

Development Management

Central Bedfordshire Council

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NATIONAL AND LOCAL LIST OF INFORMATION REQUIREMENTS FOR THE VALIDATION OF MINERALS AND WASTE PLANNING APPLICATIONS WITHIN CENTRAL BEDFORDSHIRE

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INTRODUCTION

This guidance document and the accompanying validation checklists provide applicants and agents with clarification of the required content for planning applications for minerals and waste management development submitted to Central Bedfordshire Council.

In order that a planning application can be registered as valid, it needs to be accompanied by the following information:

- mandatory requirements set nationally, including information provided on the relevant application form – the core requirements of all applications; and
- details as specified in the 'Local List' of information requirements published by the Local Planning Authority ("the Local List").

In order that Central Bedfordshire Council can register and begin determination of planning applications for minerals and waste management development, the application must contain a minimum level of information to allow the Local Planning Authority to reach an informed view or decision on the proposal. Different information will be required depending on the nature and scale of the development. Not all of the headings on the Local List will be applicable in each case. The successful validation of an application does not preclude a request for additional information or supporting documentation later in the process. Applicants should note that a validated application can be refused on the basis of inadequate information. This is more likely to happen when the information submitted is judged to be of insufficient quality.

The potential environmental effects of minerals and waste development may be complex and wide ranging. Whilst many of the Local List requirements for minerals and waste proposals will pertain to other forms of development, the unique nature of some types of minerals and waste management development invariably brings its own technical planning issues.

Where development is likely to have significant effects on the environment, an application must be accompanied by an Environmental Statement, as stipulated in the Town and Country Planning (Environmental Impact Assessment) Regulations 2011 ("the EIA Regulations").

The Development Management Procedure Order 2015 specifies that a local authority's Local List of information requirements will only apply if it has been published within two years prior to the date of the planning application. This will help to ensure that information requests are robust and justified yet proportionate to the nature and scale of the development proposal in question.

Applicants and their agents are positively encouraged to enter into pre-application discussions as this can help to identify issues at an early stage and thus minimise delays in securing planning consent. The Council operates a scheme of charging for requests for minerals and waste pre-application advice. This has allowed the service to be prioritised and improved. Full details, including a request form, can be obtained from the Council's web-site by following the link below:

<http://www.centralbedfordshire.gov.uk/planning/minerals-waste/application/advice.aspx>

This document is formed of two sections. The first section contains a set of mandatory national information requirements that make up a valid planning application. The second section identifies the Council's 'Local List' of validation requirements which have substituted the Local List introduced in March 2008 and updated in 2013. Different information requirements will arise depending upon the particular nature of the minerals or waste management development being proposed. The format and content of this Local List takes into account advice on the Government's dedicated Planning Practice Guidance website, which is accessible via the link below:

<http://planningguidance.communities.gov.uk/>

SECTION 1: Statutory National Requirements **("The National List")**

This section explains how an applicant can meet mandatory national validation requirements, which have been set by Government in the Town and Country Planning (Development Management Procedure) (England) Order 2015 and form the common elements of a valid planning application. Further advice can be found on the Planning Practice Guidance website at the following link:

<http://planningguidance.communities.gov.uk/blog/guidance/making-an-application/validation-requirements/national-information-requirements/>

N1. Standard Application Form

Since 2008, the Standard Planning Application Form, known as 1APP, has been in existence. It replaced all existing types of planning application forms, except for new minerals development. Therefore, for waste development proposals and amendments to mineral permissions, the appropriate standard national application form should be used depending on the type of application, as listed below:

- an application for full consent (including change of use),
- an application for removal or variation of condition(s) following a grant of planning permission;
- an application for a Certificate of Lawfulness of Existing Use or Development (CLEUD);
- an application for a Certificate of Lawfulness of Proposed Use or Development (CLOPUD);
- an application for prior notification of agricultural or forestry development involving the excavation of mineral or deposit of waste material; and
- non-material amendments to existing planning permissions.

Forms covered by 1APP can be accessed by selecting the relevant application form link on the following page on the Council's web-site:

<http://www.centralbedfordshire.gov.uk/planning/minerals-waste/application/forms.aspx>

Planning applications for new mineral permissions should be made directly to the Council, using the application form provided at the same link above. All other applications, including amendments to existing mineral permissions, can be submitted through the Planning Portal, albeit this may be less manageable for applications containing very large files.

The provision of documents in electronic form will reduce the amount of paper, assist the ease of processing and help ensure the quality of documents seen by consultees. However, for both minerals and waste applications, the completed application form and accompanying plans, drawings, reports and other information can be submitted in any of the following formats:

- via the online facility on the Planning Portal web-site (not available for applications for new minerals development) at the following link: <https://www.planningportal.co.uk/applications>
- electronically as an e-mail attachment to: mwapplications@centralbedfordshire.gov.uk
- electronically, via CD or DVD, sent to the Minerals & Waste Planning Team at Central Bedfordshire Council, Priory House, Monks Walk, Chicksands, Shefford SG17 5TQ; or
- as a paper copy, in which case the statutory requirement is for one original and three copies to be sent to the Minerals and Waste Team at the above postal address.

It is a requirement that all of the relevant questions on the form are answered. Application forms that are incorrectly completed or incomplete will not be accepted resulting in a delay in the application being validated.

N2. Location Plan

All applications must include a location plan based on an up-to-date Ordnance Survey base. The plan should be at an appropriate scale relative to the size and location of the land subject of the application. Generally, plans should be at a metric scale of 1:1250 or 1:2500, although on occasion extensive sites are more appropriately shown at 1:5000 or 1:10,000, but whenever possible the plan should be scaled to fit onto A4 or A3 size paper. A minimum of one original and three copies of the plan are required unless the submission is made electronically.

Plans should contain the following information:

- the direction of north;
- the application area **edged by a solid red line** containing all land that is necessary to carry out the development – for example means of access to the public highway, visibility splays, landscaping, car parking, service areas and ancillary open areas around buildings;
- sufficient named roads and surrounding properties or buildings to easily identify the site; and
- **a blue line** drawn around any other land in the applicant's ownership or otherwise under their control, whether close to or adjoining the application site. (If the landholding is extensive, it is not essential to show all of this: only what is contained within the submitted location plan.)

The purpose of the location plan is to identify the application site in relation to its surroundings. An accurate location plan will particularly help consultees and members of the public to readily identify a site that may otherwise be unfamiliar to them.

N3. Site Plan

A **Site plan** should be drawn at an identified metric scale, typically 1:200 or 1:500, and should accurately show:

- the direction of north;
- the proposed development in relation to the site boundaries and any existing buildings on site, with written dimensions including those to the boundaries;
- all buildings, roads, footways and public rights of way (e.g. byways, bridleways, footpaths) crossing or adjoining the site;
- the position of all trees on site and those on adjacent land that could influence or be affected by the development;
- the extent and type of any hard surfacing; and
- boundary treatment where proposed such as walls, fencing or bays.

Alternative scaling may be appropriate for sites covering large areas. If there is any uncertainty, advice should be sought prior to submission.

A linear scale bar will be useful, particularly where plans have been reduced or provided electronically. Where plans are likely to be read at a smaller size than originally produced, care should be taken to ensure that all relevant information is still legible.

N4. Ownership Certificates and Notices

Under section 65(5) of the Town and Country Planning Act 1990, read in conjunction with Articles 13 and 14 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (DMPO), the local planning authority must not entertain an application for planning permission unless the relevant certificates concerning the ownership of the application site have been completed. All applications for planning permission must therefore include the appropriate **certificate of ownership**. An Ownership Certificate A, B, C or D must be completed stating the ownership of the property. For this purpose, an 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years. The ownership Certificates are incorporated into the standard 1APP forms and the minerals and associated development application form.

Where the applicant is not the sole owner of the land to which the application relates (i.e. where Certificate A does not apply), a **Notice** must also be served on those persons with an interest in the land not earlier than 21 days before the date of submission of the application.

N5. Agricultural Holdings Declaration

In order to be valid, applications must include a completed Agricultural Holdings Declaration whether or not the site includes an agricultural holding. All agricultural tenants must be notified prior to submission of the application. Such declaration is not required for applications for renewal of temporary planning permission, approval of details reserved by a condition, lawful development certificates, non-material amendments to existing planning permissions and prior notification of agricultural or forestry development. For other applications the declaration is required whether or not the site includes an agricultural holding. The declaration is incorporated into the ownership certificates on the standard application form.

N6. The Correct Fee

Most planning applications incur a fee. The main fee categories relevant to minerals and waste development are set out in the Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits (England) (Amendment) Regulations 2017: <http://www.legislation.gov.uk/ukxi/2017/1314/contents/made>

Planning Practice Guidance on the calculation of planning application fees can be found at: <https://www.gov.uk/guidance/fees-for-planning-applications>

It should be noted that in those cases where a minerals or waste application relates to development which is within more than one fee category, the amount shall be calculated in accordance with each category, and the highest amount calculated shall be the fee payable in respect of the application.

To access the national Planning Portal's fee calculator, the following link can be used:

<https://1app.planningportal.co.uk/FeeCalculator/Standalone?region=1>

N7. Design and Access Statements

The requirement for a Design and Access Statement (DAS) is contained in Article 9 of the DMPO 2015. Planning Practice Guidance provides advice on the use and content of Design and Access Statements at the following link:

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

The following types of application are exempt from the requirement for a DAS:

- removal or variation of condition(s) following a grant of planning permission (a Section 73 application);
- engineering or mining operations;
- material change of use of land or buildings; and
- development which is waste development

However, a DAS should accompany applications for ancillary buildings, structures and plant at a mine or quarry. Furthermore, whilst not a statutory requirement, a DAS may be an appropriate way of dealing with the design aspects of a major built waste facility, where design or appearance is likely to be a contentious issue.

A DAS should comprise a single statement containing a design element and an access element. The design component should describe the design principles and concepts relating to the following aspects:

- amount;
- layout;
- scale;
- landscaping; and
- appearance.

The access element should describe the means of access to the development itself and should demonstrate how all users will have equal and convenient access to buildings and spaces and the transport network, the adaptability of the development to changing needs, what access policies have been taken into account and access for emergency services.

The level of detail required in a DAS will be proportionate to the scale and complexity of the proposal.

