



**Exeter**  
City Council

## **Exeter City Council City Development**

### **Consultation Draft Local List**

### **Information Requirements for Planning and Associated Applications**

**June 2021**

## Document Control Sheet

<b>Version</b>	<b>Date</b>	<b>Amendments</b>
Consultation Draft	03.06.2021	Existing local list documents reviewed and revised local list drafted, taking into account new drivers for the information requirements since the previous documents were published, including: new/amended legislation, the National Planning Policy Framework (2019), the Core Strategy (2012) and the Devon Waste Plan (2014).

# Contents

<b>1.0</b>	<b>Introduction</b>	<b>5</b>
<b>2.0</b>	<b>Guidance for Applicants and Agents</b>	<b>5</b>
2.1	Pre-application advice	5
2.2	What is validation?	5
2.3	Extra information requested after validation	6
2.4	Validation disputes	6
2.5	Preferred method for submitting applications and information	6
2.6	Fees	6
2.7	Data protection	6
<b>3.0</b>	<b>Information Requirements for Different Types of Planning Application</b>	<b>7</b>
3.1	Householder Application	8
3.2	Applications for Outline or Full Planning Permission	10
	Applications for Technical Details Consent following a Grant of Permission in Principle	10
3.3	Applications for Approval of Reserved Matters	15
3.4	Applications for Removal or Variation of a Condition Following a Grant of Planning Permission	15
3.5	Applications for Approval of Details Reserved by Condition	16
3.6	Application for Non-material Amendment Following a Grant of Planning Permission	16
3.7	Application for a Lawful Development Certificate for an Existing/Proposed Use or Operation	17
3.8	Application for a Certificate of Lawfulness of Proposed Works to a Listed Building	17
3.9	Prior Approval: Larger Home Extension	18
3.10	Prior Approval: Enlargement of a Dwellinghouse by Construction of Additional Storeys	19
3.11	Prior Approval: Changes of Use	19
	Prior Approval: Temporary School on Previously Vacant Commercial Land	19
3.12	Prior Approval: Temporary Use for Commercial Film-making	20
3.13	Prior Approval: Building for Agricultural/Forestry Use	21
	Prior Approval: Private Road for Agricultural/Forestry Use	21

Prior Approval: Excavation/Deposit Waste for Agriculture.....	21
Prior Approval: Tank/Cage/Structure for Use in Fish Farming .....	21
3.14 Prior Approval: Collection Facility for a Shop .....	22
3.15 Prior Approval: Demolition of Building .....	22
3.16 Prior Approval: Roof Mounted Solar PV on Non-domestic Building .....	23
3.17 Prior Approval: Development for Electronic Communications Network.....	24
3.18 Prior Approval: Demolition of Buildings and Construction of New Dwellinghouses in their Place (ZA).....	25
3.19 Prior Approval: New Dwellinghouses on Detached Blocks of Flats (A) .....	26
Prior Approval: New Dwellinghouses on Detached Buildings in Commercial or Mixed Use (AA).....	26
Prior Approval: New Dwellinghouses on Terrace Buildings in Commercial or Mixed Use (AB).....	26
Prior Approval: New Dwellinghouses on Terrace Buildings in Use as Dwellinghouses (AC) .....	26
Prior Approval: New Dwellinghouses on Detached Buildings in Use as Dwellinghouses (AD) .....	26
3.20 Application for Permission in Principle .....	28
3.21 Application for Listed Building Consent.....	29
3.22 Application for Planning Permission for Relevant Demolition in a Conservation Area (applies to the demolition of unlisted buildings, gates, walls or other means of enclosure in conservation areas).....	29
3.23 Application for Consent to Display an Advertisement.....	30
3.24 Tree Works: Trees in Conservation Areas/Subject to Tree Preservation Orders .....	31
3.25 Application for Hedgerow Removal Notice .....	32
3.26 Application to Modify or Discharge a Planning Obligation Agreed under S106 of the Town and Country Planning Act.....	33
<b>4.0 Information Requirements Guidance .....</b>	<b>33</b>
4.1 Application Form and Fee .....	33
4.2 Plans Required – depending on the type of application .....	34
4.3 Air Quality Assessment .....	38
4.4 Archaeological Report.....	38
4.5 Community Infrastructure Levy .....	39
4.6 Construction Management Report.....	40
4.7 Contaminated Land Risk Assessment.....	41

4.8	Daylight and Sunlight Report.....	41
4.9	Design and Access Statement .....	42
4.10	Ecology Report.....	43
4.11	Ecology Report – Bats and Birds.....	44
4.12	Electronic Communications Network Development.....	45
4.13	Environmental Statement .....	45
4.14	Flood Risk Assessment.....	46
4.15	Green Infrastructure Statement.....	47
4.16	Heritage Statement .....	48
4.17	Land/Slope Stability Risk Assessment .....	49
4.18	Landscape and Visual Impact Assessment (LVIA).....	50
4.19	Lighting Assessment .....	50
4.20	Noise Impact Assessment.....	51
4.21	Open Space/Recreation Assessment.....	51
4.22	Planning Statement .....	52
4.23	Retail/Leisure Impact Assessment .....	53
4.24	Sequential Test Assessment.....	54
4.25	Statement of Community Involvement.....	54
4.26	Structural Survey .....	55
4.27	Sustainability/Net Zero Carbon Statement .....	55
4.28	Topographical Survey .....	56
4.29	Transport Statement/Assessment and Framework Travel Plan .....	56
4.30	Tree Survey and Arboricultural Impact Assessment.....	57
4.31	Ventilation and Extraction Equipment Details.....	57
4.32	Viability Assessment .....	58
4.33	Waste Audit Statement.....	58

## 1.0 Introduction

This guide has been produced to assist applicants/agents when submitting applications for planning permission and other similar consents. It gives advice on the types of information required and when they must be provided. The information includes national and local requirements. The former are required for applications anywhere in England, whereas the latter only apply to Exeter. If any of the information is not provided then the application may not be validated by the Council and progressed. The national requirements must always be provided, however in accordance with legislation the list of local requirements must be published or republished on the Council's website during the two year period immediately before the date on which an application is made, for them to have any bearing on whether a planning application is valid or not. If this is not the case and some or all of the local requirements are not provided then applicants/agents should bear in mind that it may take longer to process their applications and there may also be a greater chance of planning permission being refused.

If you consider that a required item is not applicable to your particular application, please contact the planning applications team for advice on 01392 265223 or [planning@exeter.gov.uk](mailto:planning@exeter.gov.uk).

## 2.0 Guidance for Applicants and Agents

### 2.1 Pre-application advice

We encourage all applicants to take advantage of our pre-application service before making a formal application. In order to help us give you the best advice, we suggest that the following information is provided as part of your pre-application enquiry:

- Contact details – your name, address, email and telephone number. If you are submitting on behalf of a client, please also include your client's details.
- Interest in the site – owner, occupier, lessee, prospective purchaser or agent.
- Site location – full address, including postcode.
- Description of the proposed development/planning enquiry – an outline of your proposal and any important aims or issues.
- Illustrative material – this can be in the form of photographs, sketches with dimensions or architectural plans.

Pre-application enquiries should be submitted by email to [planning@exeter.gov.uk](mailto:planning@exeter.gov.uk), or by post or by hand to the Civic Centre. Officers will be able to advise whether planning permission is likely to be granted for your proposal, what changes may be necessary and what information will be required for the formal application.

### 2.2 What is validation?

Once an application has been submitted to the Council, one of the planning officers will check that all the relevant information has been provided to then be able to process and determine it. This is called the validation stage. If all the necessary information has been provided, including the fee, then the planning officer will validate the application and start publicity and consultation with any relevant consultees. If, however, some of the information required has not been provided, or it contains clear inaccuracies, then the application will be registered as invalid. Once this process has finished, the planning officer will contact the applicant/agent to confirm whether the application is valid or invalid and in the case of

the latter provide guidance as to what further information is required in order to validate the application. The validation date is the date when all the necessary information, including the fee, have been received by the Council. The statutory timescales for determining the application start on this date.

### **2.3 Extra information requested after validation**

The list of requirements is not exhaustive and the Council can request further or more detailed information after validation to resolve any particular issues that arise. Any additional information not required by the Local List, but which the Council needs to determine the application, will be requested during the course of the application and should be provided as soon as possible.

### **2.4 Validation disputes**

If you disagree with our reasons for invalidating an application and negotiation with us has failed, you may send a notice to us setting out your reasons for refusing to supply the information, under Section 12 of the Development Management Procedure Order 2015 (as amended) (DMPO). You must have submitted all the other information needed to validate the application together with the fee. We will then either agree and validate the application or disagree and issue a Non Validation Notice against which you may then appeal under Section 78 of the Town and Country Planning Act 1990 after the statutory time period has elapsed.

You also have the right to complain to the Local Government Ombudsman on the grounds of maladministration provided you have been through our complaints process. However, we will endeavour to reach agreement to resolve disputes.

### **2.5 Preferred method for submitting applications and information**

Please use the [Planning Portal](#) to submit applications, plans and documents to us. The information is automatically uploaded to our IT system, therefore it saves us significant time and resources needing to scan drawings and documents which are submitted by email or by post, or that are hand delivered. We understand however that not everyone is confident at using computers, therefore we will still accept applications by these other methods, but bear in mind that they may take us longer to process.

### **2.6 Fees**

The [Planning Portal](#) includes a fee calculator that can be used to calculate the correct fee for your application. If you are submitting your application using the Planning Portal, then you will be required to pay the fee at the same time using their online payment system. If you decide to submit via a different method, then you can still use the Planning Portal to help you calculate the fee, but you can pay the Council by debit card or by BACS instead – please call the planning applications team on 01392 265223. Payments by cheque are no longer accepted.

### **2.7 Data protection**

All applications and supporting information will be published on our website. Private telephone numbers, private email addresses and signatures will be removed prior to publication. We are committed to ensuring that your privacy is protected by adhering to the UK General Data Protection Regulation (UK GDPR). Any personal information provided will be used by us for the purpose of processing your application and contacting you regarding this. The data will be processed in accordance with the Council's full privacy policy.

### 3.0 Information Requirements for Different Types of Planning Application

The tables on the following pages list the information requirements for different types of planning application, the statutory and planning policy/guidance 'drivers' for seeking the information, and the circumstances when the information is required. Section 4.0 describes the information and where further guidance can be found. Applications for proposals to alter or enlarge a single house, including works within the boundary/garden, are known as Householder applications. These include: extensions, conservatories, loft conversions, dormer windows, garages, car ports and outbuildings. However, some of these may also be possible by submitting a Prior approval application. Anything larger is likely to require a Full/Outline application. Guidance on the different application types can be found on the [Planning Portal](#). Otherwise please contact the planning applications team on 01392 265223 or [planning@exeter.gov.uk](mailto:planning@exeter.gov.uk) for advice.

For information, the definition of "major development" is as follows:

- a) the winning and working of minerals or the use of land for mineral-working deposits;
- b) waste development;
- c) the provision of dwellinghouses where:
  - i. the number of dwellinghouses to be provided is 10 or more; or
  - ii. the development is to be carried out on a site having an area of 0.5 hectares or more and it is not known whether the development falls within sub-paragraph c)i;
- d) the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more; or
- e) development carried out on a site having an area of 1 hectare or more.

You can check to see if your site or property is within a Conservation Area or whether there are any trees on or near your site/property that are protected by Tree Preservation Orders using the interactive 'Map of Tree Preservation Orders and Conservation Area' on the Council's website: [Conservation areas - Map of Conservation Areas - Exeter City Council](#).

To find out whether your property or any properties nearby are listed or locally listed, please refer to the 'Listed Buildings Quick List' on the Council's website: [Listed buildings - Listed buildings in Exeter - Exeter City Council](#). This also includes a list of Scheduled Ancient Monuments.

You can check to see which Flood Zone your site or property is in using the 'Flood map for planning' on the GOV.UK website: [Flood map for planning - GOV.UK \(flood-map-for-planning.service.gov.uk\)](#).

The Air Quality Management Area (AQMA) is shown on page 48 of the Core Strategy (2012) and the Area of Archaeological Importance is shown on the Local Plan First Review Proposals Maps: [Local Plan - Exeter City Council](#).

