show the position and size of all windows and doors (existing and proposed)

You need to describe what the roof covering, wall facing and window frames and doors will be made of and their design, eg “double roman concrete tiles”, “roughcast render” etc. If the proposed materials will match exactly those of the existing dwelling, this may be stated on the plans.

Image 3: Elevations (for illustrative purposes only)



7) Floor plans

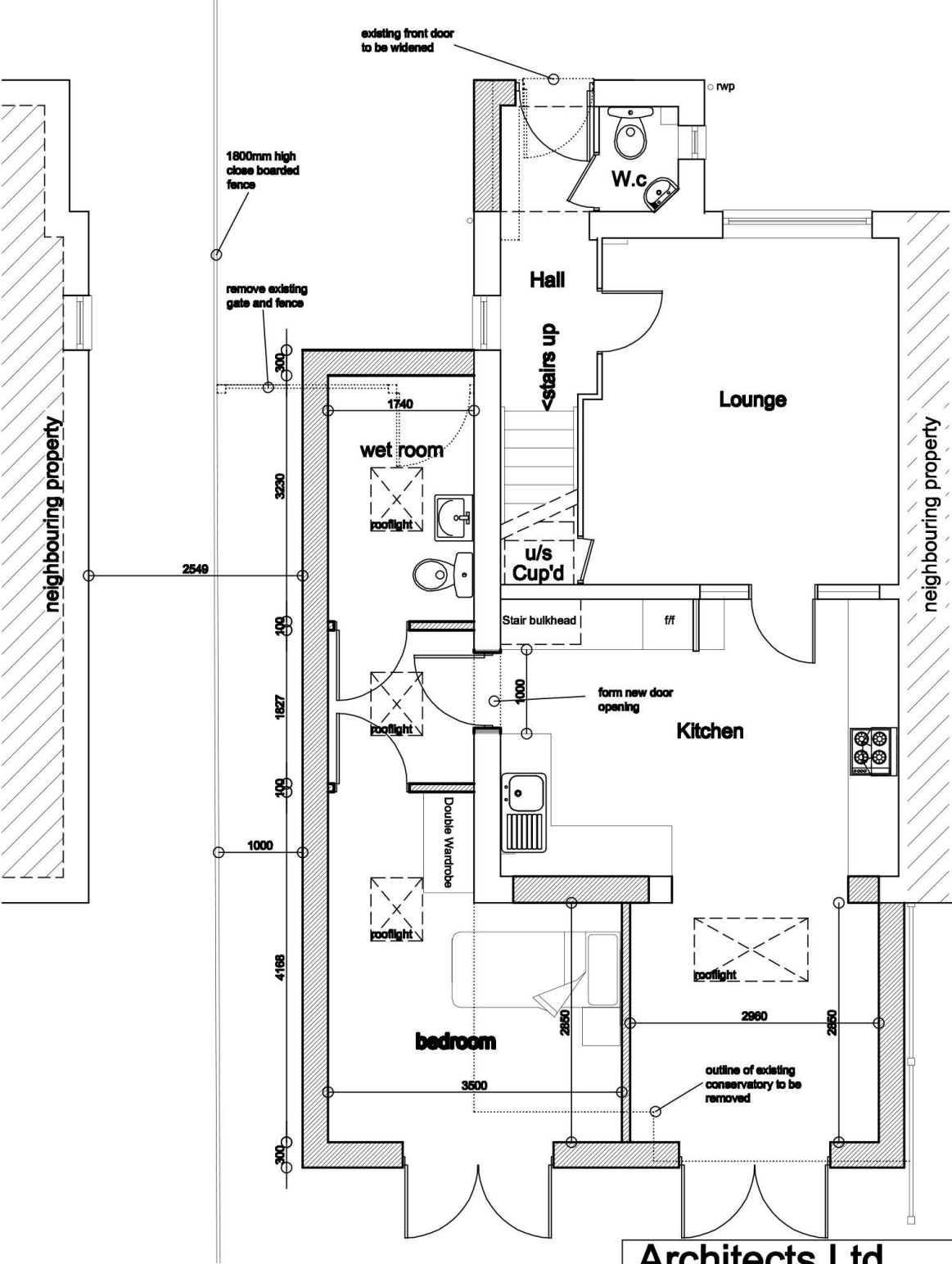
Floor plans show the layout of the building.

In most cases, two separate sets of floor plans will be required: “existing” floor plans showing the building as it is now and “proposed” floor plans showing how the building will look, after the works have been carried out.