SECTION 2: Proposed Local List Requirements **("The Local List")**

Not all of the information items on the Local List will need to be covered in any given case. Applicants and agents are encouraged to submit the appropriate checklist with their planning application in order to identify the information items or topics in the Local List that have been addressed in the submission. Checklists can be accessed via the link provided below the relevant application heading on the following page of the Authority's web-site:

<http://www.centralbedfordshire.gov.uk/planning/minerals-waste/application/forms.aspx>

The relevant checklist sheet may also be used at pre-application meetings when agreeing a list of validation requirements. Where there is uncertainty as to whether a particular item in the Local List should be addressed, applicants / agents may wish to use the 'Additional Information' page at the back of the checklist in order to explain why it is considered that the matter is not relevant to the development being proposed.

Where the Local Planning Authority considers that relevant information items have been omitted from the submission, it will not be possible to validate the application until the particular documents, statements or plans have been provided. Wherever possible, applicants should seek to agree information requirements with the Local Planning Authority prior to submission. However, this does not extend to the provision of detailed written advice, which can only be obtained when a pre-application enquiry is lodged through the Council's fee-charging regime. Validation of an application does not prevent the Local Planning Authority from subsequently refusing an application on the grounds of insufficient information. This is because when an application is accepted as valid, the Local Planning Authority is not making a judgement on the quality or adequacy of the information submitted.

Validation disputes:

The procedures for validating planning applications and resolving disputes are set out in Planning Practice Guidance at the following link:

<http://planningguidance.communities.gov.uk/blog/guidance/making-an-application/receipt-of-an-application/delay-in-the-validation-of-an-application/>

This provides a formal route for an applicant to challenge a Local Planning Authority's information request by enabling an appeal against non-determination after the statutory time period has passed and where no formal validation has taken place. This means that a Local Planning Authority can no longer compel a developer to provide information based on the local validation list. Any applicant who considers that the information requested on a Local List does not meet the statutory tests can now challenge the need to provide it. Essentially, any request for information must be reasonable and relate to a material consideration.

The tables L1 to L31 that follow set out the adopted Local List of information items in alphabetical order and in no way reflect importance or weight attributed to a requirement.

L1
Air Quality Assessment

(N.B. Dust Assessment is covered separately at item no. **L6** and Odour Impact Assessment under item no. **L20**)

POLICY DRIVER	Types of application requiring this information	What information is required	Further sources of guidance or advice
<p>National Planning Policy Framework (July 2018), particularly section 15 - https://www.gov.uk/government/publications/national-planning-policy-framework--2</p> <p>National Planning Policy for Waste (October 2014) Appendix B (item g) https://www.gov.uk/government/publications/national-planning-policy-for-waste</p> <p>Bedfordshire & Luton Minerals & Waste Local Plan 2005 – Saved Policies GE1 (Matters to be addressed in planning applications), GE18 (Disturbance). Central Bedfordshire (North Area) Core Strategy and Development Management Policies DPD –Policy DM3 (High Quality Development).</p> <p>Minerals & Waste Local Plan: Strategic Sites & Policies 2014 – Policy MWSP3 (Determination of Applications for Waste Management or Mineral Extraction and Related development).</p>	<p>All application proposals where:</p> <p>(a) The development is likely to generate air quality impact inside or close to a designated Air Quality Management Area (AQMA),</p> <p>(b) The development itself could result in the designation of an AQMA, or</p> <p>(c) The grant of planning permission would conflict with the aims and objectives of the local authority’s air quality action plan.</p> <p>Examples of such developments include those which give rise to direct atmospheric emissions such as energy from waste facilities and anything else that has the potential to generate significant traffic movements – e.g. landfill sites, transfer stations or new sand and gravel workings.</p>	<p>Applications should be supported by such information as is necessary to allow full consideration of the impact of the proposal on local air quality, including any such impact in relation to biodiversity interests.</p> <p>Air Quality Assessment should generally follow the advice provided by the Institute of Air Quality Management, as detailed in their 2017 publication – ‘Land Use Planning and Development Control: Planning for Air Quality.’ A link to this and other relevant publications is included in the right-hand column.</p>	<p>Planning Practice Guidance (Air Quality) can be found at: http://planningguidance.communities.gov.uk/blog/guidance/air-quality/</p> <p>Information on where AQMAs have been established can be found via the Department of Food and Rural Affairs (DEFRA) web-site: http://aqma.defra.gov.uk/list.php</p> <p>Further information on air quality can be obtained on the Council’s web-site at: http://www.centralbedfordshire.gov.uk/environment/types-pollution/air/quality.aspx</p> <p>or by contacting the Public Protection Team on 0300 300 8302; Email: pollution@centralbedfordshire.gov.uk</p> <p>Advice from the institute of Air Quality Management is found at - http://iaqm.co.uk/guidance/</p>

**L2
Biodiversity, Ecological Surveys & Geological Conservation**

POLICY DRIVER	Types of application requiring this information	What information is required	Further sources of guidance or advice
<p>Wildlife and Countryside Act 1981. http://www.legislation.gov.uk/ukpga/1981/69</p> <p>Sections 40 and 41 of the Natural Environment and Rural Communities Act 2006 – the list of Habitats and Species of Principal Importance, as published by the Secretary of State, is used to guide decision makers in implementing their duty to have regard to the conservation of biodiversity in when carrying out their normal functions. http://jncc.defra.gov.uk/page-5705</p> <p>The Conservation of Habitat and Species Regulations 2010 reinforce the duty on authorities to have regard to biodiversity in the exercise of their functions – http://www.legislation.gov.uk/uksi/2010/490/contents/made</p> <p>Biodiversity 2020, Government Strategy for Biodiversity in England: https://www.gov.uk/government/publications/biodiversity-2020-a-strategy-for-england-s-wildlife-and-ecosystem-services</p>	<p>All applications with the potential to affect protected species, species of principal importance, designated sites of international and local importance and other biodiversity and geological interests.</p> <p>Surveys and assessments will be required for:</p> <ul style="list-style-type: none"> - any development within and/or adjacent to Sites of Special Scientific Interest (SSSI), Regionally Important Geological Sites (RIGS), Local Nature Reserves (LNR), County Wildlife Sites (CWS), Ancient Woodlands and trees subject to Tree Preservation Orders (TPO); - any development within or adjacent to habitats of principal importance that lie outside designated sites; - any small scale development proposal or works that involve the demolition or conversion of buildings or alteration of roof spaces; and - any development proposals or works that require the removal of trees, scrub, hedgerows or 	<p>Applications should be supported by surveys and assessments of any potential impacts arising from the proposed development and include proposals for mitigation (and where relevant) long-term maintenance and management.</p> <p>Surveys, assessments and mitigation proposals may form part of an Environmental Statement (where one is required).</p> <p>Proposals for appropriate biodiversity enhancements should also be included which reflect Priority Habitat Action Plans which have been developed for the Biodiversity Action Plan (BAP) – see link in right-hand column to BMRC web-site.</p> <p>Where surveys and assessments are not considered necessary, planning applications should be supported with evidence or correspondence to justify this approach (e.g. copies of data searches and/or confirmation from conservation groups or bodies such as the Royal Society for the Protection of Birds or the Wildlife</p>	<p>Planning Practice Guidance on Biodiversity and Ecosystems - https://www.gov.uk/guidance/natural-environment</p> <p>Natural England's standing advice for protected species provides a consistent level of basic advice which can be applied to any planning application that could affect protected species - https://www.gov.uk/guidance/protected-species-how-to-review-planning-applications</p> <p>Guidance on the information to be provided in applications in relation to Biodiversity & Geological Conservation, and when this is required can be found at: http://www.centralbedfordshire.gov.uk/environment/natural/wildlife.aspx</p> <p>CIEEM Guidance on preliminary ecological appraisal - https://www.cieem.net/guidance-on-preliminary-ecological-appraisal-gpea-</p> <p>Bedfordshire & Luton Biodiversity Recording and Monitoring Centre</p>

<p>National Planning Policy Framework (July 2018) particularly section 15 & 17. https://www.gov.uk/government/publications/national-planning-policy-framework--2</p> <p>National Planning Policy for Waste (October 2014) Appendix B (item d) https://www.gov.uk/government/publications/national-planning-policy-for-waste</p> <p>Bedfordshire & Luton Minerals & Waste Local Plan 2005 – Saved Policies GE1 (Matters to be addressed in planning applications), GE11 (Protection of sites of national nature conservation importance), GE12 (Protection of Locally Designated Sites), GE13 (Species and Habitat Protection and Enhancement)</p> <p>Central Bedfordshire (North Area) Core Strategy and Development Management Policies DPD – Policy CS18 (Biodiversity and geological conservation), DM15 (Biodiversity).</p> <p>Minerals & Waste Local Plan: Strategic Sites & Policies 2014 – Policy MWSP3 (Determination of Applications for Waste Management Development or Mineral Extraction and Related Development)</p>	<p>other potential habitats; and</p> <ul style="list-style-type: none"> - any development proposals or works that involve alterations to watercourses, ponds and other water features. <p>Assessments will be required in all cases, unless evidence is provided to confirm that the site is not a designated site of international or local importance and/or that the site is not suitable to support a legally protected species or contain features of ecological or geological interest.</p>	<p>Trust) that such surveys are not warranted.</p> <p>In order to achieve full biodiversity potential from mineral or landfill site restoration, applicants should give consideration to:</p> <ul style="list-style-type: none"> - how the site will deliver a net gain in biodiversity; - the surrounding ecological network (designated sites, nature reserves, habitats of principal importance, etc.); - how the mineral or landfill site will link in with the local ecological network and how it will make the network more coherent and resilient; - how the mineral or landfill site will link in with relevant landscape-scale conservation initiatives and support the delivery of their objectives; - co-ordinating restoration with other nearby mineral or landfill sites to deliver maximum biodiversity benefits; and - the habitats of principal importance for the site. <p>These considerations are inextricably linked with the process of formulating overall restoration and afteruse plans for a site – refer to Items L26 and L27.</p>	<p>(BRMC), is a source of local information, including Biodiversity Action Plans – http://www.bedscape.org.uk/BRMC/newsite/index.php</p> <p>Advice on the restoration of quarries can be found at Nature After Minerals - http://www.afterminerals.com/</p> <p>Other information sources include:</p> <p>Habitat Creation Handbook for the Minerals Industry, RSPB (2003).</p> <p>Rebuilding Biodiversity in Bedfordshire & Luton, Bedfordshire & Luton BPA (2006).</p> <p>Rebuilding Biodiversity in Bedfordshire & Luton Volume II: Biodiversity Characterisation, Bedfordshire & Luton Biodiversity Partnership (2007).</p> <p>The Wildlife Trust for Beds. Cambs. and Northants: http://www.wildlifebcn.org/</p> <p>The Royal Society for Protection of Birds (RSPB) : https://www.rspb.org.uk/</p> <p>The Council’s Ecologist (Elizabeth Anderson) can be contacted on 0300 300 4869 or by e-mail at: elizabeth.anderson@centralbedfordshire.gov.uk</p>
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L3**Climate Change / Energy Statement / Renewable Energy / Sustainability Statement**