You can use the [Wildlife assessment check - Exeter City Council](#) to see if your development is likely to have an impact on any protected and priority wildlife species and designated sites. You can also use the [Devon County Council Environment Viewer](#) to check to see whether your site or property is within or close to an environmentally sensitive area, such as a: Special Protection Area (SPA), Site of Special Scientific Interest (SSSI), County Wildlife Site (CWS), Special Verge, Devon Wildlife Trust Nature Reserve, or Exeter Valley Park.

### 3.1 Householder Application (Contents page)

#### National Requirements

Document / Plan etc.	Statutory / Policy / Guidance 'Drivers'	When Required?
Application Form, including signed Ownership Certificate and Agricultural Land Declaration	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	All
Location Plan drawn to an identified scale and showing the direction of North	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	All
Any other plans, drawings and information necessary to describe the development, where plans and drawings are to be drawn to an identified scale and plans shall show the direction of North	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	All
Design and Access Statement	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	Only if any part of the development is within a conservation area and the floorspace created by the development is 100 sq m or more.
Fee	The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended)	All, except: <ul style="list-style-type: none"> <li>• An application to provide a means of access or facilities to benefit a disabled person who is resident within the dwellinghouse.</li> <li>• If the application is the first revision of an application for development of the same character or description on the same site by the same applicant: <ul style="list-style-type: none"> <li>○ For a withdrawn application: Within 12 months of the date the application was received;</li> <li>○ For a determined application: Within 12 months of the date the application was granted, refused or an appeal dismissed;</li> <li>○ For an application where an appeal was made for non-determination: Within 12 months</li> </ul> </li> </ul>

Document / Plan etc.	Statutory / Policy / Guidance 'Drivers'	When Required?
		of the period when the giving of notice of a decision on the earlier valid application expired.

### Local Requirements

Document / Plan etc.	Statutory / Policy / Guidance 'Drivers'	When Required?
Archaeological Report (incorporating desk-based assessment and field evaluation where necessary)	National Planning Policy Framework 189 Local Plan First Review Policy C5 Archaeology and Development SPD	Applications for development involving ground works in the Area of Archaeological Importance
Community Infrastructure Levy – Form 1: CIL Additional Information	The Community Infrastructure Levy Regulations 2010 (as amended)	All
Community Infrastructure Levy – Form 2: Assumption of Liability	The Community Infrastructure Levy Regulations 2010 (as amended)	If you know when submitting the application who will pay the CIL liability.
Ecology Report – Bats and Birds	National Planning Policy Framework 175 Local Plan First Review Policy LS4	Applications involving: <ul style="list-style-type: none"> <li>• Demolitions</li> <li>• Extensive works to roofs including: <ul style="list-style-type: none"> <li>○ Loft conversions</li> <li>○ Roof raising</li> <li>○ New window or other accesses into roofs</li> <li>○ Extensions adjoining existing roofs</li> </ul> </li> <li>• Solar panels</li> <li>• Wind turbines</li> </ul>
Flood Risk Assessment	National Planning Policy Framework 164 Local Plan First Review Policy EN4	Required if any part of the development is located within Flood Zones 2 or 3, or if the site is 1 hectare or more and in Flood Zone 1.
Heritage Statement	National Planning Policy Framework 189 Local Plan First Review Policies C1, C2, C3, C4 and C5	Applications for development that physically affect or affect the setting of: <ul style="list-style-type: none"> <li>• a listed building</li> <li>• a conservation area</li> <li>• a scheduled ancient monument</li> <li>• a registered park and garden</li> <li>• a locally listed building</li> </ul>
Tree Survey and Tree Protection Plan	National Planning Policy Framework 127 and 170	If either of the 'Trees and Hedges' questions on the application form are answered 'Yes'.

Document / Plan etc.	Statutory / Policy / Guidance 'Drivers'	When Required?
	Local Plan First Review Policy DG1 Trees and Development SPD	

### 3.2 Applications for Outline or Full Planning Permission Applications for Technical Details Consent following a Grant of Permission in Principle (Contents page)

#### National Requirements

Document / Plan etc.	Statutory / Policy / Guidance 'Drivers'	When Required?
Application Form, including signed Ownership Certificate and Agricultural Land Declaration	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	All
Location Plan drawn to an identified scale and showing the direction of North	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	All
Any other plans, drawings and information necessary to describe the development, where plans and drawings are to be drawn to an identified scale and plans shall show the direction of North	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	All
Design and Access Statement	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	Proposals for: <ul style="list-style-type: none"> <li>• Development which is major development (except engineering or mining operations, material changes in use, or waste development)</li> <li>• 1 or more dwellinghouses in a conservation area</li> <li>• Building(s) of 100 sq m or more in a conservation area</li> </ul>
Environmental Statement	The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 (as amended)	Proposals for: <ul style="list-style-type: none"> <li>• Schedule 1 development</li> <li>• Schedule 2 development likely to have significant effects on the environment by virtue of factors such as its nature, size or location</li> </ul>
Fee	The Town and Country Planning (Fees for Applications, Deemed Applications, Requests	All, except:

Document / Plan etc.	Statutory / Policy / Guidance 'Drivers'	When Required?
	and Site Visits) (England) Regulations 2012 (as amended)	<ul style="list-style-type: none"> <li>• An application solely for the carrying out of the operations for the purpose or providing a means of access for disabled persons to or within a building or premises which members of the public are admitted.</li> <li>• If the application is the first revision of an application for development of the same character or description on the same site by the same applicant: <ul style="list-style-type: none"> <li>○ For a withdrawn application: Within 12 months of the date the application was received</li> <li>○ For a determined application: Within 12 months of the date the application was granted, refused or an appeal dismissed</li> <li>○ For an application where an appeal was made for non-determination: Within 12 months of the period when the giving of notice of a decision on the earlier valid application expired</li> </ul> </li> </ul>

**Local Requirements**

Document / Plan etc.	Statutory / Policy / Guidance 'Drivers'	When Required?
Air Quality Assessment	National Planning Policy Framework 181 Core Strategy Policy CP11 Local Plan First Review Policy EN3	Applications for: <ul style="list-style-type: none"> <li>• Major development, except car-free residential development</li> <li>• Development that significantly increases traffic flows or changes traffic flows to high polluting vehicles</li> <li>• Development on sites within 20 metres of the Air Quality Management Area (AQMA), unless Environmental Health has already agreed it is not needed</li> </ul>

Document / Plan etc.	Statutory / Policy / Guidance 'Drivers'	When Required?
Archaeological Report (incorporating desk-based assessment and field evaluation where necessary)	National Planning Policy Framework 189 Local Plan First Review Policy C5 Archaeology and Development SPD	Applications for: <ul style="list-style-type: none"> <li>• Development involving ground works in the Area of Archaeological Importance</li> <li>• Major development on greenfield sites</li> </ul>
Community Infrastructure Levy – Form 1: CIL Additional Information	The Community Infrastructure Levy Regulations 2010 (as amended)	All
Community Infrastructure Levy – Form 2: Assumption of Liability	The Community Infrastructure Levy Regulations 2010 (as amended)	If you know when submitting the application who will pay the CIL liability.
Contaminated Land Risk Assessment	National Planning Policy Framework 178 Local Plan First Review Policy EN2	If any of the contamination questions on the application form are answered 'Yes'
Daylight and Sunlight Report	National Planning Policy Framework 123 Local Plan First Review Policy DG4 Residential Design SPD	Applications for: <ul style="list-style-type: none"> <li>• Residential development with limited daylight/sunlight</li> <li>• Development that will reduce daylight/sunlight to neighbouring residential properties or public buildings and land</li> </ul>
Ecology Report	National Planning Policy Framework 175 Local Plan First Review Policy LS4	Applications for: <ul style="list-style-type: none"> <li>• EIA development</li> <li>• Development on sites within or adjoining an environmentally sensitive area (see page 7)</li> <li>• Development on sites, or adjoining sites, with natural features/habitats – woodland, trees, hedges, grass, scrub, banks, rivers, streams, ponds, etc.</li> <li>• Development requiring input from a consultant ecologist according to the results of a Wildlife Assessment Check (see page 7)</li> </ul>
Ecology Report – Bats and Birds	National Planning Policy Framework 175 Local Plan First Review Policy LS4	Applications involving: <ul style="list-style-type: none"> <li>• Barn conversions</li> <li>• Demolitions</li> </ul>

Document / Plan etc.	Statutory / Policy / Guidance 'Drivers'	When Required?
		<ul style="list-style-type: none"> <li>• Redevelopment of existing buildings that involves works to roofs, roof spaces, external cladding or cellars</li> <li>• Works to underground structures other than drains/sewers</li> <li>• Wind turbines or solar panels</li> <li>• Floodlighting</li> </ul>
Flood Risk Assessment	National Planning Policy Framework 164 Local Plan First Review Policy EN4	Required if any part of the development is located within Flood Zones 2 or 3, or if the site is 1 hectare or more and in Flood Zone 1
Green Infrastructure Statement	National Planning Policy Framework 170 Core Strategy Policy CP16	All applications for major development and any application that will have a significant impact on the strategic green infrastructure network (as shown on the Core Strategy Key Diagram)
Heritage Statement	National Planning Policy Framework 189 Local Plan First Review Policies C1, C2, C3, C4 and C5	Applications for development that physically affect or affect the setting of: <ul style="list-style-type: none"> <li>• a listed building</li> <li>• a conservation area</li> <li>• a scheduled ancient monument</li> <li>• a registered park and garden</li> <li>• a locally listed building</li> </ul>
Land/Slope Stability Risk Assessment	National Planning Policy Framework 178	For applications where land/slope stability is expected to be an issue on the site
Landscape and Visual Impact Assessment	National Planning Policy Framework 127 and 170 Core Strategy Policies CP16 and CP19 Local Plan First Review Policies LS1 and DG1	Applications for: <ul style="list-style-type: none"> <li>• Development located in the Landscape Setting area, unless the site is within a strategic allocation</li> <li>• Tall buildings compared to surrounding development</li> </ul>
Lighting Assessment	National Planning Policy Framework 180 Local Plan First Review Policies LS4, DG1, DG4 and DG7	Applications involving significant external lighting, or lighting within or adjoining an environmentally sensitive area (see page 7)
Noise Impact Assessment	National Planning Policy Framework 180 Local Plan First Review Policy EN5	Applications for: <ul style="list-style-type: none"> <li>• Potentially noise generating developments near sensitive locations</li> </ul>

Document / Plan etc.	Statutory / Policy / Guidance 'Drivers'	When Required?
		<ul style="list-style-type: none"> <li>Noise sensitive development near existing noise generating uses</li> </ul>
Open Space/Recreation Assessment	National Planning Policy Framework 97 Local Plan First Review Policy L3 Public Open Space SPD	Applications for development on existing open space (public or private), sports and recreational buildings and land, including playing fields
Planning Statement	National Planning Policy Framework 47	All applications for major development
Retail/Leisure Impact Assessment	National Planning Policy Framework 89 Core Strategy Policy CP8 Local Plan First Review Policy S1	Applications for retail and/or leisure development not in a defined centre above 2,500 sq m floorspace
Sequential Test Assessment	National Planning Policy Framework 86-88 Core Strategy Policy CP8 Local Plan First Review Policy S1	Applications for main town centre uses, as defined in Annex 2 of the NPPF (2019), which are not in a defined centre nor in accordance with the Local Plan
Statement of Community Involvement	National Planning Policy Framework 40	All applications for major development
Sustainability/Net Zero Carbon Statement	National Planning Policy Framework 150 and 153 Core Strategy Policies CP13, CP14 and CP15 Residential Design SPD	All applications for major development
Topographical Survey	Local Plan First Review Policy DG1	Applications on sloping land or where there are changes in levels
Transport Statement/Assessment and Framework Travel Plan	National Planning Policy Framework 111 Core Strategy Policy CP9 Local Plan First Review Policies T1, T2 and T3 Sustainable Transport SPD	Schemes with significant transport implications (see thresholds in Appendix B of Guidance on Transport Assessment (DfT, 2007))
Tree Survey and Arboricultural Impact Assessment	National Planning Policy Framework 127 and 170 Local Plan First Review Policy DG1 Trees and Development SPD	If either of the 'Trees and Hedges' questions on the application form are answered 'Yes'
Ventilation and Extraction Equipment Details	Local Plan First Review Policy S5	Applications for or including such equipment, and for the uses in section 4.31 of this guide
Viability Assessment	Core Strategy Policy CP7 Planning Obligations SPD	Applications for major residential development that do not meet the affordable housing requirements of Policy CP7
Waste Audit Statement	Devon Waste Plan Policy W4	All applications for major development