Floor plans should:

- be to a scale of 1:100 or 1:50
- be clearly annotated existing and proposed
- show all relevant floor levels of the building(s) being constructed, altered or extended, in relation to the remainder of the building
- clearly state the use of each room and include position of windows, doors, walls and partitions.
- clearly label each floor
- clearly label the primary use of each room
- identify anything to be demolished

Image 4: Floor plans (for illustrative purposes only)



Architects Ltd

England

Project: Proposed extensions to porch, side and rear at:
20 Old Street,
Newtown

Client: Mr House

Drawing: Ground floor plan

DATE: TODAY

DRAWN BY: ARC

SCALE: 1:100@A4

REVISION: -

JOB No: 8888

DRAWING No: 01

8) Existing and proposed site sections and finished floor/site levels

Where a proposal involves a significant change in ground levels, illustrative drawings should normally be submitted to show both existing and finished levels. These drawings should demonstrate how the proposed development would relate to existing site levels and neighbouring development.

In the case of householder development, the levels may be evident from floor plans and elevations, but particularly in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified.

Level drawings should:

- state the existing and proposed levels on the site and where levels differ from that of land immediately adjoining the site
- be plotted on a plan (scale 1:200 or 1:500), by using spot ground levels at regular intervals in a grid pattern across the site
- specify a fixed and identifiable datum level, usually “Above Ordnance Datum” – AOD
- state the finished floor levels of proposed buildings

Section drawings should:

- identify existing and proposed ground levels where significant cut and fill operations are proposed, or where slopes in excess of 1 in 20 exist (or will exist)
- show “slices” (cross sections) through buildings, normally at a scale of 1:50 or 1:100
- show “slices” (cross sections) through land, normally at a scale of 1:200 or 1:500
- be accompanied by a plan showing the points between which the cross sections have been taken, which should also indicate the direction of north
- show existing and proposed buildings within and adjacent to the site
- identify finished floor and ridge levels of buildings

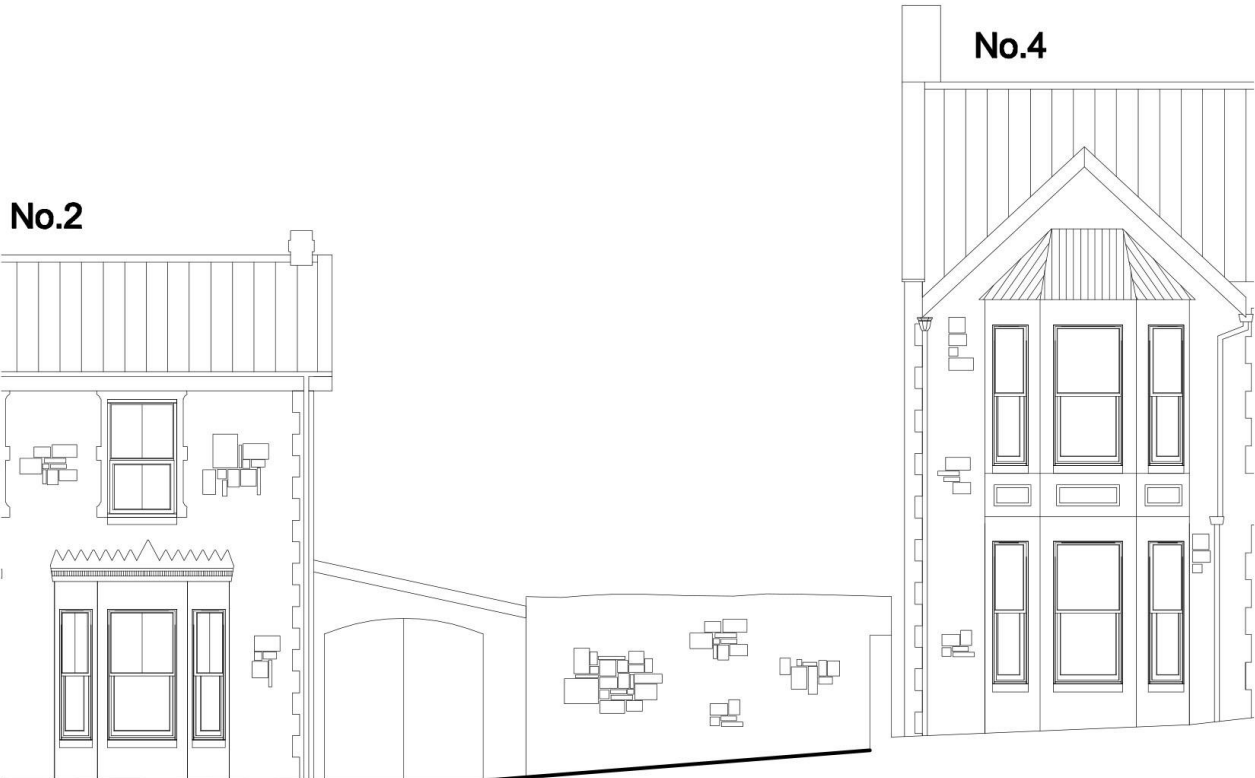
9) Street Scene or context plan

Normally required for works that will be visible from the road- especially new buildings or large side extensions that will be near to the boundary/neighbouring building, or where there is a notable difference in heights between the proposed works and neighbouring dwellings/buildings.