(N.B. Flood Risk assessment is covered at item no. L9)

POLICY DRIVER	Types of application requiring this information	What information is required	Further sources of guidance or advice
<p>National Planning Policy Framework (July 2018) (NPPF), particularly section 14. https://www.gov.uk/government/publications/national-planning-policy-framework--2</p> <p>National Policy Statement for Energy (EN-1) (Dept. of Energy and Climate Change) (July 2011). https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/47854/1938-overarching-nps-for-energy-en1.pdf</p> <p>Central Bedfordshire (North Area) Core Strategy and Development Management Polices DPD – Policy CS13 (Climate Change), DM1 (Renewable Energy), DM2 (Sustainable Construction of Buildings), DM3 (High Quality Development).</p> <p>Minerals & Waste Local Plan: Strategic Sites & Policies 2014 – Policies MWSP2 (Climate Change), WSP9 (Energy Generation from Waste).</p>	<p>All applications involving large scale development for new mineral extraction sites and extensions and new waste management facilities that include built development.</p> <p>All applications for ‘major’ development will need to include proposals for a sustainable drainage system.</p>	<p>A statement is required which considers the impact of the development on climate change in respect of:</p> <ul style="list-style-type: none"> - carbon footprint; - water conservation strategy and resources management; - sustainable design and construction methods; and - renewable energy statement. <p>A statement should specify what the predicted energy demand is for the development, explain how the development would meet current energy efficiency standards and maximise the use of sustainable and / or renewable resources.</p>	<p>Planning Practice Guidance for Climate Change is found at: http://planningguidance.communities.gov.uk/blog/guidance/climate-change/</p> <p>Guidance on SuDS can be found on the Council’s website at – http://www.centralbedfordshire.gov.uk/planning/flooding/suds.aspx</p> <p>CIRIA guidance on Sustainable Urban Drainage Systems (SUDs) can be found at the following location: http://www.susdrain.org/</p> <p>Anglian Water’s SuDS guidance can be found at: http://www.anglianwater.co.uk/developers/suds.aspx</p>

**L4
Contaminated Land Assessment**

POLICY DRIVER	Types of application requiring this information	What information is required	Further sources of guidance or advice
<p>Part 2A of the Environmental Protection Act 1990 establishes the contaminated land regime: http://www.legislation.gov.uk/ukpga/1990/43/part/IIA</p> <p>National Planning Policy Framework (July 2018) (NPPF), particularly section 15: https://www.gov.uk/government/publications/national-planning-policy-framework--2</p> <p>Bedfordshire & Luton Minerals & Waste Local Plan 2005 – Saved Policies GE1 (Matters to be addressed in planning applications), GE17 (Pollution Control), GE20 (Water resources).</p> <p>Central Bedfordshire (North Area) Core Strategy and Development Management Policies DPD – Policy DM3 (High Quality Devt.)</p> <p>Minerals & Waste Local Plan: Strategic Sites & Policies 2014 – Policy MWSP3 (Determination of Applications for Waste Management or Mineral Extraction and Related Development)</p>	<p>All new proposals (full applications) for minerals and waste development where contaminated land is known or suspected to exist (e.g. on brownfield industrial sites) or where the proposed use would be particularly vulnerable or sensitive.</p>	<p>Sufficient information to determine the existence or otherwise of contamination, its nature, the risks it may pose and whether these can be satisfactorily reduced to an acceptable level without undue environmental impact during and following development.</p> <p>All investigations of potentially affected land should be carried out by or under the direction of a suitably qualified person.</p> <p>As a minimum, a preliminary risk assessment (desk top study and walk over) must be submitted, identifying sources, pathways and receptors. The initial provision of this information is essential to determine whether further more detailed investigation is required.</p> <p>The Preliminary Risk Assessment, once completed, should assess whether a Phase 2 Contamination Assessment is required. Where contamination is found, developers will need to demonstrate that unacceptable risk can be dealt with through remediation.</p>	<p>Planning Practice Guidance for Contaminated Land is found at: http://planningguidance.communities.gov.uk/blog/guidance/land-affected-by-contamination/land-affected-by-contamination-guidance/</p> <p>BS10175 (2001) Investigation of Potentially Contaminated Sites: Code of Practice.</p> <p>A phased or tiered approach is recommended in the DEFRA / Environment Agency's Model Procedures for the Management of Contamination' (CLR11) – https://www.claire.co.uk/index.php?option=com_content&view=article&id=187&catid=45&Itemid=256</p> <p>Government guidance on groundwater protection can be found at: https://www.gov.uk/government/collect/groundwater-protection</p>

**L5
Drawings and Plans**

POLICY DRIVER	Types of application requiring this information	What information is required	Further sources of guidance or advice
<p>Article 7(1)(c)(ii) of the Town & Country Planning (Development Management Procedure)(England) Order 2015 specifies that an application should be accompanied by, “Any other plans, drawings and information necessary to describe the development which is the subject of the application.”</p> <p>http://www.legislation.gov.uk/ukxi/2015/595/article/7/made</p>	<p>Block plans - all applications.</p> <p>Elevation plans – all applications for new buildings, structures, plant or machinery where an elevation would be created by the development (<u>not</u> required where there would be no change to an existing elevation).</p> <p>Floor plans - all applications for new buildings and/or where existing buildings are to be extended or altered by the development and would create additional floorspace.</p> <p>Existing and proposed site sections and finished floor level plans – all applications where changes to existing site / ground levels are proposed. Examples include proposals for landfilling or landraising or where new buildings or structures would be ‘sunken’ below existing ground level or constructed on ‘made ground’.</p> <p>Roof plans – all applications where a roof would be created or altered by the proposed development.</p>	<p>In addition to the mandatory national requirements for a Site Plan and Location Plan, applications will need to be supported by other drawings and plans, namely:</p> <p>Block plan of the site, normally at a scale of 1:100 or 1:200, showing all site boundaries; the type and height of boundary treatments (e.g. walls, fences); the position of any building or structure outside of such boundaries, where these could influence or be affected by the proposed development; the position of any existing watercourses, culverts, drainage ditches or ponds within or bounding the site; connection points for foul and surface waters.</p> <p>Existing and proposed elevations at a scale of 1:100 or 1:200 showing the proposed works in relation to what is already there, including details of proposed building materials, their type and finish. Where other buildings are in close proximity it should show the relationship between the buildings and the positions of openings.</p>	<p>Planning Practice Guidance on Validation Requirements - http://planningguidance.communities.gov.uk/blog/guidance/making-an-application/validation-requirements/</p>

		<p>Note: It may sometimes be appropriate to use photographs to show elevations, e.g. where the application is to regularise an existing development.</p> <p>Existing and proposed floor plans at a scale of 1:50 or 1:100. Where existing walls or buildings are to be demolished these should be clearly shown.</p> <p>Existing and proposed site sections and finished floor and site levels at a scale of 1:50 or 1:100 or greater, with levels related to a fixed datum point off site; and</p> <p>Roof plans at a scale of 1:50 or 1:100, showing the shape of the roof, its location, details of the specification and type of materials to be used, and the position of any equipment located on the roof such as fans or solar panels.</p>	
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**L6
Dust Assessment & Mitigation and Mud & Debris on the Highway**

POLICY DRIVER	Types of application requiring this information	What information is required	Further sources of guidance or advice
National Planning Policy Framework (July 2018) (NPPF), particularly section 15 & 17 – https://www.gov.uk/government/publications/national-planning-policy-framework--2	All new proposals (full applications including changes of use) for mineral extraction and associated operations within the curtilage of a quarry, including mineral processing or blending, waste disposal / infilling and waste	A Dust Management Plan should set out the baseline conditions of the existing dust climate, the potential sources of dust, identify sensitive receptors and put forward measures for mitigation of the effects of dust, including	Planning Practice Guidance on the assessment of dust emissions from mineral workings: - http://planningguidance.communities.gov.uk/blog/guidance/minerals/assessing-environmental-impacts-from-minerals-extraction/dust-

<p>National Planning Policy for Waste (October 2014) Appendix B (item g) https://www.gov.uk/government/publications/national-planning-policy-for-waste</p> <p>Bedfordshire & Luton Minerals & Waste Local Plan 2005 – Saved Policies GE1 (Matters to be addressed in planning applications), GE18 (Disturbance).</p> <p>Central Bedfordshire (North Area) Core Strategy and Development Management Policies DPD – Policy DM3 (High Quality Development).</p> <p>Minerals & Waste Local Plan: Strategic Sites & Policies 2014 – Policy MWSP3 (Determination of Applications for Waste Management Development or Mineral Extraction sites and Related Development)</p>	<p>recycling or processing.</p> <p>All new proposals (full applications including changes of use) for the landfilling of waste and landraising with waste, including the construction of mounds or bunds.</p> <p>All new proposals (full applications including changes of use) for crushing and screening of construction and demolition waste.</p> <p>All other new proposals for waste management covering waste transfer, recycling, processing and treatment operations.</p> <p>All applications for variation or removal of condition(s) with the potential to increase the risk of airborne dust emissions and deposition of mud and debris onto the highway.</p>	<p>monitoring arrangements, and measures to prevent mud and debris being carried onto the highway.</p> <p>Planning Practice Guidance (see link in next column) sets out the key stages or framework of a dust assessment study. The scope of a dust assessment, including the level of technical or specialist input (e.g. computer modelling) may be agreed in advance with the Local Planning Authority.</p> <p>Although the guidance focuses on dust emissions from mineral workings, applicants should apply the same assessment framework to proposals for waste development.</p> <p><u>Note:</u> Where the proposal is for any type of new waste management development entirely within a fully enclosed building, sufficient to prevent the escape of dust emissions, an assessment of potential dust impacts may be limited to consideration of potential dust emissions from the movement of traffic on the site and the access road to / from the highway, and to consideration of the potential for the trafficking of mud and debris onto the highway.</p>	<p>emissions/</p> <p>Advice from the IAQM on dust assessment is found at – http://iaqm.co.uk/guidance/</p>
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**L7
Economic Statement**