### 3.3 Applications for Approval of Reserved Matters (Contents page)

#### National Requirements

Document / Plan etc.	Statutory / Policy / Guidance 'Drivers'	When Required?
Application in writing	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	All
Such particulars, plans and drawings necessary to deal with the matters reserved	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	All
Fee	The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended)	All – Full fee due or if full fee already paid then £462 due

#### Local Requirements – None

### 3.4 Applications for Removal or Variation of a Condition Following a Grant of Planning Permission (Contents page)

#### National Requirements

Document / Plan etc.	Statutory / Policy / Guidance 'Drivers'	When Required?
Application Form, including signed Ownership Certificate and Agricultural Land Declaration	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	All
Fee	The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended)	All

#### Local Requirements

Document / Plan etc.	Statutory / Policy / Guidance 'Drivers'	When Required?
Revised plans/drawings drawn to an identified scale showing minor material amendments	Core Strategy Policy CP17 Local Plan First Review Policy DG1 Planning Practice Guidance – Flexible options for planning permissions	Where the application seeks minor material amendments to the design of a development with planning permission by replacing an approved plan or plans listed in a condition with revised plans

### 3.5 Applications for Approval of Details Reserved by Condition (Contents page)

#### National Requirements

Document / Plan etc.	Statutory / Policy / Guidance 'Drivers'	When Required?
Application in writing	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) The Planning (Listed Buildings and Conservation Areas) Regulations 1990 (as amended)	All
Such particulars, plans and drawings necessary to deal with the application (the condition numbers should be written on the plans/documents they relate to)	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	All
Fee	The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended)	All, except where the condition is attached to a Listed Building Consent or planning permission for relevant demolition in a conservation area

#### Local Requirements – None

### 3.6 Application for Non-material Amendment Following a Grant of Planning Permission (Contents page)

#### National Requirements

Document / Plan etc.	Statutory / Policy / Guidance 'Drivers'	When Required?
Application Form	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	All
Fee	The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended)	All

#### Local Requirements

Document / Plan etc.	Statutory / Policy / Guidance 'Drivers'	When Required?
Revised plans/drawings drawn to an identified scale showing the non-material amendments	Core Strategy Policy CP17 Local Plan First Review Policy DG1	Where the application seeks non-material amendments to the design of a development with planning permission

Document / Plan etc.	Statutory / Policy / Guidance 'Drivers'	When Required?
	Planning Practice Guidance – Flexible options for planning permissions	

### 3.7 Application for a Lawful Development Certificate for an Existing/Proposed Use or Operation (Contents page)

#### National Requirements

Document / Plan etc.	Statutory / Policy / Guidance 'Drivers'	When Required?
Application Form	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	All
Location Plan drawn to an identified scale and showing the direction of North	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	All
Such evidence verifying the information included in the application as the applicant can provide	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	All
Fee	The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended)	All, unless for a lawful development certificate for an existing use and the fee for a planning application for the same development would be exempt

#### Local Requirements

Document / Plan etc.	Statutory / Policy / Guidance 'Drivers'	When Required?
Existing / Proposed Floor Plans	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	For applications relating to dwellings in order to verify them

### 3.8 Application for a Certificate of Lawfulness of Proposed Works to a Listed Building (Contents page)

#### National Requirements

Document / Plan etc.	Statutory / Policy / Guidance 'Drivers'	When Required?
Application Form	The Planning (Listed Buildings) (Certificates of Lawfulness of Proposed Works) Regulations 2014	All
A plan identifying the listed building(s) drawn to an identified scale and showing the direction of North	The Planning (Listed Buildings) (Certificates of Lawfulness of Proposed Works) Regulations 2014	All

Document / Plan etc.	Statutory / Policy / Guidance 'Drivers'	When Required?
Such plans, drawings and information as are necessary to describe the proposed works	The Planning (Listed Buildings) (Certificates of Lawfulness of Proposed Works) Regulations 2014	All
Such evidence verifying the information included in the application as the applicant can provide	The Planning (Listed Buildings) (Certificates of Lawfulness of Proposed Works) Regulations 2014	All

**Local Requirements – None**

### 3.9 Prior Approval: Larger Home Extension (Contents page)

#### National Requirements

Document / Plan etc.	Statutory / Policy / Guidance 'Drivers'	When Required?
Application Form	The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)	All
A plan indicating the site and showing the proposed development and any existing enlargement of the original dwellinghouse to which the enlarged part will be joined	The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)	All
Fee	The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended)	All
If an adjoining owner or occupier objects following notification, such further information regarding the proposed development as the authority may reasonably require in order to determine the application, e.g. elevations of the proposed development	The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)	When requested by the planning case officer to assess the impact of the proposed development on the amenity of adjoining premises

**Local Requirements – None**

### 3.10 Prior Approval: Enlargement of a Dwellinghouse by Construction of Additional Storeys (Contents page)

#### National Requirements

Document / Plan etc.	Statutory / Policy / Guidance 'Drivers'	When Required?
Written description of the proposed development, including details of any works proposed	The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)	All
A plan indicating the site and showing the proposed development drawn to an identified scale and showing the direction of North	The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)	All
A plan drawn to an identified scale showing: <ul style="list-style-type: none"> <li>The existing and proposed elevations of the dwellinghouse</li> <li>The position and dimensions of the proposed windows</li> </ul>	The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)	All
Such information as the authority may reasonably require in order to determine the application, which may include: <ul style="list-style-type: none"> <li>assessments of impacts or risks;</li> <li>impact/risk mitigation statement(s), having regard to the NPPF (2019)</li> <li>details of proposed building or other operations</li> </ul>	The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)	When requested by the planning case officer to determine the prior approval issues relating to Schedule 2 Part 1 Class AA of the GPDO, or to ensure there will be no harm to protected species, such as bats, in accordance with the public authority duty to conserve biodiversity
Construction Management Report	The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)	Before beginning the development

#### Local Requirements – None

### 3.11 Prior Approval: Changes of Use

#### Prior Approval: Temporary School on Previously Vacant Commercial Land (Contents page)

#### National Requirements

Document / Plan etc.	Statutory / Policy / Guidance 'Drivers'	When Required?
Application Form	The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)	All

Document / Plan etc.	Statutory / Policy / Guidance 'Drivers'	When Required?
A plan indicating the site and showing the proposed development	The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)	All
Floor plan indicating dimensions and proposed use of each room, the position and dimensions of windows, doors and walls, and the elevations of the dwellinghouses	The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)	Applications for development in Classes M, MA, N, O, PA or Q
Flood Risk Assessment	The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)	For applications relating to prior approval as to flooding risks on the site and the Environment Agency must be consulted
Fee	The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended)	All
Such information as the authority may reasonably require in order to determine the application, which may include: <ul style="list-style-type: none"> <li>assessments of impacts or risks;</li> <li>impact/risk mitigation statement(s)</li> <li>details of proposed building or other operations</li> </ul>	The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)	When requested by the planning case officer to determine the prior approval issues relating to the relevant Class in Schedule 2 Part 3 and Class CA in Schedule 2 Part 4 of the GPDO, or to ensure there will be no harm to protected species, such as bats, in accordance with the public authority duty to conserve biodiversity

**Local Requirements – None**

**3.12 Prior Approval: Temporary Use for Commercial Film-making** (Contents page)

**National Requirements**

Document / Plan etc.	Statutory / Policy / Guidance 'Drivers'	When Required?
Application Form	The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)	All
A plan indicating the site and showing the proposed development	The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)	All

Document / Plan etc.	Statutory / Policy / Guidance 'Drivers'	When Required?
Flood Risk Assessment	The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)	Required if any part of the development is located within Flood Zones 2 or 3, or if the site is 1 hectare or more and in Flood Zone 1
Fee	The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended)	All
Such information as the authority may reasonably require in order to determine the application, which may include: <ul style="list-style-type: none"> <li>assessments of impacts or risks;</li> <li>impact/risk mitigation statement(s)</li> </ul>	The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)	When requested by the planning case officer to determine the prior approval issues relating to Schedule 2 Part 4 Class E of the GPDO, or to ensure there will be no harm to protected species, such as bats, in accordance with the public authority duty to conserve biodiversity

**Local Requirements – None**

**3.13 Prior Approval: Building for Agricultural/Forestry Use**

**Prior Approval: Private Road for Agricultural/Forestry Use**

**Prior Approval: Excavation/Deposit Waste for Agriculture**

**Prior Approval: Tank/Cage/Structure for Use in Fish Farming** (Contents page)

**National Requirements**

Document / Plan etc.	Statutory / Policy / Guidance 'Drivers'	When Required?
Application Form	The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)	All
A plan indicating the site	The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)	All
Fee	The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended)	All

**Local Requirements – None**

### 3.14 Prior Approval: Collection Facility for a Shop (Contents page)

#### National Requirements

Document / Plan etc.	Statutory / Policy / Guidance 'Drivers'	When Required?
Application Form	The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)	All
A plan indicating the site and showing the proposed development	The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)	All
Fee	The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended)	All
Such information as the authority may reasonably require in order to determine the application	The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)	When requested by the planning case officer to determine the prior approval issues relating to Schedule 2 Part 7 Class C of the GPDO, or to ensure there will be no harm to protected species, such as bats, in accordance with the public authority duty to conserve biodiversity

#### Local Requirements – None

### 3.15 Prior Approval: Demolition of Building (Contents page)

#### National Requirements

Document / Plan etc.	Statutory / Policy / Guidance 'Drivers'	When Required?
Application Form	The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)	All
Statement that a signed and dated site notice has been posted on or near the land by the applicant containing- <ul style="list-style-type: none"> <li>• the name of the applicant</li> <li>• a description, including the address, of the building(s) proposed to be demolished</li> </ul>	The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)	All

Document / Plan etc.	Statutory / Policy / Guidance 'Drivers'	When Required?
<ul style="list-style-type: none"> <li>a statement that the applicant has applied to Exeter City Council for a determination as to whether the prior approval of the authority will be required as to the method of demolition and any proposed restoration of the site</li> <li>the date on which the applicant proposes to carry out the demolition</li> <li>the name and address of the local planning authority</li> </ul>		
Fee	The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended)	All

**Local Requirements – None**

**3.16 Prior Approval: Roof Mounted Solar PV on Non-domestic Building** ([Contents page](#))

**National Requirements**

Document / Plan etc.	Statutory / Policy / Guidance 'Drivers'	When Required?
Application Form	The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)	All
A plan indicating the site and showing the proposed development	The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)	All
Fee	The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended)	All
Such information as the authority may reasonably require in order to determine the application	The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)	When requested by the planning case officer to determine the prior approval issues relating to Schedule 2 Part 14 Class J of the GPDO, or to ensure there will be no harm to protected

Document / Plan etc.	Statutory / Policy / Guidance 'Drivers'	When Required?
		species, such as bats, in accordance with the public authority duty to conserve biodiversity

**Local Requirements – None**

### 3.17 Prior Approval: Development for Electronic Communications Network (Contents page)

#### National Requirements

Document / Plan etc.	Statutory / Policy / Guidance 'Drivers'	When Required?
Application Form	The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)	All
A plan indicating proposed location	The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)	All
Evidence the developer has given notice of the proposed development to: <ul style="list-style-type: none"> <li>any person (other than the developer) who is the owner of the land; or</li> <li>a tenant of an agricultural holding any part of which is comprised in the land</li> </ul>	The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)	All
Evidence that Exeter Airport has been notified of the proposal	The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)	Where the proposed development consists of the installation, alteration or replacement of a mast within 3km of the perimeter of an aerodrome (Exeter Airport)
Fee	The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended)	All

**Local Requirements – None**

### 3.18 Prior Approval: Demolition of Buildings and Construction of New Dwellinghouses in their Place (ZA) (Contents page)