These should:

- be of a scale of 1:100 or 1:200
- as a minimum, accurately show the height and outline of neighbouring dwellings/buildings and the position and size of windows/doors
- accurately show any differences in levels
- include written dimensions for gaps between buildings

Image 5: Street Scene or context plan (for illustrative purposes only)



Existing street elevation



Proposed street elevation

Materials
Sandstone cills and quoins
Concrete interlocking roof tiles
Reconstituted stone
Roughcast render painted cream (on bay)

Architects Ltd England	
Project:	Proposed new dwelling at: 123 Fore Street Fife
Client:	Mr House
Drawing:	Street scenes
DATE:	TODAY
SCALE:	1:100@A4
JOB No:	9999
DRAWN BY:	ARC
REVISION:	-
DRAWING No:	01

10) Roof plans

These should be drawn to a scale of 1:50 or 1:100 and is used to show the shape of the roof particularly when development includes changes to its appearance and shape. Show the position of all ridges, valleys, dormer windows, roof lights and other features, such as chimneys or raised parapets. Details such as the roofing material and their location are typically specified on the roof plan.

11) Landscaping

Landscaping plans/details

Landscaping plans should accurately show:

- the position and spread of the existing trees
- details of any trees to be retained and measures to be taken to protect the trees
- the species of the trees and details of their condition
- an indication of which, if any, are to be felled
- details of the size, species and positions of trees to be planted and boundary treatments

Landscaping schemes

In many instances the submission of landscaping details can be a condition of the planning permission. In some cases specialist detail, for example a tree survey or detailed design may be required when submitting landscaping schemes. It is recommended that you discuss with officers the scope and detail required prior to submission.

12) Joinery drawings and details

These should be accurately drawn and comply with the following standards:

- drawn at a scale of 1:10
- when traditional features are being replaced - existing elevations are required drawn at a scale of 1:10
- proposed joinery sections are required and should be drawn at a scale of 1:1 or 1:2
- proposed joinery sections for windows and doors should include the wall in which they are mounted to show the depth of reveal
- when traditional features are being replaced - existing joinery sections are required drawn at a scale of 1:1 or 1:2
- details of the proposed joinery materials are required. For example: "sustainably sourced hard wood stained with..."

13) Photographs and photomontages

These should be clearly labelled on the front of each image (not the back) with a title that explains what is shown and the exact location from which it was taken. This is best achieved by showing the location on an associated map.

14) Contact details

LPA	Postal Address	Email address/Planning Web Page	Telephone
Bath & North East Somerset Council	Lewis House, Manvers St, Bath BA1 1JG	Development_management@bathnes.gov.uk	01225 394041 (option 5)
Bristol City Council	Planning Services (CH), PO Box 3176, Bristol BS3 9FS	development.management@bristol.gov.uk Web Site: Make a Planning application https://www.bristol.gov.uk/planning-and-building-regulations/make-a-planning-application	0117 9223000
North Somerset Council	Town Hall, Walliscote Grove Road, Weston- super-Mare BS23 1UJ	www.n-somerset.gov.uk/contactplanning	01275 888811

15) Acknowledgements

The example drawings were provided by Graham Moir Associates

Bristol City Council September 2024 Addendum

1. Updated June 2025

To be updated periodically in order to promote application submissions of a high quality.

When submitting an application, please note the following:

1. Drawing references must be no longer than 13 characters/digits
2. For drawings submitted with applications for lawful development certificates where key dimensions and volume calculations are relevant to the assessment, these must be included on plans
3. For drawings submitted with applications where it is necessary to comply with the Nationally Described Space Standards, floor areas for rooms measured in accordance with the methodology set out in the Standards must be shown on plans
4. For applications under Section 73 or Section 96A of the Town and Country Planning Act, the changes sought through the application must be clearly highlighted on plans submitted and described in the *"Amendments Proposed Form"*
5. Plans showing 45 degree lines and relation to surrounding neighbouring properties are encouraged, to make clear impact upon immediate Officer allocation
6. CP plans must be clear in demonstrating matching materials, where this is a requirement for approval
7. Revised submissions/amendments must be provided as complete packs and not sent in instalments or separately; with files following the same naming convention as those superseded.
8. Sustainability measures (e.g. ASHP, PV panels) must be clearly shown on both plans and elevations.
9. It is advisable that applicants ensure, pre submission, that metrics and counts in ecological reports accord with one another.
10. Demonstration of measurable net gain for biodiversity in accordance with NPPF is required even for sites which can rightfully claim BNG exemption. Our Ecologist advises simple measures such as bird boxes and native planting are often sensible and proportionate for Minor applications.
11. If the ecology report prescribes an exact count of enhancement measures which will be installed in locations shown on a plan, then that will very often be sufficient in place of a pre-commencement condition.