POLICY DRIVER	Types of application requiring this information	What information is required	Further sources of guidance or advice
<p>National Planning Policy Framework (July 2018) (NPPF), particularly section 6 & 17– https://www.gov.uk/government/publications/national-planning-policy-framework--2</p>	<p>All applications that are likely to generate employment, lead to the retention of existing jobs, or have other economic benefits.</p> <p><u>Note:</u> The level of information required will be dependent on the significance of the proposal in economic terms. However, this may be a positive benefit resulting from the development and is worth highlighting in the application.</p>	<p>Applications should be accompanied by a supporting statement regarding any economic growth or regeneration benefits that would accrue from the proposed development, including details of any new jobs that are likely to be created or any existing staff that are likely to be retained;</p> <p>This may form part of the Planning Statement (see Information item no. 25).</p> <p>Where it is considered that the economic, growth or regeneration benefits are significant or complex in nature, a more detailed statement can be provided with identification of any regeneration strategies that lend support to the proposal.</p>	<p>Central Bedfordshire Economic Development Plan – Nov. 2011 http://www.centralbedfordshire.gov.uk/business/economic/overview.aspx</p>

**L8
Environmental Statement**

POLICY DRIVER	Types of application requiring this information	What information is required	Further sources of guidance or advice
<p>The Town and Country Planning (Environmental Impact</p>	<p>An Environmental Statement (ES) is required for <u>all</u> planning</p>	<p>Where an ES is required, Schedule 4 to the EIA Regulations</p>	<p>Planning Practice Guidance on Environmental Impact Assessment</p>

<p>Assessment) Regulations 2017 (the EIA Regulations) http://www.legislation.gov.uk/uksi/2017/571/contents/made</p> <p>Note: Parts 1 & 2 of the former 2011 Regulations continue to apply to:</p> <ul style="list-style-type: none"> • Requests for a screening opinion or direction; • Screening opinions adopted by the relevant planning authority; and • Screening directions made by the Secretary of State; 	<p>applications for development of a type listed in Schedule 1 to the EIA Regulations. It is also required for development listed in Schedule 2 to the EIA Regulations if it is likely to have significant effects on the environment by virtue of factors such as size, nature or location.</p> <p>Applications for removal or variation of condition(s) attached to a planning permission and applications for the approval of details reserved by a condition(s) fall within the scope of the EIA Regulations and may require an ES (see article 9).</p> <p>An applicant who is minded to carry out development may request the Local Planning Authority to adopt a 'screening' opinion' in order to determine whether or not the development is EIA development requiring an ES. The Local Planning Authority is however required to 'screen' all incoming applications as to whether EIA is required and record the decision in writing on a public register.</p>	<p>specifies the information for inclusion in an ES.</p> <p>A developer who is minded to make an EIA application may request a 'scoping opinion' from the Local Planning Authority to determine the topics and issues to be covered by the ES.</p> <p>Note: The regulations include a requirement for applicants to publicise the submission of an EIA application.</p>	<p>is found at - http://planningguidance.communities.gov.uk/blog/guidance/environmental-impact-assessment/</p> <p>IEMA – Environmental Impact Assessment Guide: Delivering Quality Development</p>
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**L9
Flood Risk Assessment**

POLICY DRIVER	Types of application requiring this information	What information is required	Further sources of guidance or advice
<p>National Planning Policy Framework (July 2018) (NPPF), particularly section 14. https://www.gov.uk/government/publications/national-planning-policy-framework--2</p> <p>National Planning Policy for Waste (October 2014) Appendix B (item a) https://www.gov.uk/government/publications/national-planning-policy-for-waste</p> <p>Bedfordshire & Luton Minerals & Waste Local Plan 2005 – Saved Policies GE1 (Matters to be addressed in planning applications), GE19 (Flooding)</p> <p>Central Bedfordshire (North Area) Core Strategy and Development Management Policies DPD – Policy DM3 (High Quality Devt.)</p> <p>Minerals & Waste Local Plan: Strategic Sites & Policies 2014 – Policy MWSP3 (Determination of Applications for Waste Management Developments or Mineral extraction and Related Development)</p>	<p>A Flood Risk Assessment (FRA) is required for the following type of applications:</p> <ul style="list-style-type: none"> - all new proposals (full applications including changes of use) for minerals and waste development on sites of 1 hectare or greater located in Flood Zone 1 or other land in Flood Zone 1 which has critical drainage problems as notified by the Environment Agency; and - all new proposals (full applications including changes of use) for minerals and waste development located in Flood Zones 2 and 3. 	<p>FRA at all levels should be undertaken under the supervision of a flood risk management specialist. The detail and technical complexity of a FRA will reflect the scale and potential significance of the development but will be required to:</p> <ul style="list-style-type: none"> - identify and assess the risks of all forms of flooding to and from the development; - demonstrate how these flood risks will be managed, taking climate change into account; - identify opportunities to reduce the probability and consequences of flooding; - include the design of surface water management systems including Sustainable Drainage Systems (SuDS); - address the requirement for safe access to and from the development in areas at risk of flooding. <p>Dewatering activities should be identified as a potential source of increased flood risk if not appropriately investigated and managed.</p>	<p>Planning Practice Guidance on flood risk can be found at - https://www.gov.uk/guidance/flood-risk-and-coastal-change</p> <p>Environment Agency flood risk standing advice for applicants and their agents, including how to apply the sequential and exception tests, can be found at: https://www.gov.uk/guidance/flood-risk-assessment-standing-advice</p> <p>Bedfordshire Minerals and Waste Technical Evidence Paper 1: ‘Flood Risk Assessment’ – (Available on Request) This document provides evidence and background information on hydrological and flooding issues in Central Bedfordshire, specifically in relation to minerals and waste operations.</p> <p>Under the Flood and Water Management Act 2010, Central Bedfordshire Council is the Lead Local Flood Authority for the area. Guidance on the implications of the Act and the management of flood risk can be obtained at:</p>

		<p>The FRA will need to take into account the flood risk vulnerability classification of the proposed development in applying the Sequential and Exception tests as appropriate.</p> <p>This information might form part of an Environmental Statement where one is required (see section L8)</p>	<p>http://www.centralbedfordshire.gov.uk/planning/flooding/management.aspx</p> <p>The Flood Risk Management Strategy for Central Bedfordshire 2014 can be found at the same location above.</p> <p>For guidance on sustainable drainage see section L3 Climate Change.</p>
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L10

Foul Sewage and Utilities Statement

POLICY DRIVER	Types of application requiring this information	What information is required	Further sources of guidance or advice
<p>National Planning Policy Framework (July 2018) (NPPF), particularly section 15. https://www.gov.uk/government/publications/national-planning-policy-framework--2</p> <p>Bedfordshire & Luton Minerals & Waste Local Plan 2005 – Saved Policies GE17 (Pollution control), GE20 (Water resources).</p> <p>Minerals & Waste Local Plan: Strategic Sites & Policies 2014 – Policy MWSP3 (Determination of Applications for Waste Management Developments or Mineral Extraction and Related</p>	<p>All applications where the disposal of trade waste or effluent is proposed.</p> <p>All applications where connection to any utility service is required.</p>	<p>All new buildings need separate connection to foul and storm water sewers. Sufficient information should be provided to demonstrate how foul waters (trade waste or effluent) from the development will be managed. Where the proposal is to connect to the existing foul drainage system, details should be shown on the submitted block plan or other drawing(s). If the proposal would result in any changes or replacement to the existing system or the creation of a new system, scaled plans of the new foul drainage arrangements should be provided. Where connection to the mains public sewer is not practical,</p>	<p>Planning Practice Guidance on water supply and waste water can be found at - https://www.gov.uk/guidance/water-supply-wastewater-and-water-quality</p> <p>The Environment Agency's 'Foul Drainage Assessment Form' (FDA1) should be used to establish whether non-mains drainage, either connecting to a new system or an existing system, would be acceptable. This form can be accessed via the following link: https://www.gov.uk/government/publications/foul-drainage-</p>

Development)		<p>a foul drainage assessment will be required to demonstrate why 'non-mains' (e.g. septic tank) disposal is necessary, which should include details of the method of storage, treatment and disposal, and consider the suitability of the site for storage, transportation and treatment of sewage.</p> <p>An application should indicate how the development will connect to existing utility infrastructure systems (e.g. electricity, gas, water supply, telecommunications) bearing in mind capacities and environmental / archaeological impact. A Utilities Statement should demonstrate:</p> <ul style="list-style-type: none">- that the availability of utility services has been examined and that the proposal would not result in undue stress on the delivery of those services to the wider community;- that proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures;- that service routes have been planned to avoid as far as possible the potential damage to trees and archaeological remains.	<p>assessment-form-fda1</p> <p>Guidance on what should be included in a non-mains drainage assessment is contained in DETR Circular 03/99 and Building Regulations Approved Document Part H and in BS6297.</p>
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L11
Health Impact Assessment

POLICY DRIVER	Types of application requiring this information	What information is required	Further sources of guidance or advice
<p>National Planning Policy Framework (July 2018) (NPPF), particularly section 8 & 17. https://www.gov.uk/government/publications/national-planning-policy-framework--2</p> <p>Bedfordshire & Luton Minerals & Waste Local Plan 2005 – Saved Policies GE1 (Matters to be addressed in planning applications), Policy GE18 (Disturbance).</p> <p>Central Bedfordshire (North Area) Core Strategy and Development Management Policies DPD – Policy DM3 (High Quality Development).</p> <p>Minerals & Waste Local Plan: Strategic Sites & Policies 2014 – Policy MWSP3 (Determination of Applications for Waste Management Developments or Mineral Extraction and Related Development)</p>	<p>Generally, only large scale development proposals where, by virtue of the potential health-related aspects of the project, an Environmental Statement (ES) is required due to the likely significant effects on the environment.</p> <p><u>Note:</u> In cases of doubt, a scoping opinion should be requested under the Environmental Impact Assessment (EIA) Regulations 2011 to determine whether the Environmental Statement should contain a Health Impact Assessment (HIA)</p>	<p>HIA is a tool to appraise both positive and negative impacts on the different affected subgroups of the population that could result from the development.</p> <p>Negative impacts may arise, for example, through potential exposure to hazardous waste or to atmospheric emissions. However, it is important for an HIA to include any positive impacts, such as the creation of new jobs or the provision of recreational facilities.</p> <p>The assessment of impacts of the development should be broken down into two broad areas:</p> <ul style="list-style-type: none"> - the direct impacts on health identified through the EIA, together with the demand on health services; and - the indirect impacts on the wider determinants of health. 	<p>Planning Practice Guidance on Health and Wellbeing can be found at the following link: https://www.gov.uk/guidance/health-and-wellbeing</p> <p>Introducing Health Impact Assessment (HIA): Informing the decision-making process, HAD (2002) – https://europa.eu/capacity4dev/public-environment-climate/document/introducing-health-impact-assessment-hia-informing-decision-making-process-nhs-2002</p> <p>World Health Organisation website: http://www.who.int/hia/en/</p> <p>The Merseyside Guidelines for Health Impact Assessment (Second edition May 2001), International Health Impact Assessment Consortium http://www.who.int/examples/toolkit/whohia131/en/</p> <p>Health Impact Assessment of Waste Management, Environment</p>

Agency 2005 –
<https://www.gov.uk/government/publications/health-impact-assessment-of-waste-management-methodological-aspects-and-information-sources>

L12

Heritage Assessment – archaeological and historic features and landscapes, Scheduled Ancient Monuments, Conservation Areas, listed parks and buildings and registered parks and gardens.