#### National Requirements

Document / Plan etc.	Statutory / Policy / Guidance 'Drivers'	When Required?
A written description of the proposed development, which must include details of the building proposed for demolition, the building proposed as replacement and the demolition/construction operations proposed	The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)	All
A plan drawn to an identified scale and showing the direction of North indicating the site of the proposed development	The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)	All
Drawings prepared to an identified scale and showing external dimensions and elevations of: <ul style="list-style-type: none"> <li>the building proposed for demolition</li> <li>the building scheduled as replacement</li> <li>the position of each in the direction of North</li> <li>the position and dimensions of windows, doors and walls in the block/each dwellinghouse/dwellinghouse as applicable</li> <li>the dimensions and use of all habitable and other rooms in each dwellinghouse proposed</li> </ul>	The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)	All
A written statement specifying: <ul style="list-style-type: none"> <li>the number of dwellinghouses in the building proposed for demolition</li> <li>the number of new dwellinghouses proposed in the replacement building</li> </ul>	The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)	All
Flood Risk Assessment	The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)	Required if any part of the development is located within Flood Zones 2 or 3

Document / Plan etc.	Statutory / Policy / Guidance 'Drivers'	When Required?
A written statement in respect of heritage and archaeological considerations of the development	The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)	All
Developer's contact address and email address if the developer is content to receive communications electronically	The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)	All
Fee	The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended)	All
Such information as the authority may reasonably require in order to determine the application, which may include: <ul style="list-style-type: none"> <li>assessments of impacts or risks;</li> <li>impact/risk mitigation statement(s), having regard to the NPPF (2019); or</li> <li>details of proposed building or other operations</li> </ul>	The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)	When requested by the planning case officer to determine the prior approval issues relating to Schedule 2 Part 20 Class ZA of the GPDO, or to ensure there will be no harm to protected species, such as bats, in accordance with the public authority duty to conserve biodiversity
Construction Management Report (including proposed use of materials and the plans for the disposal and recycling of waste generated by the development)	The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)	Before beginning the development

### Local Requirements – None

### 3.19 Prior Approval: New Dwellinghouses on Detached Blocks of Flats (A)

Prior Approval: New Dwellinghouses on Detached Buildings in Commercial or Mixed Use (AA)

Prior Approval: New Dwellinghouses on Terrace Buildings in Commercial or Mixed Use (AB)

Prior Approval: New Dwellinghouses on Terrace Buildings in Use as Dwellinghouses (AC)

Prior Approval: New Dwellinghouses on Detached Buildings in Use as Dwellinghouses (AD) (Contents page)

### National Requirements

Document / Plan etc.	Statutory / Policy / Guidance 'Drivers'	When Required?
A written description of the proposed development, including details of any dwellinghouse and other works proposed	The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)	All

Document / Plan etc.	Statutory / Policy / Guidance 'Drivers'	When Required?
A plan drawn to an identified scale and showing the direction of North indicating the site and showing the proposed development	The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)	All
Floor plans drawn to an identified scale and showing the direction of North indicating the dimensions and proposed use of each room, the position and dimensions of windows, doors and walls, and the existing and proposed elevations of the building	The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)	All
A written statement specifying the number of new dwellinghouses proposed (additional to any existing dwellinghouses in the existing building)	The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)	All
A list of all addresses of any flats and any other premises in the existing building	The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)	All if relevant
Developer's contact address and email address if the developer is content to receive communications electronically	The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)	All
Flood Risk Assessment	The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)	Required if any part of the development is located within Flood Zones 2 or 3
A report by a chartered engineer/other competent professional confirming the external wall construction of the existing building complies with paragraph B4(1) of Schedule 1 to the Building Regulations 2010	The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)	Where the existing building is 18 metres or more in height
Fee	The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended)	All
Such information as the authority may reasonably require in order to determine the application, which may include: <ul style="list-style-type: none"> <li>assessments of impacts or risks;</li> </ul>	The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)	When requested by the planning case officer to determine the prior approval issues relating to the relevant Class in Schedule 2 Part 20 of the GPDO, or to ensure there will be no harm to protected species, such as bats, in

Document / Plan etc.	Statutory / Policy / Guidance 'Drivers'	When Required?
<ul style="list-style-type: none"> <li>• impact/risk mitigation statement(s), having regard to the NPPF (2019); or</li> <li>• details of proposed building or other operations</li> </ul>		accordance with the public authority duty to conserve biodiversity
Construction Management Report	The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)	Before beginning the development – does not apply to AD

**Local Requirements – None**

### 3.20 Application for Permission in Principle (Contents page)

#### National Requirements

Document / Plan etc.	Statutory / Policy / Guidance 'Drivers'	When Required?
Application Form	The Town and Country (Permission in Principle) Order 2017 (as amended)	All
A plan drawn to an identified scale and showing the direction of North which identifies the land to which the application relates	The Town and Country (Permission in Principle) Order 2017 (as amended)	All
Particulars of:- <ul style="list-style-type: none"> <li>• how the applicant complied with section 61W(1) of the TCP 1990 Act (pre-application consultation);</li> <li>• any responses to the consultation that were received by the applicant; and</li> <li>• the account taken of those responses by the applicant.</li> </ul>	The Town and Country (Permission in Principle) Order 2017 (as amended)	For permission in principle for any residential development involving an installation for the harnessing of wind power for energy production where: <ul style="list-style-type: none"> <li>• the development involves the installation of more than 2 turbines; or</li> <li>• the hub height of any turbine exceeds 15 metres</li> </ul>
Fee	The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended)	All

**Local Requirements – None**

### 3.21 Application for Listed Building Consent (Contents page)

#### National Requirements

Document / Plan etc.	Statutory / Policy / Guidance 'Drivers'	When Required?
Application Form, including signed Ownership Certificate	The Planning (Listed Buildings and Conservation Areas) Regulations 1990 (as amended)	All
Location Plan drawn to an identified scale and showing the direction of North	The Planning (Listed Buildings and Conservation Areas) Regulations 1990 (as amended)	All
Any other plans, drawings and information necessary to describe the works, where plans and drawings are to be drawn to an identified scale and plans shall show the direction of North	The Planning (Listed Buildings and Conservation Areas) Regulations 1990 (as amended)	All
Design and Access Statement	The Planning (Listed Buildings and Conservation Areas) Regulations 1990 (as amended)	All – Access issues not required for works affecting only the interior of the building

**Local Requirements (as separate legislation relates to listed buildings, the application will be validated if the information below is not provided, however applicants/agents should provide this information where relevant)**

Document / Plan etc.	Statutory / Policy / Guidance 'Drivers'	When Required?
Heritage Statement	National Planning Policy Framework 189 Local Plan First Review Policy C2	All
Structural Survey	National Planning Policy Framework 189 Local Plan First Review Policy C2	Where the application proposes demolition, significant alterations to the structure of the building or heavier floor loading

### 3.22 Application for Planning Permission for Relevant Demolition in a Conservation Area (applies to the demolition of unlisted buildings, gates, walls or other means of enclosure in conservation areas) (Contents page)

#### National Requirements

Document / Plan etc.	Statutory / Policy / Guidance 'Drivers'	When Required?
Application Form, including signed Ownership Certificate and Agricultural Land Declaration	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	All

Document / Plan etc.	Statutory / Policy / Guidance 'Drivers'	When Required?
Location Plan drawn to an identified scale and showing the direction of North	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	All
Any other plans, drawings and information necessary to describe the development, where plans and drawings are to be drawn to an identified scale and plans shall show the direction of North	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	All

### **Local Requirements**

Document / Plan etc.	Statutory / Policy / Guidance 'Drivers'	When Required?
Ecology Report – Bats and Birds	National Planning Policy Framework 175 Local Plan First Review Policy LS4	All
Flood Risk Assessment	National Planning Policy Framework 164 Local Plan First Review Policy EN4	Required if any part of the development is located within Flood Zones 2 or 3, or if the site is 1 hectare or more and in Flood Zone 1
Heritage Statement	National Planning Policy Framework 189 Local Plan First Review Policy C1	All
Waste Audit Statement	Devon Waste Plan Policy W4	Applications for the demolition of buildings with floorspace of 1,000 sq m or more

## **3.23 Application for Consent to Display an Advertisement (Contents page)**

### **National Requirements**

Document / Plan etc.	Statutory / Policy / Guidance 'Drivers'	When Required?
Application Form	The Town and Country Planning (Control of Advertisements) (England) Regulations 2007 (as amended)	All
Particulars specified in the form:- <ul style="list-style-type: none"> <li>Elevation drawing or photo of the advertisement if already in place</li> <li>Elevation drawing or photo of existing sign to be removed and replaced</li> <li>Coloured drawing(s) of proposed advertisement if not already in place</li> </ul>	The Town and Country Planning (Control of Advertisements) (England) Regulations 2007 (as amended)	All

Document / Plan etc.	Statutory / Policy / Guidance 'Drivers'	When Required?
showing dimensions and position on land or building <ul style="list-style-type: none"> <li>Other plans, drawings or information necessary to describe the proposal</li> </ul>		
Location Plan drawn to an identified scale and showing the direction of North	The Town and Country Planning (Control of Advertisements) (England) Regulations 2007 (as amended)	All
Fee	The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended)	All, except following the withdrawal/refusal of an earlier application and the same applicant

**Local Requirements – None**

**3.24 Tree Works: Trees in Conservation Areas/Subject to Tree Preservation Orders** (Contents page)

**National Requirements**

Document / Plan etc.	Statutory / Policy / Guidance 'Drivers'	When Required?
Application Form	The Town and Country Planning (Tree Preservation) (England) Regulations 2012 (as amended)	All
Particulars specified in the form:- <ul style="list-style-type: none"> <li>Sketch Plan showing the location of all trees affected</li> <li>Identification of tree(s) affected</li> <li>Specification of proposed works to tree(s)</li> <li>Reason for work where trees protected by TPO</li> <li>Arboricultural evidence if TPO tree is diseased/might break or fall</li> <li>Engineer/Surveyor report and Arboricultural report if TPO tree is causing subsidence</li> </ul>	The Town and Country Planning (Tree Preservation) (England) Regulations 2012 (as amended)	All

Document / Plan etc.	Statutory / Policy / Guidance 'Drivers'	When Required?
<ul style="list-style-type: none"> <li>Written technical evidence from an appropriate expert where TPO tree is causing other structural damage</li> </ul>		

**Local Requirements – None**

### 3.25 Application for Hedgerow Removal Notice (Contents page)

#### National Requirements

Document / Plan etc.	Statutory / Policy / Guidance 'Drivers'	When Required?
Application Form	The Hedgerows Regulations 1997	All
Plan showing the location and length of hedgerow or hedgerows proposed to be removed drawn to an identified scale (preferably 1:2500) and showing the direction of North (mark stretches of hedgerow planted less than 30 years ago on the plan with an "X")	The Hedgerows Regulations 1997	All
Evidence of the date of planting of stretches of hedgerow indicated to be removed that are less than 30 years old	The Hedgerows Regulations 1997	Applications involving the removal of hedgerows less than 30 years old

**Local Requirements (as separate legislation relates to hedgerows, the application will be validated if the information below is not provided, however applicants/agents should provide this information where relevant)**

Document / Plan etc.	Statutory / Policy / Guidance 'Drivers'	When Required?
Ecology Report	National Planning Policy Framework 175 Local Plan First Review Policy LS4	All
Tree Survey and Arboricultural Impact Assessment	National Planning Policy Framework 127 and 170 Local Plan First Review Policy DG1 Trees and Development SPD	Where trees would be removed as part of the works

### 3.26 Application to Modify or Discharge a Planning Obligation Agreed under S106 of the Town and Country Planning Act (Contents page)

#### National Requirements

Document / Plan etc.	Statutory / Policy / Guidance 'Drivers'	When Required?
Application Form, including: <ul style="list-style-type: none"> <li>Name and address of applicant</li> <li>Address or location of the land to which the application relates and the nature of the applicant's interest in the land</li> <li>Identification of the planning obligation concerned</li> <li>Applicant's reasons for applying to modify or discharge the obligation</li> <li>Such other information as the authority consider necessary to enable them to determine the application</li> </ul>	The Town and Country Planning (Modification and Discharge of Planning Obligations) Regulations 1992 (as amended)	All
Map identifying the land to which the obligation relates	The Town and Country Planning (Modification and Discharge of Planning Obligations) Regulations 1992 (as amended)	All
Such other information as the applicant considers relevant to the determination of the application	The Town and Country Planning (Modification and Discharge of Planning Obligations) Regulations 1992 (as amended)	When the applicant considers additional information is relevant

#### Local Requirements – None

## 4.0 Information Requirements Guidance

### 4.1 Application Form and Fee (Contents page)

All applications must be submitted using the appropriate application form. For further details see [Apply for planning permission - Exeter City Council](#).