POLICY DRIVER	Types of application requiring this information	What information is required	Further sources of guidance or advice
<p>National Planning Policy Framework (July 2018) (NPPF), particularly section 16 & 17. Annex 2 of the NPPF defines a “Heritage Asset”. https://www.gov.uk/government/publications/national-planning-policy-framework--2</p> <p>National Planning Policy for Waste (October 2014) Appendix B (item e) https://www.gov.uk/government/publications/national-planning-policy-for-waste</p> <p>Bedfordshire & Luton Minerals & Waste Local Plan 2005 – Saved Policies GE1 (Matters to be addressed in planning applications), GE14 (Archaeology), GE15 (Statutorily designated Historic Buildings and Sites), GE16 (Local Historic Buildings, Conservation Areas and</p>	<p>All planning applications for minerals and waste development where the ground will be subject to intrusive disturbance (e.g. excavations, building foundations, piling, drainage channels) within an area of archaeological potential or where archaeological remains may survive.</p> <p>All planning applications for minerals and waste development affecting designated and non-designated heritage assets:</p> <ul style="list-style-type: none"> - a listed building or its curtilage; - a conservation area or its setting, - a Scheduled Ancient Monument (SAM) or its setting; - nationally registered parks and gardens; and - non-designated heritage 	<p>The scope and degree of detail to be included in a Heritage Statement (HS) will be proportionate to the particular circumstances of each application. As a guide, the following supporting information should be included in a Heritage Statement:</p> <ul style="list-style-type: none"> - a Statement of Significance comprising a description of the heritage assets affected and the contribution of their setting to that significance; - Archaeological Assessment comprising a separate assessment will be required for applications on a site which includes, or has the potential to include, heritage assets with archaeological interest; - an assessment of the impact of the proposals on the special interest and character of the 	<p>Planning Practice Guidance on the conservation and enhancement of the historic environment can be found at: https://www.gov.uk/guidance/conserving-and-enhancing-the-historic-environment</p> <p>A range of information and advice can also be obtained via the ‘Archaeology, Heritage and Conservation’ page on the Council’s web-site: http://www.centralbedfordshire.gov.uk/environment/conservation/areas.aspx</p> <p>The above includes a link to Central Bedfordshire’s Historic Environment Record (HER) which contains details of all known archaeological sites, historic buildings and historic landscape features within the area. This is the</p>

<p>Historic Environment Sites). Central Bedfordshire (North Area) Core Strategy and Development Management Policies DPD – Policies CS15 (Heritage), DM3 (High Quality Development), DM13 (Heritage in Development)</p> <p>Minerals & Waste Local Plan: Strategic Sites & Policies 2014 – Policy MWSP3 (Determination of Applications for Waste Management Developments or Mineral extraction and Related Development)</p>	<p>assets.</p>	<p>asset, its site and setting and that of any adjacent heritage assets</p> <ul style="list-style-type: none"> - in the case of heritage assets with archaeological interest, where a desk-based assessment is insufficient to properly assess the impact of the proposal on heritage assets, an on-site archaeological field evaluation (e.g. trial trenching, field walking, borehole investigation and geophysical survey) should be carried out, with the findings incorporated into the submitted Heritage Statement. <p>A Planning Application will not be validated where the impact of the proposal on the significance of heritage assets cannot be adequately understood and assessed from the submitted information.</p> <p>Applicants are encouraged to seek the advice of the Council's Archaeology Team on the scope of fieldwork for archaeological field evaluation prior to submission of the Application.</p>	<p>prime source for identifying Heritage Assets for inclusion in Heritage Statements.</p> <p>Department for Culture Media and Sport (DCMS) – 'Scheduled Monuments Policy Statement' (February 2013) can be viewed on the following link https://www.gov.uk/government/publications/scheduled-monuments-policy-statement</p> <p>Historic England's online planning guidance and advice can be found at https://historicengland.org.uk/advice/planning/</p> <p>'General Guidance for the Preparation of Archaeological Desk-based Assessments' - Central Bedfordshire Council (March 2012) is available on request from the Council's Archaeology Team who can be contacted on 0300 300 6029 or 0300 300 6603 or at: archaeology@centralbedfordshire.gov.uk</p>
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L13**Hydrological and Hydrogeological Appraisal**

POLICY DRIVER	Types of application requiring this information	What information is required	Further sources of guidance or advice
<p>National Planning Policy Framework (July 2018) (NPPF), particularly sections 15. https://www.gov.uk/government/publications/national-planning-policy-framework--2</p> <p>National Planning Policy for Waste (October 2014) Appendix B (item a) https://www.gov.uk/government/publications/national-planning-policy-for-waste</p> <p>Bedfordshire & Luton Minerals & Waste Local Plan 2005 – Saved Policies GE1 (Matters to be addressed in planning applications), GE17 (Pollution Control), GE20 (Water resources).</p>	<p>All applications involving disturbance of the ground where there is potential to impact on the water table and the movement of water under and above ground or involving construction works, processes or activities that could result in pollution of the water environment. This will include all new mineral extraction and landfill sites and extensions to such sites.</p>	<p>An assessment of the water environment in and around the site, including (where applicable):</p> <ul style="list-style-type: none"> - the proximity of vulnerable surface and groundwater or aquifers, should be assessed both for the site under consideration and the surrounding area. - geological conditions and the behaviour of surface and ground water both for the site under consideration and the surrounding area; - the potential impact of the development on the movement, distribution and quality of water; - a description of the type, quantities and means of storage / disposal of any surface water run off by reference to scaled drainage plans; - mitigation measures to minimise or prevent pollution and avoid adverse effects on the riparian rights of others in the area. - An assessment of the depth of mineral to be extracted (and 	<p>Planning Practice Guidance on Water Quality can be found at: https://www.gov.uk/guidance/water-supply-wastewater-and-water-quality</p> <p>Environment Agency guidance on groundwater protection is located at: https://www.gov.uk/government/publications/groundwater-protection-position-statements</p> <p>The Bedford Group of Internal Drainage Boards' website is at: http://www.idbs.org.uk/</p> <p>Central Bedfordshire Local Land Drainage Byelaws 2016 can be found at: http://www.centralbedfordshire.gov.uk/planning/flooding/land-drainage-bye-laws.aspx</p> <p>For guidance on sustainable drainage see section L3 Climate Change.</p>

		<p>more specifically the depth of mineral to be worked below the water table): and</p> <ul style="list-style-type: none"> - An assessment of the impact of dewatering on local groundwater levels and receptors (e.g.) water features, springs, wetlands) and other protected rights (i.e. licensed or unlicensed groundwater and surface water abstractions). 	
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L14

Land Stability – Geotechnical Appraisal

POLICY DRIVER	Types of application requiring this information	What information is required	Further sources of guidance or advice
<p>National Planning Policy Framework (July 2018) (NPPF), particularly sections 15. https://www.gov.uk/government/publications/national-planning-policy-framework--2</p> <p>National Planning Policy for Waste (October 2014) Appendix B (item b) https://www.gov.uk/government/publications/national-planning-policy-for-waste</p> <p>Bedfordshire & Luton Minerals & Waste Local Plan 2005 – Saved Policies GE1 (Matters to be addressed in planning applications), GE26 (Restoration).</p>	<p>All applications on land known or suspected to be unstable.</p> <p>All applications for mineral extraction, quarry backfilling, waste tipping and restoration works to form final slopes where there are potential slope stability implications.</p>	<p>A geotechnical study should be provided to establish the nature and extent of instability on or adjacent to the application site, the potential impacts on underlying geology and any necessary remedial, preventative or precautionary measures to ensure the stability of the site in the long term following completion of development or restoration of the site. The responsibility for safe development of land rests with the developer / owner.</p> <p>Landfill applications must contain sufficient information to demonstrate that the risk of subsidence from landfilling has</p>	<p>Planning Practice Guidance on land stability can be found at: https://www.gov.uk/guidance/land-stability</p>

<p>Minerals & Waste Local Plan: Strategic Sites & Policies 2014 – Policy MWSP3 (Determination of Applications for Waste Management Development or Minerals Extraction and Related Development)</p>		<p>ben taken into account. This will enable the Local Planning Authority to fulfill its requirements under the National Planning Policy for Waste. The submitted stability information may include some of the technical work carried out as part of a Stability Risk Assessment (SRA) for a landfill permit application.</p>	
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L15a
Landscaping Plan / Details *

(*For mineral extraction and landfill / landraising proposals, applicants can elect to combine the landscaping plan with the restoration Plan – refer to separate information item nos. L26 and L27)

POLICY DRIVER	Types of application requiring this information	What information is required	Further sources of guidance or advice
<p>National Planning Policy Framework (July 2018) (NPPF), particularly section 15. https://www.gov.uk/government/publications/national-planning-policy-framework--2</p> <p>National Planning Policy for Waste (October 2014) Appendix B (item c) https://www.gov.uk/government/publications/national-planning-policy-for-waste</p> <p>Bedfordshire & Luton Minerals & Waste Local Plan 2005 – Saved Policies GE1 (Matters to be addressed in planning applications), GE2 (Restoration /</p>	<p>All applications where any of the following criteria apply:</p> <ul style="list-style-type: none"> - trees, shrubs or hedgerow would need to be removed as a result of the proposed development; - new or replacement landscaping is proposed; and - existing trees, shrubs or hedgerow features would need to be protected and retained during the course of construction works or throughout the life of the development. 	<p>Landscaping proposals should follow from the design concept in the Design and Access Statement (where one is required).</p> <p><u>Note</u> - Unless detailed landscaping proposals containing a full planting schedule are an integral part of the information required to allow adequate assessment of the landscape or visual impact of the development, landscaping proposals can be submitted in the form of an indicative plan or Master Plan, with full details to be agreed at a later date under the requirements of a condition imposed on the grant of</p>	<p>Planning Practice Guidance on Design, including landscaping, can be found at: https://www.gov.uk/guidance/design</p> <p>Further Planning Practice Guidance on ‘Green Infrastructure’ is located at: https://www.gov.uk/guidance/natural-environment</p> <p>Specific Planning Practice Guidance on the restoration and aftercare of mineral sites (including landscaping) is provided at: https://www.gov.uk/guidance/minerals</p>

<p>improvement of Marston Vale), GE3 (Environmental improvement of the Greensand Trust Area, GE4 (Environmental Improvement of the Ivel and Ouse Valleys), GE7 (Protection of the Chilterns Area of Outstanding Natural Beauty), GE9 (Landscape Protection and landscaping), GE10 (Protection / enhancement of trees and woodland).</p> <p>Central Bedfordshire (North Area) Core Strategy and Development Management Policies DPD – Policies CS 16 (Landscape and Woodland), DM3 (High Quality development), DM14 (Landscape and Woodland).</p> <p>Minerals & Waste Local Plan: Strategic Sites & Policies 2014 – Policy MWSP3 (Determination of Applications for Waste Management Development or Minerals Extraction and Related Development).</p> <p>'The Chilterns AONB Management Plan 2014-2019, produced by the Chilterns Conservation Board http://www.chilternsaonb.org/conservation-board/management-plan.html</p>		<p>permission.</p> <p>Indicative landscaping details should include a scaled plan showing:</p> <ul style="list-style-type: none"> - the location and extent of proposed planting; - an indication of species mix and number if known; - seeding mixes if known; - vegetation to be retained; - a programme of implementation; - proposed boundary treatments such as fences or walls. - proposed measures for protection and maintenance of new landscaping, for a minimum period of 5 years. <p><u>Note</u> - The requisite site block plan can be used to illustrate hard and soft landscaping proposals in outline form.</p> <p>Landscaping schemes / details should be devised with regard to the Landscape Character Assessment (LCA) reports for Bedfordshire (see link in adjacent column).</p>	<p>Information on the purpose of Landscape Character Assessment (LCA) and advice on how the LCA reports for Central Bedfordshire should be interpreted and applied can be found on the following link: http://www.centralbedfordshire.gov.uk/environment/natural-environment/natural-environment-landscape-character-assessment.aspx</p>
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L15b**Landscape & Visual Impact Assessment**

POLICY DRIVER	Types of application requiring this information	What information is required	Further sources of guidance or advice
<p>National Planning Policy Framework (July 2018) (NPPF), particularly section 15. https://www.gov.uk/government/publications/national-planning-policy-framework--2</p> <p>National Planning Policy for Waste (October 2014) Appendix B (item c) https://www.gov.uk/government/publications/national-planning-policy-for-waste</p> <p>Bedfordshire & Luton Minerals & Waste Local Plan 2005 – Saved Policies GE1 (Matters to be addressed in planning applications), GE2 (Restoration / improvement of Marston Vale), GE3 (Environmental improvement of the Greensand Trust Area, GE4 (Environmental Improvement of the Ivel and Ouse Valleys), GE7 (Protection of the Chilterns Area of Outstanding Natural Beauty), GE9 (Landscape Protection and landscaping), GE10 (Protection / enhancement of trees and woodland).</p> <p>Central Bedfordshire (North Area)</p>	<p>All applications involving large scale development (including most EIA development) for mineral extraction, mineral associated development, landfill, landraising and waste management buildings and plant.</p> <p>All other applications with potentially significant or complex landscape or visual impacts owing to:</p> <ul style="list-style-type: none"> - sensitivity of location (e.g. in the Chilterns AONB or Landscape Character Area of higher value such as the Flit Valley or Greensand Ridge); and - proximity of the proposal to a heritage asset such that there is likely to be an effect on its setting. 	<p>A LVIA should contain an assessment of existing landscape type and character, visual receptors and how the impacts may be mitigated. The Bedfordshire Landscape Character Assessment reports must be used to determine the sensitivity of the landscape and the likely impact.</p> <p><u>Note</u> - Unless detailed landscaping proposals are an integral part of the information required to allow adequate assessment of the landscape or visual impact of the development, landscaping proposals can be submitted in the form of an indicative plan or Master Plan, with a full planting schedule and detailed maintenance proposals to be agreed at a later date under the requirements of a condition imposed on the grant of permission.</p>	<p>Planning Practice Guidance on Landscape Assessment can be found at: https://www.gov.uk/guidance/natural-environment</p> <p>Information on the purpose of Landscape Character Assessment (LCA) and advice on how the LCA reports for Central Bedfordshire should be interpreted and applied can be found on the following link: http://www.centralbedfordshire.gov.uk/environment/natural-environment/natural-environment-landscape-character-assessment.aspx</p> <p>Landscape Institute and IEMA's Guidance for Landscape and Visual Impact Assessment – third edition (2013).</p>

<p>Core Strategy and Development Management Policies DPD – Policies CS 16 (Landscape and Woodland), DM3 (High Quality development), DM14 (Landscape and Woodland).</p> <p>Minerals & Waste Local Plan: Strategic Sites & Policies 2014 – Policy MWSP3 (Determination of Applications for Waste Management Development or Minerals Extraction and Related Development)</p> <p>‘The Chilterns AONB Management Plan 2014-2019’, produced by the Chilterns Conservation Board http://www.chilternsaonb.org/conservation-board/management-plan.html</p>			
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L16
Lawful Use or Development Certificates

POLICY DRIVER	Types of application requiring this information	What information is required	Further sources of guidance or advice
<p>Sections 191 and Section 192 of the Town and Country Planning Act 1990 (as amended).</p> <p>Town and Country Planning (Development Management Procedure) (England) Order 2015 – Part 8: https://www.legislation.gov.uk/uksi/2015/595/contents/made</p>	<p>Certificates of Lawfulness of Existing Use or Development (CLOPUD) or Certificates of Lawfulness of Proposed Use or Development (CLOPUD) are made to determine whether:</p> <ul style="list-style-type: none"> - the existing use of buildings or other land is lawful; - operations that have been carried out are lawful such as 	<p>The applicant should provide as much evidence as possible to verifying the information submitted in the application, this may include for example:</p> <ul style="list-style-type: none"> - statutory declarations and/or sworn affidavits signed by individuals with personal knowledge of the land or premises to substantiate the 	<p>Advice on obtaining a Lawful Development Certificate can be found on Planning Practice Guidance at: https://www.gov.uk/guidance/lawful-development-certificates</p>

	<ul style="list-style-type: none"> - building works; - failure to comply with a condition or limitation attached to a permission is lawful; - any proposed use of buildings or other land is lawful; or - any operations or uses proposed to be carried out are lawful. <p>An application for a Lawful Development Certificate is assessed purely on the basis of facts and evidence submitted in support of it, and on any other evidence that the Council may have, such as its own planning records, or may obtain during the processing of the application.</p>	<ul style="list-style-type: none"> - claimed longevity of the use or when the operational development was completed; - other detailed documentation required to help substantiate that the use or operational development is sufficiently long established to be lawful; such as past invoices for goods and services, VAT receipts and historic photos; - where operational development is involved, drawings to show existing elevations and existing floor plans or proposed elevations and proposed floor plans (as appropriate). <p>For existing operational development, evidence needs to be provided for a 4 year period prior to the date of the application. In respect of existing changes of use and breaches of conditions, evidence needs to be provided for a 10 year period prior to the date of the application. The onus of proof is on the applicant.</p>	
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**L17
Lighting Assessment**

POLICY DRIVER	Types of application requiring this information	What information is required	Further sources of guidance or advice
<p>National Planning Policy Framework (July 2018) (NPPF), particularly section 15. https://www.gov.uk/government/publications/national-planning-policy-framework--2</p> <p>National Planning Policy for Waste (October 2014) Appendix B (item j) https://www.gov.uk/government/publications/national-planning-policy-for-waste</p> <p>Bedfordshire & Luton Minerals & Waste Local Plan 2005 – Saved Policies GE1 (Matters to be addressed in planning applications), GE18 (Disturbance).</p> <p>Central Bedfordshire (North Area) Core Strategy and Development Management Policies DPD – Policy DM3 (High Quality Devt.)</p> <p>Minerals & Waste Local Plan: Strategic Sites & Policies 2014 – Policy MWSP3 (Determination of Applications for Waste Management Development or Minerals Extraction and Related Development)</p>	<p>All applications where external floodlighting or security lighting is proposed or will be necessary as part of the proposed development, whether in the open countryside or an urban area.</p>	<p>Details should be provided by reference to a layout plan to show the location and height of lighting fixtures, a schedule of the equipment, beam orientation and spread patterns of illuminated areas with specified lux levels beam. A Statement should cover:</p> <ul style="list-style-type: none"> - an appraisal of the need for lighting; - the proposed hours of use and means of controlling usage times; and - an assessment of potential impact of proposed lighting on nearby properties, waterway or any sensitive biodiversity or heritage feature on or close to the site (where relevant) and how any such impacts may be mitigated. <p>The level of detail in a lighting assessment will depend upon whether significant lighting provision is proposed as opposed to ancillary low level sensor lighting and the sensitivity of the surrounding area to light pollution.</p>	<p>Planning Practice Guidance on light pollution is found at: https://www.gov.uk/guidance/light-pollution</p> <p>A Report by Royal Commission on Environmental Pollution, entitled 'Artificial Light in the Environment' 1997 can be found at: https://www.gov.uk/government/publications/artificial-light-in-the-environment</p> <p>CIBSE Lighting Guides can be located at: https://www.cibse.org/society-of-light-and-lighting-sll/lighting-publications</p> <p>BS5489 Part 9 Lighting in Urban Areas and Public Amenity Areas.</p>