Our preference is for applications to be submitted electronically using the [Planning Portal](#). For paper applications, please provide the following number of complete sets of application form, plans and documents:

- one set for most applications
- two sets for combined applications (e.g. Full and Listed Building Consent)

Ownership Certificate A, B, C or D on the application form must be completed stating the ownership of the application site. This also incorporates the Agricultural Land Declaration.

- Complete Certificate A if you own all of the land (freehold or leasehold of 7 years or more) and do not have agricultural tenants; or
- Complete Certificate B, C or D if you do not own all the land or if you have agricultural tenants on the land. This includes situations where the development overhangs the boundary with the adjoining property/land.
  - Certificate B – Complete this if you know who the owners/agricultural tenants are on the day 21 days before the date of the application. State the names and addresses of these people on the application form. Before you submit the application, you will need to serve a notice of the application on these people.
  - Certificate C – Complete this if you know some of the owners/agricultural tenants. This is a combination of the circumstances described in Certificates B and D and should be completed accordingly.
  - Certificate D – Complete this if you do not know any of the owners/agricultural tenants. Specify the steps you have taken to find the owners e.g. land registry search. You must advertise the application in a local newspaper at least 21 days before submission.

The application form must be signed and dated and all questions on the form must be answered fully and accurately.

The correct full fee must be submitted with the application. A schedule of fees is available at [How much does an application cost? - Exeter City Council](#).

## 4.2 Plans Required – depending on the type of application (Contents page)

All plans must:

- be to a recognised metric scale (e.g. 1:50, 1:100) which is marked clearly on the plan
- have a scale bar or at least one measurement marked on the plan
- be clearly marked with the direction of North
- have the size of the plan (A3, A2 etc.) marked on the plan
- have a unique drawing number which is also used in the file name
- belong to you/your client as copyrighted plans cannot be accepted
- preferably contain a single type of drawing per document, e.g. location plan, site layout plan, existing elevations, proposed elevations, existing floor plans, proposed floor plans
- be in black and white, except the red and blue outlines for location plans and coloured elevations/streetscenes
- be of a quality and resolution that will be clear to view by the public when uploaded onto the website

Additional electronic requirements:

- maximum file size 5Mb
- no .zip or .exe files
- preferably submit as PDF
- minimum resolution of 200 dpi
- drawings correctly orientated for on-screen display
- file names reflect content

### Location Plan

Location plans are required for most applications. They must:

- be up-to-date
- normally be at a scale of 1:1250 (or 1:2500 if appropriate)
- show the full site, including all site boundaries, adjoining properties and, where possible, at least two named roads
- show the site outlined in red and any adjoining land owned by the applicant outlined in blue – the site should include all land necessary to carry out the proposed development, including access, which is normally to the boundary

Location plans can be purchased online at [Buy a planning map | Planning Portal](#).

### Site Layout Plan (existing and proposed)

Site layout plans (sometimes referred to as Block Plans) are required for applications for new buildings, building extensions, changes of use and other development where physical changes to the site layout are proposed. They must be drawn to a recognisable scale (e.g. 1:1000, 1:500, 1:200 or 1:100, depending on the size of the site) and show:

- the proposed development
- all site boundaries, existing buildings, roads, tracks, footpaths and access arrangements on the site
- any buildings to be demolished
- all buildings, roads, tracks, footpaths and access arrangements on land adjoining the site
- all public rights of way crossing or adjoining the site
- existing and proposed parking provision
- the position of all trees on the site, including those on adjacent land that could influence or be affected by the development, with proposals for removal/retention/new planting indicated
- the position of all hedges on the site, including boundary hedges, other vegetation, ponds, watercourses, walls, banks and historic features with proposals for removal/retention/new planting indicated
- the extent and type of any hard surfacing

- boundary treatments including walls or fencing where this is proposed
- ground/floor levels across the site, including any retaining walls

### Floor Plans (existing and proposed)

Floor plans are required for all applications for new, altered, replacement or extended buildings, and changes of use. They must be drawn to a recognisable scale (e.g. 1:50 or 1:100) and show:

- all floors in the building
- the entire floor area
- all rooms, with an indication of their use
- number of bedspaces (residential)
- integral garages (residential)
- built-in storage – must have minimum headroom of 900mm (residential)
- internal bin stores
- internal cycle stores
- stairs/lifts
- plant rooms

### Roof Plans

Roof plans are required for all applications for new, replacement or extended buildings, or where there are alterations to existing roofs. They must be drawn to a recognisable scale (e.g. 1:50 or 1:100), and show the shape of the roof and roofing materials. In the case of roofs involving 'green', 'brown' or 'blue' roofing systems, a detailed section of the roof should be included on the plan or separately.

### Elevation Drawings (existing and proposed)

Elevation drawings are required for applications for new, altered, replacement or extended buildings. They must be drawn to a recognisable scale (e.g. 1:50 or 1:100) and show:

- all affected elevations in full
- proposed building materials, style and finish of the building and windows and doors
- any other buildings that are attached to the elevation and where possible the main features of that adjoining building (e.g. details of doors, windows on the same elevation of an adjoining terraced or semi-detached dwelling)
- the size and location of any ventilation/extraction equipment

### Site Sections (existing and proposed)

Site sections are required for applications for new buildings on sloping sites, or where there are changes in levels on the site or between the site and surrounding properties. They must be drawn to a recognisable scale (e.g. 1:50 or 1:100) and show the proposed development in relation to buildings on adjoining land. Existing and finished levels should be marked on the drawings, fixed to a datum point off site.

### Building Sections (existing and proposed)

Building sections are required for applications for new buildings. They must be drawn to a recognisable scale (e.g. 1:50 or 1:100) and show each floor in the building and the position of external windows.

### Streetscenes

Streetscenes are required for residential applications with new road/streets providing access to the dwellings. They may also be required for new, altered, replacement or extended buildings that will change the character of existing streets, e.g. larger scale, different architecture or smaller gaps between buildings. They must be drawn to a recognisable scale (e.g. 1:100 or 1:200) and are usually in colour.

### Specialist Plans

Specialist plans may be required to show specific details in a larger scale (e.g. 1:5, 1:10 or 1:20), where certain issues such as the detail of window joinery is required, e.g. for Listed Buildings.

### Photos

Photographs of the site/existing building(s) help to provide an understanding of the site and development, and are encouraged.

### Advertisement Consent Plans

Detailed plans are required for applications for consent to display an advertisement. They must be drawn to a recognisable scale (e.g. 1:20 or 1:50) and show:

- the size of the advertisement (including dimensions)
- its position on the land or the building in question
- the materials and colours to be used
- the height above ground level
- the extent of projection from any building
- details of the method and colour of any illumination

### 4.3 Air Quality Assessment (Contents page)

All applications for major development, except car-free residential development, must be supported by an Air Quality Assessment (AQA), addressing the air quality impacts of both the construction and operational phases of the development. Impacts may arise from dust generated during demolition and/or construction works, emissions from plant or from the traffic generated by the proposal. The latter will need to take into account the information contained within the Transport Statement/Assessment submitted with the application. Where impacts are identified, the assessment must include appropriate mitigation measures to be secured through either planning condition or s106 legal agreement.

An AQA is also required for proposals that significantly increase traffic flows to/from the site or that change traffic flows to high polluting vehicles, e.g. bus stations, car parks (>10 spaces), coach/lorry parks, etc.

An AQA will also be required for any applications within 20 metres of the Air Quality Management Area (AQMA) to ensure that the proposal will not be adversely affected by traffic pollution – particularly vulnerable uses such as residential and schools/nurseries, or will increase nitrogen dioxide emissions within the AQMA through traffic generation. Please contact the Council's Environmental Health team to confirm if this is needed for your proposal.

An Air Quality Assessment should be prepared by a suitably qualified expert. It should indicate the change in air quality or exposure resulting from the proposed development and outline appropriate mitigation measures, as necessary.

Further information:

- [Air quality - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- [Guidance – IAQM](#)
- [Clean, safe city - Exeter City Council](#)

Exeter City Council contacts: [environmental.health@exeter.gov.uk](mailto:environmental.health@exeter.gov.uk)

### 4.4 Archaeological Report (Contents page)

An archaeological report will be required for all applications within the Area of Archaeological Importance, as shown on the Local Plan First Review Proposals Map, involving ground works, and for all applications for major development on greenfield sites. This should comprise a desk-based assessment and field evaluation where necessary. The scope of the report should be discussed and agreed with the Council's Heritage Officer at pre-application stage. Information on the recording of archaeological remains should be made publicly available. This normally involves adding the information to the historic environment record and the appropriate museum or other repository.

Further information:

- [Historic environment - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- [ClfA regulations, standards and guidance | Chartered Institute for Archaeologists](#)

Exeter City Council contacts: please call 01392 265223 or email [planning@exeter.gov.uk](mailto:planning@exeter.gov.uk)

#### 4.5 Community Infrastructure Levy (Contents page)

The Community Infrastructure Levy (CIL) is charged on residential development (excluding Use Class C2) and student housing anywhere in the city, and retail development (Use Classes F.2, E and some sui-generis uses – A1-A5 before 1 September 2020) outside the City Centre; the City Centre is shown in the CIL Charging Schedule at: [cil-charging-schedule-oct-13.pdf \(exeter.gov.uk\)](#). CIL receipts are used to fund infrastructure made necessary by development, either in whole or in part, and CIL is levied on owners or developers of land when development takes place, with payments typically being phased in accordance with the Council's CIL Instalments Policy.

CIL cannot be used to fund Affordable Housing – this will continue to be delivered through planning obligations agreed under Section 106 of the Town and Country Planning Act 1990, as will other (usually site-specific) infrastructure which meets the tests in CIL regulation 122 (2).

It is a local validation requirement that a 'CIL Additional Information' form is submitted with all planning applications. It is also a local validation requirement to submit an 'Assumption of Liability' form with applications if the person who will pay the CIL liability is known. If not, the Council's preference is that it is submitted before the application is determined. These forms are available on the Planning Portal: [Download the forms | Community Infrastructure Levy | Planning Portal](#).

Note that most household extensions are exempt from paying CIL (if less than 100m<sup>2</sup> additional floor space is proposed). If this is the case, please fill in section 1, tick the 'No' box in question 2.a), and tick the 'Yes' box in question 4.d) of the 'CIL Additional Information' form. Put your name and the date at the end of the form.

If an application is approved with a CIL liability, it is the applicant's responsibility to ensure the correct forms are submitted and that the correct procedures are followed, particularly prior to commencement of development (including demolition). If, for example, a 'Commencement Notice' is not submitted prior to the commencement of development, the applicant forfeits any right to pay CIL in instalments. It can also be the case that exemptions from CIL are lost if the correct procedure is not followed, or that surcharges can be applied. The penalties can be significant. Sometimes the Council has no discretion as to the course of action it is required to take in imposing surcharges or penalties.

Planning obligations, also known as Section 106 agreements (based on that section of the Town & Country Planning Act 1990), are private legal agreements made between local authorities and developers and can be attached to a planning permission to make development acceptable (which would otherwise be unacceptable in planning terms). Applicants and agents should clarify the Council's requirements in pre-application discussions and confirm any planning obligations that they agree to provide as part of the Planning Statement submitted with the application.

Further information:

- [Community infrastructure levy \(CIL\) - Exeter City Council](#)
- [Conditions and obligations | The decision-making process | Planning Portal](#)

- [Section 106 agreements \(s106\) - Exeter City Council](#)

Exeter City Council contacts: please call 01392 265223 or email [planning@exeter.gov.uk](mailto:planning@exeter.gov.uk); for CIL specific enquiries email [CIL@exeter.gov.uk](mailto:CIL@exeter.gov.uk).