L18**Litter, Vermin & Birds**

POLICY DRIVER	Types of application requiring this information	What information is required	Further sources of guidance or advice
<p>National Planning Policy Framework (July 2018) (NPPF), particularly section 15. https://www.gov.uk/government/publications/national-planning-policy-framework--2</p> <p>National Planning Policy for Waste (October 2014) Appendix B (items i and k) https://www.gov.uk/government/publications/national-planning-policy-for-waste</p> <p>Bedfordshire & Luton Minerals & Waste Local Plan 2005 – Saved Policies GE1 (Matters to be addressed in planning applications), GE18 (Disturbance).</p> <p>Minerals & Waste Local Plan: Strategic Sites & Policies 2014 – Policy MWSP3 (Determination of Applications for Waste Management Development or Minerals Extraction and Related Development)</p>	<p>All new proposals (full applications including changes of use) for the landfilling of non-hazardous or hazardous waste.</p> <p>All new proposals (full applications including changes of use) for open-air composting activities and waste transfer or recycling facilities handling assorted non-hazardous or hazardous waste where there is the potential for, or need to manage, litter and / or attraction of vermin and birds.</p> <p>Any application within a notified aerodrome safeguarding zone that would lead to the creation of large water bodies (temporary or otherwise) where birds would congregate or for large scale planting close to the aerodrome.</p> <p>Any application for variation or removal of conditions with the potential to increase the risk of litter escape and / or attraction of vermin and birds.</p>	<p>Identification of activities that are likely to give rise to litter, vermin and birds, consideration of sensitive receptors and measures to be adopted to control or eradicate such nuisance.</p> <p>Where birds congregate in large numbers, they can cause a hazard to aircraft at locations close to aerodromes or low flying areas. As part of the aerodrome safeguarding procedure (ODPM Circular 1/2003), Local Planning Authorities are required to consult aerodrome operators on proposed developments within safeguarding areas that are likely to attract birds.</p>	<p>Circular 1/2003 – ‘Safeguarding aerodromes, technical sites and military explosives storage areas’ - https://www.gov.uk/government/publications/safeguarding-aerodromes-technical-sites-and-military-explosives-storage-areas</p>

**L19
Noise Impact Assessment**

POLICY DRIVER	Types of application requiring this information	What information is required	Further sources of guidance or advice
<p>National Planning Policy Framework (July 2018) (NPPF), particularly section 15 & 17. https://www.gov.uk/government/publications/national-planning-policy-framework--2</p> <p>National Planning Policy for Waste (October 2014) Appendix B (item j) https://www.gov.uk/government/publications/national-planning-policy-for-waste</p> <p>Bedfordshire & Luton Minerals & Waste Local Plan 2005 – Saved Policies GE1 (Matters to be addressed in planning applications), GE18 (Disturbance).</p> <p>Central Bedfordshire (North Area) Core Strategy and Development Management Policies DPD – Policy DM3 (High Quality Devt.)</p> <p>Minerals & Waste Local Plan: Strategic Sites & Policies 2014 – Policy MWSP3 (Determination of Applications for Waste Management Development or Minerals Extraction and Related Development)</p>	<p>All types of application where the proposed development would give rise to potential disturbance to nearby occupiers or land users or nuisance by reason of noise emissions.</p>	<p>A noise impact assessment should:</p> <ul style="list-style-type: none"> - describe the possible sources of noise from the development; - identify sensitive receptors to the site; - calculate existing and predicted (maximum) noise levels at noise sensitive properties or at the site boundary (for different phases of the development and for daytime and night-time hours where applicable); - include details of mitigation measures to reduce the effects of noise; and - the regime for monitoring noise levels during the construction and use or operation of the site. <p>Noise surveys for waste management development proposals should take into account the advice and guidance contained in British Standard 4142.</p> <p>Proposals for the control and mitigation of noise from proposed</p>	<p>General Planning Practice Guidance on the control of noise is found at: https://www.gov.uk/guidance/noise--2</p> <p>Specific Planning Practice Guidance in relation to noise from minerals development is located at: https://www.gov.uk/guidance/minerals</p> <p>BS: 4142 (2014) – ‘Method for rating noise affecting mixed residential and industrial areas.’</p> <p>BS: 8233 (2014) – ‘Sound insulation and noise reduction for buildings - Code of Practice.’</p> <p>Central Bedfordshire Council’s advice on Construction noise can be found at: http://www.centralbedfordshire.gov.uk/environment/commercial-pollution/excessive-noise.aspx</p> <p>Further information on noise can be obtained by contacting the Council’s Public Protection Team</p>

		<p>mineral workings or associated development should consider the advice contained in the Government's Online Planning Practice Guidance for Minerals (see link on right).</p> <p>Noise from reversing alarms can be a particular issue on minerals and waste sites and needs to be taken into account in noise assessment.</p> <p>Particular consideration may need to be given to low frequency noise, e.g. from gas engines and flares.</p> <p><u>Note:</u> All noise impact assessments should be conducted by a suitably qualified acoustic consultant.</p>	<p>on 0300 300 8302. Email: pollution@centralbedfordshire.gov.uk</p>
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L20

Odour Impact Assessment and Management Plan (including bioaerosols)

POLICY DRIVER	Types of application requiring this information	What information is required	Further sources of guidance or advice
<p>National Planning Policy Framework (July 2018) (NPPF), particularly section 15. https://www.gov.uk/government/publications/national-planning-policy-framework--2</p> <p>National Planning Policy for Waste (October 2014) Appendix B (items g and h)</p>	<p>All applications for new or extended landfill operations involving potentially odorous waste.</p> <p>All applications for new waste management facilities involving composting, anaerobic digestion or mechanical biological treatment.</p>	<p>A site-specific Odour Impact Assessment and Management Plan should demonstrate that the odours released by the proposed development can be adequately controlled so as not to give rise to unacceptable impacts on the local amenity and neighbouring properties. The assessment should identify or set out:</p>	<p>Planning Practice Guidance on air quality is found at: https://www.gov.uk/guidance/air-quality--3</p> <p>The Environment Agency's published guidance 'H4: Odour Management: How to comply with your environmental permit' – https://www.gov.uk/government/publications/h4-odour-management</p>

<p>https://www.gov.uk/government/publications/national-planning-policy-for-waste</p> <p>Bedfordshire & Luton Minerals & Waste Local Plan 2005 – Saved Policy GE1 (Matters to be addressed in planning applications), Policy GE18 (Disturbance)</p> <p>Central Bedfordshire (North Area) Core Strategy and Development Management Policies DPD – Policy DM3 (High Quality Development).</p> <p>Minerals & Waste Local Plan: Strategic Sites & Policies 2014 – Policy MWSP3 (Determination of Applications for Waste Management Development or Minerals Extraction and Related Development)</p>	<p>Any other waste-related application involving the movement and processing of odour emitting substances.</p>	<ul style="list-style-type: none"> - the sources of potential odour emissions and sensitive receptors; - measures and practices to be adopted to minimise and mitigate odour release; and - a monitoring regime. <p>Examples of methods that can be employed to minimise or mitigate odours include:</p> <ul style="list-style-type: none"> - controlling waste types and waste handling arrangements; - daily covering of exposed landfill waste; - designing the layout of the site to maximise distance from sensitive receptors; - deodoriser spray masts; - leachate management systems; and - negative pressure systems in buildings. <p>The level and complexity of detail in the assessment will depend upon the nature and scale of the operation (e.g. whether any parts of the operation are outside) and the sensitivity of the location.</p>	<p>blications/environmental-permitting-h4-odour-management</p> <p>Whilst the above document is designed to help holders or potential holders of environmental permits understand how to apply for, vary and comply with their permit, it also serves as a useful guide for applicants or agents preparing an Odour Impact Assessment in support of a planning application.</p> <p>Guidance on the Assessment of Odour for Planning, 2014 is available on the IAQM website at: http://iaqm.co.uk/guidance/</p> <p>‘An Industry Guide for the Prevention and Control of Odours at Biowaste Processing Facilities, 2007’ can be found on the Organics Recycling Group website, along with other useful publications at: http://www.organics-recycling.org.uk/</p>
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L21**Outdoor Access Statement**

POLICY DRIVER	Types of application requiring this information	What information is required	Further sources of guidance or advice
<p>National Planning Policy Framework (July 2018) (NPPF), particularly section 8. https://www.gov.uk/government/publications/national-planning-policy-framework--2</p> <p>Bedfordshire & Luton Minerals & Waste Local Plan 2005 – Saved Policies GE1 (Matters to be addressed in planning applications), GE2 (Restoration / improvement of the Marston Vale), GE3 (Environmental Improvement of the Greensand Trust area), GE4 (Environmental improvement of the Ivel and Ouse Valleys), GE21 (Public Rights of Way), GE26 (Restoration).</p> <p>Central Bedfordshire (North Area) Core Strategy and Development Management Policies DPD – Policies CS3 (Healthy and Sustainable Communities), CS14 (High Quality Development), CS17 (Green Infrastructure), DM16 (Green Infrastructure)</p> <p>Outdoor Access Improvement Plan for Central Bedfordshire 2013</p>	<p>All types of applications affecting, or with potential to cause short or long term disruption to, users of the rights of way network and / or where proposals for public access or outdoor community facilities are being put forward as part of the proposed development.</p> <p>All applications which would result in the loss or provision of playing fields, outdoor community recreation / sports facilities or other community open space.</p>	<p>A statement accompanied by plans as appropriate, detailing:</p> <ul style="list-style-type: none"> - public rights of way crossing or bounding the site; - any current or proposed diversions or temporary closures of public rights of way; - any signage or other safety measures to manage site traffic that would need to traverse any public rights of way or permissive paths; - any alternative access arrangements during non-permanent development (such as mineral extraction or landfilling / landraising) and reinstatement of the network as part of the restoration proposals; and - any new or enhanced public access provision such as new footpath, bridleway or permissive routes, informal or formal open space recreation ground and the mechanism(s) for delivery. <p>Planning applications that would result in the permanent loss of</p>	<p>Information on Green Infrastructure, including Green Infrastructure Plans can be found on the Council’s Website at: http://www.centralbedfordshire.gov.uk/planning/green/infrastructure.aspx</p> <p>Information on the Public Rights of Way network in Central Bedfordshire is available at: http://www.centralbedfordshire.gov.uk/leisure/countryside/rights-of-way/public.aspx</p> <p>The Council’s guidance document on Rights of Way Standards is available at: http://www.centralbedfordshire.gov.uk/leisure/countryside/rights-of-way/farmers-landowners.aspx</p>