#### 4.6 Construction Management Report (Contents page)

A Construction Management Report, sometimes referred to as a Construction Method Statement, is normally a requirement for major developments that have been granted planning permission, under a planning condition. However, they are a national requirement for some prior approval applications, which state that:

*“before beginning the development, the developer must provide the local planning authority with a report for the management of the construction of the development, which sets out the proposed development hours of operation and how any adverse impact of noise, dust, vibration and traffic on adjoining owners or occupiers will be mitigated”*

In the case of prior approvals for ‘Demolition of Buildings and Construction of New Dwellinghouses in their Place’ (Class ZA), this is expanded as follows:

*“before beginning the development, the developer must provide the local planning authority with a report for the management of the construction of the development, which is acceptable to the authority and sets out the method of demolition, the proposed development hours of operation and how any adverse impact of noise, dust and vibration and traffic on occupiers of the new building and adjoining owners or occupiers will be mitigated, the proposed use of materials, and the plans for the disposal and recycling of waste generated by the development and that in carrying out the development the developer must comply with the report.”*

Therefore, a Construction Management Report can be submitted either with the application or after prior approval has been granted, but it must be provided before the development is begun.

The information that is normally required by the Council in a Construction Method Statement is:

- a) The site access point(s) of all vehicles during the construction period.
- b) The parking of vehicles of site operatives and visitors.
- c) The areas for loading and unloading plant and materials.
- d) Storage areas of plant and materials used in constructing the development within the phase.
- e) The erection and maintenance of securing hoarding, if appropriate.
- f) Wheel washing facilities.
- g) Measures to monitor and control the emission of dust and dirt during construction.
- h) No burning on site during construction or site preparation works.
- i) Measures to monitor and control noise and vibration nuisance to neighbours from plant and machinery.

- j) Construction working hours and deliveries from 8:00 to 18:00 Monday to Friday, 8:00 to 13:00 on Saturdays and at no time on Sundays or Bank Holidays.

Exeter City Council contacts: please call 01392 265223 or email [planning@exeter.gov.uk](mailto:planning@exeter.gov.uk)

#### 4.7 Contaminated Land Risk Assessment (Contents page)

A Contaminated Land Risk Assessment is required for all applications where the answer to any of the contamination questions under 'Existing Use' on the application form is 'Yes'. This means whenever contamination is known or suspected, or where the application is for a use which is 'particularly vulnerable'. 'Particularly vulnerable' uses include: dwellings, schools, nurseries, allotments and playing fields, among others.

The risk assessment must be completed by a competent person. They are required to determine the existence or otherwise of contamination, its nature, the risks it may pose, and whether these can be reduced to an acceptable level. Contamination is likely to be present if previous uses on or around the site comprised industrial buildings or land, or petrol stations/garages where fuels and chemicals were in regular use. However, it may also be present in other locations, including the countryside, e.g. by inappropriate spreading of materials. Please contact the planning applications team, which has a GIS layer indicating potential contaminated land.

To ease the burden on small developers, the Council will not normally require an assessment:

- Where there is a current approval or where a contaminated land report has already been submitted as part of a previous application
- Where the application is clearly not a risk, e.g. a minor change with no ground disturbance

If the proposed development is situated within 250 metres of a former landfill site, there will be a requirement to specifically consider whether there are issues relating to ground gas.

Further information:

- [Land affected by contamination - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- [Pollution control - Contaminated land - Exeter City Council](#)

Exeter City Council contacts: please call 01392 265223 or email [planning@exeter.gov.uk](mailto:planning@exeter.gov.uk)

Exeter City Council contacts: [environmental.health@exeter.gov.uk](mailto:environmental.health@exeter.gov.uk)

#### 4.8 Daylight and Sunlight Report (Contents page)

It is important that homes have adequate access to natural light and sunlight to provide a healthy environment to the occupier. The Government has recently amended the Town and Country Planning (General Permitted Development) (England) Order 2015 to highlight the importance of this issue for new dwellings created through the Order, stating:

*“Where the application relates to prior approval as to adequate natural light, the local planning authority must refuse prior approval if adequate natural light is not provided in all the habitable rooms of the dwellinghouses.”*

At the same time, in encouraging higher densities, the Government states:

*“local planning authorities should refuse applications which they consider fail to make efficient use of land, taking into account the policies in this Framework. In this context, when considering applications for housing, authorities should take a flexible approach in applying policies or guidance relating to daylight and sunlight, where they would otherwise inhibit making efficient use of a site (as long as the resulting scheme would provide acceptable living standards).”* (NPPF paragraph 123 c)

Detailed guidance on this issue can be found in the BRE guide ‘Site Layout Planning for Daylight and Sunlight – A guide to good practice’ (2<sup>nd</sup> edition).

It is also important that new development does not result in the loss of light to surrounding properties to an unacceptable degree. For some development proposals for new or extended buildings, it may be helpful to include before and after shadow plans to show the difference that the proposed development makes on overshadowing of surrounding properties at different times of day and year.

Exeter City Council contacts: please call 01392 265223 or email [planning@exeter.gov.uk](mailto:planning@exeter.gov.uk)

#### **4.9 Design and Access Statement (Contents page)**

Design and Access Statements explain the design logic behind a planning application and should show that the applicant has thought carefully about the context of the development and how everyone, including disabled people, older people and very young children, will be able to use or be affected by the place or development that they want to build.

The length of the statement will vary depending on the complexity of the proposal. Relatively simple proposals can be quite short whereas complex developments that may be affected by a greater range of influences will need to be more comprehensive and detailed. The latter should explain the evolution of the design, including sketches of the early iterations that led to the final design proposal.

In accordance with the DMPO, a Design and Access Statement must:

- Explain the design principles and concepts that have been applied to the development.
- Demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account.
- Explain the policy adopted as to access, and how policies relating to access in relevant local development plan documents have been taken into account.
- State what, if any, consultation has been undertaken on issues relating to access to the development and what account has been taken of the outcome of any such consultation.

- Explain how any specific issues which might affect access to the development have been addressed.

In accordance with the Listed Buildings and Conservation Areas Regulations, a Design and Access Statement accompanying an application for Listed Building Consent shall explain:

- the design principles and concepts that have been applied to the works.
- how the design principles and concepts that have been applied to the works take account of–
  - the special architectural or historic importance of the building;
  - the particular physical features of the building that justify its designation as a listed building; and
  - the building’s setting.
- Unless the proposed works only affect the interior of the building, how issues relating to access to the building have been dealt with, including–
  - Explain the policy adopted as to access, including what alternative means of access have been considered, and how policies relating to access in relevant local development documents have been taken into account.
  - Explain how the policy as to access takes account of:
    - the special architectural or historic importance of the building;
    - the particular physical features of the building that justify its designation as a listed building; and
    - the building’s setting.
  - State what, if any, consultation has been undertaken and what account has been taken of the outcome of any such consultation; and
  - Explain how any specific issues which might affect access to the building have been addressed.

Further information:

- [Planning portal advice](#)
- [Design Council advice](#)
- [Easy Access to Historic Buildings | Historic England](#)

Exeter City Council contacts: please call 01392 265223 or email [planning@exeter.gov.uk](mailto:planning@exeter.gov.uk)

#### 4.10 Ecology Report (Contents page)

Applications for development that will adversely affect biodiversity must be accompanied by an Ecology Report, which must appraise the site itself and adjacent land. It must be produced by a suitably qualified and licensed ecological consultant and include:

- Desk study
- Extended phase 1 habitat survey
- Protected species surveys (when advised by the ecologist)

- Assessment of importance of biodiversity features
- Assessment of impacts (including on European sites)
- Suite of measures to avoid/mitigate/compensate impacts
- Details of how these will be delivered
- Details of biodiversity enhancements/net gain that will be provided
- A scheme for monitoring the effectiveness of mitigation/compensation measures

Protected species surveys may need to be undertaken over an extended period and the results used to inform the design of the development, as well as mitigation/compensation measures. Applicants and agents will need to comply with all relevant legislation relating to protected species.

All reports must be up-to-date and produced by a suitably qualified and licensed professional ecological consultant. If your professional ecological consultant considers that a report is not required, you may submit a letter from them justifying why this is the case.

Further information:

- [Planning and development: Protected sites and species - detailed information - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- [Natural environment - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- [Habitats Mitigation - Exeter City Council](#)

Exeter City Council contacts: please call 01392 265223 or email [planning@exeter.gov.uk](mailto:planning@exeter.gov.uk)

#### 4.11 Ecology Report – Bats and Birds (Contents page)

Bat and bird reports are required for the applications listed, unless:

- The entire roof space has already been converted to living space
- Works are to a flat roof or a single layer sheet metal roof

Bat and bird survey reports must include: date of survey, methodology used, evidence found, assessment of impacts on protected species, mitigation/compensation for impacts, details on how these will be delivered and a scheme for monitoring effectiveness of mitigation/compensation. The necessary surveys may need to be undertaken over an extended period prior to submission of any application.

All reports must be up-to-date and produced by a suitably qualified and licensed professional ecological consultant. If your professional ecological consultant considers that a report is not required, you may submit a letter from them justifying why this is the case.

Further information:

- [Bats: surveys and mitigation for development projects - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

- [Wild birds: surveys and mitigation for development projects - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

Exeter City Council contacts: please call 01392 265223 or email [planning@exeter.gov.uk](mailto:planning@exeter.gov.uk)

#### **4.12 Electronic Communications Network Development** (Contents page)

Planning applications for mast and antenna development by mobile phone network operators should be accompanied by a range of supplementary information including the area of search, details of any consultation undertaken, details of the proposed structure, technical justification, and information about the proposed development along with evidence that all relevant masts-sharing and site-sharing opportunities have been investigated.

Planning applications should also be accompanied by a signed declaration that the equipment and installation has been designed to be in full compliance with the requirements of the radio-frequency public exposure guidelines of the International Commission on Non-Ionising Radiation Protection (ICNIRP).

Exeter City Council contacts: please call 01392 265223 or email [planning@exeter.gov.uk](mailto:planning@exeter.gov.uk)

#### **4.13 Environmental Statement** (Contents page)

An Environmental Statement (and non-technical summary) must be provided for any development that falls within Schedule 1 of the Town and Country Planning (Environmental Impact Assessment) Regulations 2017 (as amended), and for Schedule 2 projects that are likely to have significant environmental effects. The Environmental Statement must be prepared by persons who, in the opinion of the Council, have sufficient expertise to ensure the completeness and quality of the statement. The Environmental Statement must be accompanied by a statement setting out how the requirement for sufficient expertise has been met.

Applicants/agents can seek a 'screening opinion' from the Council as to whether an Environmental Impact Assessment (EIA) is required. This is best done at the pre-application stage. If an EIA is required, the Council can then carry out a 'scoping opinion' to identify the matters that the EIA will need to address. The Environmental Statement must then be submitted with the application. If an EIA is not required, there is no further action needed.

If a screening opinion is not sought before an application is submitted and it appears that the application is a Schedule 1 or 2 application, it will still be validated and the planning case officer will undertake a screening opinion early in the application process. If the application requires an EIA, the planning application process will stop until the Environmental Statement is provided.

In cases where an EIA is not required, environmental information may still need to be provided. See other sections of this guide.

Further information: [Environmental Impact Assessment - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

Exeter City Council contacts: please call 01392 265223 or email [planning@exeter.gov.uk](mailto:planning@exeter.gov.uk)

#### 4.14 Flood Risk Assessment (Contents page)

A Flood Risk Assessment (FRA) will be required if the proposed development falls within Flood Zones 2 or 3, or if the site is in Flood Zone 1 and 1 hectare or more.

The FRA should be produced using the [Flood map for planning](#) and [Flood risk assessment for planning applications](#) advice from the Environment Agency, and the City Council's [Strategic Flood Risk Assessment \(SFRA\)](#).

Within each flood zone, new development should be directed to sites with the lowest probability of flooding, as indicated by the SFRA.

New development should ideally be located within Flood Zone 1. However, if there is no reasonably available land within Flood Zone 1, and development is proposed within Flood Zones 2 or 3, a Sequential Test shall be undertaken by the Council, using evidence provided by the applicant and taking into account the flood vulnerability of the proposed development.

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. The FRA should identify opportunities to reduce the probability and consequences of flooding. 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.

#### Surface Water Management

All new developments must have an effective and robust surface water system which should not increase flood risk to adjacent properties or land, and where possible should make improvements to reduce the risk of flooding.

When submitting an application, applicants must provide a surface water management plan, which demonstrates how surface water from the development will be disposed of in a manner that does not increase flood risk elsewhere, in accordance with Sustainable Drainage Systems (SuDS) principles. SuDS systems should be designed in accordance with local and national standards. Devon County Council, as the Lead Local Flood Authority, is the statutory consultee for major developments with surface water drainage.

Devon County Council has a requirement for monitoring of the groundwater for a period of 12 months when infiltration is proposed at a site. Due to the longevity of this requirement, it is recommended that monitoring is commenced as early as possible. Further information can be found in [SuDS guidance - Flood Risk Management \(devon.gov.uk\)](#).

Further information:

- [Flood risk assessments if you're applying for planning permission - GOV.UK \(www.gov.uk\)](#)
- [Preparing a flood risk assessment: standing advice - GOV.UK \(www.gov.uk\)](#)
- [Flood risk and coastal change - GOV.UK \(www.gov.uk\)](#)

- [Flood map for planning - GOV.UK \(flood-map-for-planning.service.gov.uk\)](https://www.gov.uk/flood-map-for-planning)
- [Home - Flood Risk Management \(devon.gov.uk\)](https://www.devon.gov.uk/home-flood-risk-management)
- Exeter City Council [Strategic Flood Risk Assessment \(SFRA\)](#)

Environment Agency contact: [enquiries@environment-agency.gov.uk](mailto:enquiries@environment-agency.gov.uk)

Devon County Council contact: [floodrisk@devon.gov.uk](mailto:floodrisk@devon.gov.uk)

Exeter City Council contacts: please call 01392 265223 or email [planning@exeter.gov.uk](mailto:planning@exeter.gov.uk)

#### 4.15 Green Infrastructure Statement (Contents page)

A [Green Infrastructure Study](#) (Phase 1) and a [Green Infrastructure Strategy \(Phase 2\)](#) were commissioned by East Devon District Council, Exeter City Council, Teignbridge District Council and Natural England as part of their ongoing commitment to meeting the needs of new and future communities and to general environmental protection and enhancement.

This Green Infrastructure work provides a framework for green infrastructure to be taken into account in planning for the significant amount of new growth in the area.

Proposals should not harm the integrity of the strategic and local Green Infrastructure (GI) network, or diminish the value of existing key GI assets. Where appropriate, the value of existing GI assets shall be enhanced, new assets created and connectivity improved between individual assets. Particular emphasis should be placed on delivering high quality assets that provide multiple functions and benefits.

A Green Infrastructure Context Plan is required to identify the key GI opportunities for the development site and how they relate to the surrounding area and the GI network. This plan presents the evidence base for the Green Infrastructure Masterplan and is informed by an evaluation of the existing and potential assets and their roles and benefits.

A Green Infrastructure Masterplan is required to identify and define green infrastructure provision within the proposed development and how these proposed GI assets connect to the wider GI network.

A Green Infrastructure Statement is required to explain how the proposal contributes to achieving the aims of the [Green Infrastructure Strategy](#).

Further information:

- [Natural environment - GOV.UK \(www.gov.uk\)](https://www.gov.uk/natural-environment)
- [Green Infrastructure Study](#)
- [Green Infrastructure Strategy](#)

Exeter City Council contacts: please call 01392 265223 or email [planning@exeter.gov.uk](mailto:planning@exeter.gov.uk)

## 4.16 Heritage Statement (Contents page)

A Heritage Statement is required for all development affecting heritage assets. The NPPF (2019) defines heritage asset as:

*“A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. It includes designated heritage assets and assets identified by the local planning authority (including local listing).”*

Paragraph 189 of the NPPF (2019) states:

*“In determining applications, local planning authorities should require an applicant to describe the significance of any heritage assets affected, including any contribution made by their setting. The level of detail should be proportionate to the assets’ importance and no more than is sufficient to understand the potential impact of the proposal on their significance. As a minimum the relevant historic environment record should have been consulted and the heritage assets assessed using appropriate expertise where necessary. Where a site on which development is proposed includes, or has the potential to include, heritage assets with archaeological interest, local planning authorities should require developers to submit an appropriate desk-based assessment and, where necessary, a field evaluation.”*

Heritage Statements must therefore provide a description of the significance of the heritage assets affected, including the contribution made by their setting. Any information gained from the [Devon Historic Environment Record](#), together with the impact of the proposal, should be set out to explain the design concept, in conjunction with the Design and Access Statement. It should detail the sources that have been considered and the expertise that has been consulted.

For **listed building consent applications**, a Heritage Statement should outline the historic importance of the building, and include:

- the schedule of works;
- an analysis of the significance of archaeology, history and character of the building/structure;
- the principles of and justification for the proposed works; and
- the impact of the proposed works on the historic fabric, the special character of the listed building or structure, its setting or the setting of any adjacent listed buildings.

A structural survey may also be required.

Where the proposal includes **total or substantial demolition of a listed building** the statement should include:

- condition of the building and cost of repair/maintenance in relation to the importance of the building and the value derived from continued use;
- efforts made to retain the building in use including open marketing at a realistic price; and
- merits of alternative proposals for the site.

For **substantial or total demolition in a conservation area**, where a building or structure is positively contributing towards the character of a conservation area, a Heritage Statement should include:

- a structural survey outlining the condition of the building;
- a written analysis of the character and appearance of the building/structure and the contribution it makes to the conservation area; and
- justification for the proposed demolition and its impact on the special character of the area.

For **applications either related to or impacting on the setting of heritage assets**, depending on the scale of the application, it should include:

- plans showing historic assets that may exist on or adjacent to the application site including listed buildings and structures, historic parks and gardens, scheduled monuments and locally listed buildings;
- an analysis of the significance of archaeology, history and character of the building/structure;
- the principles of and justification for the proposed works, and their impact on the special character and setting of the heritage asset.

If previously unidentified heritage assets are found that are considered to be of architectural, artistic, archaeological or historic interest, their significance will need to be judged. Information on the heritage assets will need to be sought from the historic environment record and the effect of proposals on identified assets will need to be considered.

For **applications within or adjacent to a conservation area**, the Heritage Statement should include an assessment of the impact of the development on the character, appearance or setting of the area. [Conservation area appraisals](#) have been prepared by the Council and should be referenced. New development will need to demonstrate that it preserves those aspects of the heritage setting that either enhance or make a positive contribution towards the character or appearance of the conservation area.

Further information:

- [Government Guidance - Conserving and enhancing the historic environment](#)
- [Part 16 of the National Planning Policy Framework](#)
- [Exeter City Council – listed buildings](#)
- [Exeter City Council – conservation areas](#)
- [Exeter City Council – Historic Environment Record](#)

Exeter City Council contacts: please call 01392 265223 or email [planning@exeter.gov.uk](mailto:planning@exeter.gov.uk)

#### **4.17 Land/Slope Stability Risk Assessment** (Contents page)

Where any land instability is suspected or may occur in estuary areas or due to steep slopes, etc. a Land/Slope Stability Risk Assessment must be undertaken for the development, which should be produced by a suitably qualified geotechnical, civil or structural engineer. The report may

assess local geology, the history of landslides, consider ground investigation, soil testing, slope stability analysis and reporting depending upon the level of assessment needed.

Further information: [Land stability - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

Exeter City Council contacts: please call 01392 265223 or email [planning@exeter.gov.uk](mailto:planning@exeter.gov.uk)

#### **4.18 Landscape and Visual Impact Assessment (LVIA) (Contents page)**

A Landscape and Visual Impact Assessment (LVIA) is required for development located within the Landscape Setting area, as shown on the Local Plan First Review Proposals Map, unless the site is within a strategic allocation (Core Strategy Policy CP19), and for tall buildings, i.e. that are significantly taller than the surrounding built environment. The former must take into account the [Monitoring and evidence base - Exeter Fringes Landscape Sensitivity and Capacity Study \(2007\) - Exeter City Council](#). The latter should be combined with the Heritage Statement, where the proposal will have an impact on the setting of designated and/or non-designated heritage assets. The LVIA should take account of the distance from the development, magnitude of impact, sensitivity of the viewers (e.g. a notable public viewpoint) and seasonal effects of screening vegetation.

Whilst major developments will require a full LVIA, a landscape and visual appraisal or technical note with photographs may be adequate for smaller schemes.

Landscape design should be considered at the outset as part of the overall scheme siting and design. It should successfully integrate a sympathetic development with its surroundings and not be designed to screen a poor development. Hard and soft landscaping and building design should be complementary. The design should allow sufficient space for the long-term retention of existing mature trees and hedgerows, and for the planting of trees and hedges of appropriate size, allowing for their long-term growth.

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

Exeter City Council contacts: please call 01392 265223 or email [planning@exeter.gov.uk](mailto:planning@exeter.gov.uk)

#### **4.19 Lighting Assessment (Contents page)**

Proposals involving significant external lighting or that are within or adjoining an environmentally sensitive area require:

- Details of lighting, including isoline drawings of lighting levels (in lux) and proposed mitigation
- Proposed hours of lighting and means of control of lighting, e.g. timer, motion sensors, etc.
- Layout plan with beam orientation
- Schedule of the equipment used in the design

Exeter City Council contacts: please call 01392 265223 or email [planning@exeter.gov.uk](mailto:planning@exeter.gov.uk)

## 4.20 Noise Impact Assessment (Contents page)

Examples of applications which require a Noise Impact Assessment:

- A demonstrably noisy form of development is proposed which has the potential to cause significant adverse noise impact, e.g. a proposed new road or heavy industry.
- A new development is proposed which would create significant potential for adverse noise impacts, either due to the proposed introduction of noise sensitive development in a noisy location, or a potentially noisy use or activity in an area with noise sensitive development nearby.

Noise Impact Assessments should be based on physical measurement surveys rather than predictive modelling. It will normally be necessary to confirm the noise emissions of proposed new plant and equipment, either from reliable manufacturers' data or by undertaking measurements of existing facilities elsewhere, rather than relying on the scene noise emissions.

Where the development involves residential uses affected by external noise, the assessment should include discussion of overheating conditions. It should demonstrate good acoustic design, including achieving both sustainable acoustic comfort and sustainable thermal comfort. The ANC/IOA guidance 'Acoustics Ventilation and Overheating: Residential Design Guide' Version 1.1 (January 2020) provides methods by which the overheating assessment can be conducted ([15126 ANC AVO Residential Design Guide PRINT3.indd \(association-of-noise-consultants.co.uk\)](#)).

For the assessment of noise wholly or primarily from transport sources, the assessment should follow the 'ProPG: Planning and Noise – Professional Practice Guidance on Planning & Noise, New Residential Development' (May 2017) ([14720 ProPG Main Document.pdf \(ioa.org.uk\)](#)).

A Noise Impact Assessment should be prepared by a suitably qualified acoustician. The Institute of acoustics have a [Find-A-Specialist service](#), as do [The Association of Noise Consultants | ANC \(association-of-noise-consultants.co.uk\)](#).

Further information: [Noise - GOV.UK \(www.gov.uk\)](#)

Exeter City Council contacts: please call 01392 265223 or email [planning@exeter.gov.uk](mailto:planning@exeter.gov.uk)

Exeter City Council contacts: [environmental.health@exeter.gov.uk](mailto:environmental.health@exeter.gov.uk)

## 4.21 Open Space/Recreation Assessment (Contents page)

Local Plan First Review saved Policy L3 protects open space from development, unless:

- the loss of open space would not harm the character of the area; and
- the open space does not fulfil a valuable recreational, community, ecological or amenity role; and
- there is adequate open space in the area; or

- the loss of open space is outweighed by its replacement in the area by open space of at least equivalent recreational, community, ecological or amenity value (including in particular, the provision and enhancement of equipped play space).

This is consistent with paragraph 97 of the NPPF (2019):

Existing open space, sports and recreational buildings and land, including playing fields, should not be built on unless:

- a) an assessment has been undertaken which has clearly shown the open space, buildings or land to be surplus to requirements; or
- b) the loss resulting from the proposed development would be replaced by equivalent or better provision in terms of quantity and quality in a suitable location; or
- c) the development is for alternative sports and recreational provision, the benefits of which clearly outweigh the loss of the current or former use.

Accordingly, an Open Space/Recreation Assessment is required for applications for development on existing open space (public or private), sports and recreational buildings and land, including playing fields, to determine if the proposal complies with the above policies.

Further information:

- [Open space, sports and recreation facilities, public rights of way and local green space - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/156780/open_space_sports_and_recreation_facilities_public_rights_of_way_and_local_green_space_-_gov.uk.pdf)
- [156780.pdf \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/156780/open_space_sports_and_recreation_facilities_public_rights_of_way_and_local_green_space_-_gov.uk.pdf) – Assessing needs and opportunities: a companion guide to PPG17

Exeter City Council contacts: please call 01392 265223 or email [planning@exeter.gov.uk](mailto:planning@exeter.gov.uk)

#### **4.22 Planning Statement** (Contents page)

A planning statement identifies the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national and local planning policies. It may also include details of consultations with the local planning authority and wider community/statutory consultees undertaken prior to submission. Alternatively, a separate statement of community involvement may be appropriate.

Where the application includes an element of affordable housing, the following information is required:

- Number of residential units
- Mix of units with numbers of habitable rooms and/or bedrooms and/or floor space
- Plans showing the location of each such unit
- If different levels or types affordability or tenure are proposed for different units, this should be clearly and fully explained

Any regeneration benefits of the proposed development should be included, such as:

- Details of any new jobs that might be created or supported
- Economic impacts (construction and occupation)
- The relative floor space totals for each proposed use (where known)
- Any community benefits
- Reference to any regeneration strategies that might lie behind or be supported by the proposal

Further information:

- [National Planning Policy Framework - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- [Local Plan - Exeter City Council](#)
- [Supplementary planning documents - Exeter City Council](#)
- [Neighbourhood Planning - Exeter City Council](#)
- [Devon Minerals Plan - Planning](#)
- [Devon Waste Plan - Planning](#)

Exeter City Council contacts: please call 01392 265223 or email [planning@exeter.gov.uk](mailto:planning@exeter.gov.uk)

#### **4.23 Retail/Leisure Impact Assessment** (Contents page)

Applications for retail or leisure developments outside the City Centre or the District and Local Centres listed in Appendix 6 of the Core Strategy above the national threshold of 2,500 sq m gross floorspace must be accompanied by an impact assessment including an assessment of the following:

- Impact of the proposal on existing, committed and planned public and private investment in a centre or centres in the catchment area of the proposal.
- Impact of the proposal on city, district and local centre vitality and viability, including local consumer choice and trade in the centres.

The level and type of evidence and analysis required to address the key considerations should be proportionate to the scale and of the nature of the proposal.

Further information:

- [Town centres and retail - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- [Exeter Core Strategy](#)
- [Exeter Local Plan First Review \(Saved Policies\)](#)

Exeter City Council contacts: please call 01392 265223 or email [planning@exeter.gov.uk](mailto:planning@exeter.gov.uk)

#### 4.24 Sequential Test Assessment (Contents page)

Applications for the following main town centre uses outside the City Centre or the District and Local Centres listed in Appendix 6 of the Core Strategy that are not in accordance with the adopted development plan must be accompanied by a sequential test assessment:

- Retail development (including warehouse clubs and factory outlet centres)
- Leisure, entertainment and more intensive sport and recreation uses (including cinemas, restaurants, drive-throughs, bars, pubs, nightclubs, casinos, health and fitness centres, indoor bowling centres and bingo halls)
- Offices
- Arts, culture and tourism development (including theatres, museums, galleries and concert halls, hotels and conference facilities)

The assessment should identify any available sites (or sites expected to become available within a reasonable period) within the catchment of the proposal located within or on the edge of a defined centre and assess their suitability for the proposal allowing for reasonable flexibility. Where a suitable alternative site is available or expected to become available within a reasonable period, the application will be refused unless there are other material considerations.

The scope of the assessment should be agreed with planning officers before submission.

Further information:

- [Town centres and retail - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- [Exeter Core Strategy](#)
- [Exeter Local Plan First Review \(Saved Policies\)](#)

Exeter City Council contacts: please call 01392 265223 or email [planning@exeter.gov.uk](mailto:planning@exeter.gov.uk)

#### 4.25 Statement of Community Involvement (Contents page)

Applications may need to be supported by a statement setting out how the views of the local community have been sought and taken into account in the formulation of development proposals.

Further information: [Before submitting an application - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Exeter City Council contacts: please call 01392 265223 or email [planning@exeter.gov.uk](mailto:planning@exeter.gov.uk)

#### 4.26 Structural Survey (Contents page)

A structural survey, carried out by a suitably qualified structural engineer, should be provided with listed building consent applications where the application proposes partial demolition, significant alterations to the structure of the building or heavier floor loading, to ensure the structural integrity of the building.

Exeter City Council contacts: please call 01392 265223 or email [planning@exeter.gov.uk](mailto:planning@exeter.gov.uk)

#### 4.27 Sustainability/Net Zero Carbon Statement (Contents page)

Applications for major development must be supported by a Sustainability/Net Zero Carbon Statement addressing Core Strategy Policies CP13, CP14 and CP15, and the following paragraphs of the NPPF (2019):

*“150. New development should be planned for in ways that:*

- a) avoid increased vulnerability to the range of impacts arising from climate change. When new development is brought forward in areas which are vulnerable, care should be taken to ensure that risks can be managed through suitable adaptation measures, including through the planning of green infrastructure; and*
- b) can help to reduce greenhouse gas emissions, such as through its location, orientation and design. Any local requirements for the sustainability of buildings should reflect the Government’s policy for national technical standards.*

*153. In determining planning applications, local planning authorities should expect new development to:*

- a) comply with any development plan policies on local requirements for decentralised energy supply unless it can be demonstrated by the applicant, having regard to the type of development involved and its design, that this is not feasible or viable; and*
- b) take account of landform, layout, building orientation, massing and landscaping to minimise energy consumption.”*

Policy CP13 deals with decentralised energy supply in the City. The areas where there are existing/proposed local energy networks are shown on the Proposals Map to the Publication Version of the Development Delivery DPD ([Emerging plans and guidance - Exeter City Council](#)). In these areas, major development must be designed and constructed to be able to connect to the decentralised energy network either now or in the future if the network has not been completed.

Exeter City Council declared a climate emergency in July 2019. It aims to be a carbon neutral city by 2030. In response, Exeter City Futures created a clear roadmap to carbon neutrality: the Net Zero Exeter 2030 Plan, which has been officially adopted by the Council. This document is a material consideration for planning applications in the city.

Further information:

- [Climate change - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

- [Local Plan - Core Strategy Development Plan Document - Exeter City Council](#)
- [Emerging plans and guidance - Exeter City Council](#)
- [Net Zero Exeter - Exeter City Futures](#)
- [Net-Zero-Exeter-2030-Plan.pdf \(exetercityfutures.com\)](#)

Exeter City Council contacts: please call 01392 265223 or email [planning@exeter.gov.uk](mailto:planning@exeter.gov.uk)

Exeter City Futures: [info@exetercityfutures.com](mailto:info@exetercityfutures.com)

#### 4.28 Topographical Survey (Contents page)

Applications for development on sites with sloping land or with changes in levels will require a topographical survey to confirm the levels on and around the site.

Exeter City Council contacts: please call 01392 265223 or email [planning@exeter.gov.uk](mailto:planning@exeter.gov.uk)

#### 4.29 Transport Statement/Assessment and Framework Travel Plan (Contents page)

The coverage and detail of the Transport Statement/Assessment should reflect the scale of the development and the extent of the transport implications of the proposal. For major proposals, it should illustrate accessibility to the site by all modes of transport, and the likely modal split of journeys to and from the site. It should also give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal, and to mitigate transport impacts.

A Framework Travel Plan is also required outlining the way in which the transport implications of the new development will be managed in order to minimise environmental, social and economic impacts. For schemes with a relatively small transport impact, a Transport Statement can be submitted instead of a Transport Assessment and Framework Travel Plan, outlining the transport aspects of the application, assessing the existing and proposed conditions, but without the detailed analysis of impact on the wider network.

Where a Transport Statement/Assessment is submitted, it must include Annual Average Daily Traffic flow (AADT) as well as peaks.

The scope of the Transport Statement/Assessment should be agreed with Devon County Council highways officers before submission.

Further information:

- [Travel Plans, Transport Assessments and Statements - GOV.UK \(www.gov.uk\)](#)
- [\[Withdrawn\] Guidance on transport assessment - GOV.UK \(www.gov.uk\)](#)
- [Exeter Transport Strategy 2020-2030 & InnovaSUMP - Roads and transport \(devon.gov.uk\)](#)
- [Supplementary planning documents - Sustainable Transport SPD - Exeter City Council](#)

Devon County Council contact: [Brian.Hensley@devon.gov.uk](mailto:Brian.Hensley@devon.gov.uk) and [alex.a.thomas@devon.gov.uk](mailto:alex.a.thomas@devon.gov.uk)

Exeter City Council contacts: please call 01392 265223 or email [planning@exeter.gov.uk](mailto:planning@exeter.gov.uk)

#### 4.30 Tree Survey and Arboricultural Impact Assessment (Contents page)

An arboriculturalist should undertake a survey and appraisal of trees on the application site and adjoining land and produce the following information, consistent with standards set out in British Standard 5837:2012:

- Trees to be felled and trees to be retained should be clearly marked out on a plan. An accompanying schedule should provide full information on the amenity value of each tree together with details of species, size, age and condition.
- A tree constraints plan should show root protection areas and the canopy spread of the tree(s) on the application site and adjoining land.
- As well as trees, the survey must indicate key landscape features such as ponds, hedges and wildlife corridors that may be affected by the proposed development. Trees to be felled and trees to be retained should be clearly marked. For larger applications it will also be appropriate to provide details of the landscape strategy for the site, including indications of new planting.
- An arboricultural method statement should be provided detailing measures to be taken to protect trees shown to be retained on the submitted drawings, accompanied by schedules of any necessary tree work and proposals for long-term maintenance.

If you are granted full planning permission, you will not need separate consent for tree works which are required to implement the planning permission. However, to undertake any works which are not required to implement the planning permission, to protected trees or trees within a conservation area, a tree works application must be made.

Further information:

- [Exeter City Council Trees and Development Supplementary Planning Document](#)
- [BS 5837:2012 Trees in relation to design, demolition and construction](#)

Exeter City Council contacts: please call 01392 265223 or email [planning@exeter.gov.uk](mailto:planning@exeter.gov.uk)

#### 4.31 Ventilation and Extraction Equipment Details (Contents page)

Details of the position and design of the ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics, will be required to accompany all applications for the following uses:

- restaurants and cafes – use for the sale of food and drink for consumption on the premises (Class E)
- drinking establishments – use as a public house, wine bar or other drinking establishment (sui-generis)
- hot food takeaways – use for the sale of hot food for consumption off the premises (sui-generis)
- Offices, research and development, light industry (Class E)
- General industry (Class B2)
- Other development where substantial ventilation or extraction equipment is proposed to be installed

Any ventilation or extraction systems should be marked on the relevant elevation drawings.

For commercial kitchens, a risk assessment should be completed and submitted with the application demonstrating the potential impact of the proposal and the mitigation that will be used.

An Air Quality Assessment is likely to be required for non-kitchen emissions.

Further information: [Nuisance smells: how councils deal with complaints - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/nuisance-smells-how-councils-deal-with-complaints)

Exeter City Council contacts: please call 01392 265223 or email [planning@exeter.gov.uk](mailto:planning@exeter.gov.uk)

Exeter City Council contacts: [environmental.health@exeter.gov.uk](mailto:environmental.health@exeter.gov.uk)

#### **4.32 Viability Assessment** (Contents page)

If an application does not offer the appropriate level of affordable housing as set out in Policy CP7 of the Core Strategy, a viability assessment is required to show that meeting the policy requirement would make the development unviable. The assessment itself will be subject to a separate appraisal by an assessor approved by the Council and paid for by the developer.

Further information:

- [Exeter City Council Affordable Housing Supplementary Planning Document](#)
- [Exeter Core Strategy Development Plan Document](#)

Exeter City Council contacts: please call 01392 265223 or email [planning@exeter.gov.uk](mailto:planning@exeter.gov.uk)

#### **4.33 Waste Audit Statement** (Contents page)

Waste Audit Statements are required in accordance with Policy W4 of the adopted Devon Waste Plan for major development proposals. A template for carrying out a waste audit statement is contained within the SPD below at Appendix B.

Further Information:

- [Devon Waste Plan - Planning](#)
- [Waste Management and Infrastructure SPD - Planning \(devon.gov.uk\)](#)

Exeter City Council contacts: please call 01392 265223 or email [planning@exeter.gov.uk](mailto:planning@exeter.gov.uk)