<p>to 2031 – produced pursuant to the Rights of Way Act 2000. http://www.centralbedfordshire.gov.uk/leisure/countryside/outdoor-access/improvement.aspx</p> <p>Minerals & Waste Local Plan: Strategic Sites & Policies 2014 – Policy MWSP3 (Determination of Applications for Waste Management Development or Minerals Extraction and Related Development)</p>		<p>playing fields, outdoor community recreation / sport facilities or other community open space should be supported with an assessment or evidence to demonstrate that the land is surplus to requirements or would be replaced by equivalent or better provision.</p>	
<p>L22 Parking, Circulation Space and Access Arrangements</p>			
POLICY DRIVER	Types of application requiring this information	What information is required	Further sources of guidance or advice
<p>National Planning Policy Framework (July 2018) (NPPF), particularly section 9. https://www.gov.uk/government/publications/national-planning-policy-framework--2</p> <p>Bedfordshire & Luton Minerals & Waste Local Plan 2005 – Saved Policy GE1 (Matters to be addressed in planning applications).</p> <p>Central Bedfordshire (North Area) Core Strategy and Development Management Policies DPD – Policy DM3 (High Quality Development).</p>	<p>All applications requiring the provision of new or additional off street parking facilities and/or circulation space or which would result in the loss of such provision.</p> <p>All types of application involving the construction of a new or modified access from the public highway.</p>	<p>Details should follow from the access element in the Design and Access Statement (if required).</p> <p>Details of existing and proposed parking provision and circulation space should be shown on a scaled layout plan (or on the block plan). A clear distinction should be made between operational and visitor parking.</p> <p>Design and means of construction of internal roadways.</p> <p>Scaled drawings to show the design of the new or modified junction with the public highway</p>	<p>Advice on parking and access arrangements for planning applications can be found on the Council's website at: http://www.centralbedfordshire.gov.uk/transport/development-management/highways-information.aspx</p> <p>General advice on parking standards can be found on the Planning Portal: https://www.planningni.gov.uk/index/policy/planning_statements_and_supplementary_planning_guidance/spg_other/parking/parking_standards_considerations.htm</p>

		<p>including width, turning radii, radius curves, sightlines, any lane discipline, ghost or other islands and means of construction.</p> <p>Any vegetation or structures that would be cleared to form the new access, junction and sightlines.</p>	
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L23
Photographs, Photomontages & Computer Generated Imagery

POLICY DRIVER	Types of application requiring this information	What information is required	Further sources of guidance or advice
<p>Article 7(1)(c)(ii) of the Town & Country Planning (Development Management Procedure)(England) Order 2015.</p> <p>Bedfordshire & Luton Minerals & Waste Local Plan 2005 – Saved Policy GE1 (Matters to be addressed in planning applications).</p>	<p>All applications for large scale development that are likely to or have the potential to result in or affect:</p> <ul style="list-style-type: none"> - a significant change in the appearance of a building or the street scene; - significant or complex impacts on the character and appearance of the area; or on the setting of a listed building or Conservation Area. 	<p>Photomontages should be provided to illustrate the current appearance of a building or area and how this will change. This approach could be used, for example, to demonstrate the form of a quarry restoration proposal and how the site would assimilate into the surrounding landscape.</p> <p>Illustration of the relationship (scale / height) between proposed buildings and structures and existing ones can show how the development can be satisfactorily integrated within the 'street scene'.</p> <p><u>Note:</u> It is also appropriate to include photographs and photomontages in the Design and Access Statement or in a Landscape and Visual Impact Assessment (LVIA) where such</p>	<p>'Visual Representation of Development Proposals' - Landscape Institute, Technical Guidance Note (2017).</p>

reports are required.

**L24
Planning Obligations Statement (including Draft Heads of Terms)**

POLICY DRIVER	Types of application requiring this information	What information is required	Further sources of guidance or advice
<p>National Planning Policy Framework (July 2018) (NPPF), particularly paragraphs 54-57. https://www.gov.uk/government/publications/national-planning-policy-framework--2</p> <p>Community Infrastructure Levy Regulations 2010 – Part 11 http://www.legislation.gov.uk/ukdsi/2010/9780111492390/contents</p> <p>Adopted Bedfordshire & Luton Minerals & Waste Local Plan 2005 – Policy GE26 (Restoration – supporting text).</p>	<p>Where it is anticipated that specific issues associated with the application proposal, which cannot be adequately controlled through conditions, will need to be addressed by the applicant or developer entering into a planning obligation or unilateral undertaking in order to make acceptable development that would otherwise be unacceptable in planning terms.</p> <p>Planning obligations are secured by a formal deed whether in the form of a Unilateral Undertaking signed by the parties giving the obligations or by Agreement. When it is by agreement, it will also be signed and sealed by Central Bedfordshire Council.</p>	<p>The application should be accompanied by a statement explaining what is being put forward together with draft Heads of Terms. In addition, evidence of site ownership should be provided in the form of photocopies of unregistered title deeds or, where the land is registered, up to date official copy entries of the Land Registry details and plan.</p> <p>The Agreement may restrict the development or use of land in a particular way, require specific action by the applicant / developer or require financial contributions towards off-site works. Particular matters which may give rise to the need for legal Agreement include long term management of a quarry or landfill site beyond the standard aftercare period or the provision of new rights of way or permissive paths.</p>	<p>Planning Practice Guidance on the use of Planning Obligations is found at: https://www.gov.uk/guidance/planning-obligations</p> <p>Further information is available on the Council’s web-site at: http://www.centralbedfordshire.gov.uk/planning/obligations/overview.aspx</p> <p>Useful information is also provided on the Planning Portal web-site at: http://www.planningportal.gov.uk/planning/applications/decisionmaking/conditionsandobligations</p>

**L25
Planning Statement**

POLICY DRIVER	Types of application requiring this information	What information is required	Further sources of guidance or advice
<p>Article 7(1)(c)(ii) of the Town & Country Planning (Development Management Procedure)(England) Order 2015.</p> <p>Adopted Bedfordshire & Luton Minerals & Waste Local Plan 2005 – Policy GE1 (Matters to be addressed in planning applications).</p>	<p>All applications, including those for removal or variation of a condition(s), except where the development is subject to Environmental Impact Assessment (EIA) and an Environmental Statement (ES) will contain the necessary information instead.</p> <p><u>Note:</u> The questions on the relevant application form and the space provided for responses do not always enable applicants or agent to fully describe and explain the application proposal. Therefore, the Planning Statement should be used to expand upon details provided in the application form.</p>	<p>The statement should describe or identify:</p> <ul style="list-style-type: none"> - the site and its surroundings; - planning history; - the context and need for the proposed development; - consideration of alternative sites, especially where there is conflict with any national or local planning policies; - how the development accords with relevant national and local planning policies; - any pre-application enquiry already made to the Local Planning in respect of the same (or similar) proposal and the advice given (optional). - the key environmental and amenity impacts of the scheme, whether positive or negative; - the operations and processes involved in carrying out the proposed development; - a schedule of plant and machinery to be employed; - the volume of materials to be produced or managed on site; - the duration of operations if not a permanent facility; 	<p>Planning Practice Guidance on Making a Planning Application: https://www.gov.uk/guidance/making-an-application</p> <p>Further advice can be obtained from the Council's Minerals & Waste Team on 0300 300 8307.</p>

		<ul style="list-style-type: none">- predicted maximum daily number of HGV movements; and- the anticipated source or destination of any materials to be imported or exported by geographical area (where applicable). <p>Applicants for new or enhanced waste management facilities will <u>not</u> be required to demonstrate a quantitative or market need for their proposal <u>unless</u> it is inconsistent with relevant national or development plan policies and/or a significant proportion of the waste handled by the facility would be sourced from outside the Plan Area (i.e. outside the administrative areas of Central Bedfordshire, Bedford Borough and Luton Borough). Further advice should be sought from the Minerals & Waste Team if there is any doubt on this issue.</p> <p><u>Note:</u> It is important that a Planning Statement is presented in a manner that introduces the scheme to parties who are not familiar with the background and details of the proposed development, including statutory consultees and other local stakeholders.</p>	
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L26**Specific additional requirements for Landfill Applications (including landraising)**

POLICY DRIVER	Types of application requiring this information	What information is required	Further sources of guidance or advice
<p>National Planning Policy for Waste (October 2014) – Particularly Section 7 and Appendix B https://www.gov.uk/government/publications/national-planning-policy-for-waste</p> <p>National Planning Policy Framework (July 2018) (NPPF), particularly paragraph 4. https://www.gov.uk/government/publications/national-planning-policy-framework--2</p> <p>Bedfordshire & Luton Minerals & Waste Local Plan 2005 – Saved Policies GE1 (Matters to be addressed in planning applications), GE25 (Buffer zones), GE26 (Restoration), and GE27 (Aftercare).</p> <p>Minerals & Waste Local Plan: Strategic Sites & Policies 2014 – Policy WSP10 (Landfilling of waste), MWSP3 (Determination of Applications for Waste Management Development or Minerals Extraction and Related Development)</p>	<p>All applications for new landfill or landfilling development or extensions to existing sites.</p>	<p>Sufficient information should be provided to enable the Local Planning Authority to fulfil its requirements under the National Planning Policy for Waste. In addition to those items covered elsewhere in this schedule, the following should be addressed:</p> <ul style="list-style-type: none"> - an assessment of the quantitative and market need for the development ; - how the proposal is considered to be in conformity with the Waste Hierarchy in appendix A of the NPPW; - potential land use conflicts with any other land uses in the vicinity, including any development permitted or under consideration; - in particular, the distances from the site boundary to residential and recreational areas, railway infrastructure, waterways, water bodies and any other potentially sensitive sites; - the protection of the natural and cultural heritage of the area. 	<p>Technical guidance on the design and management of landfill sites can be found on the Environment Agency’s website at: https://www.gov.uk/government/collect/technical-guidance</p> <p>Further advice on the submission of applications waste development (including application forms) can be obtained at: http://www.centralbedfordshire.gov.uk/planning/minerals-waste/application/forms.aspx</p> <p>or from the Council’s Minerals & Waste Team on 0300 300 8307.</p> <p>Government guidance on the reclamation of landfill and land raising sites to agriculture, including aftercare arrangements can be found at: https://www.gov.uk/government/publications/reclaim-minerals-extraction-and-landfill-sites-to-agriculture</p>

		<p>The above information may be incorporated into an Environmental Statement where one is required.</p> <p>In addition, the following particulars should be submitted as may be applicable:</p> <ul style="list-style-type: none">- arrangements for the reception and handling of waste materials on the site;- an outline of the landfill engineering methodology to be employed;- settlement assumptions;- scaled contour and cross section drawings showing the existing and proposed finished (pre-settlement) levels and landform and the relationship with adjoining land;- details of a phasing programme for the method and direction of tipping, material movements and restoration, together with indicative timescales for each phase;- details of any buffer zones;- precise composition of the waste to be deposited;- a materials balance exercise to demonstrate the nature and availability of materials on site for engineering purposes (in particular clay and soils) and whether or not any deficiency exists;	
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		<ul style="list-style-type: none">- a strategy for the preservation, handling and storage of topsoils and subsoils;- details of landfill gas and leachate management systems where required, including power generation plant, associated buildings and compounds;- any other site infrastructure such as weighbridges, gantries, litter netting and mobile lighting systems;- how the landfill site will operate as part of any integrated waste management facility;- a plan showing the proposals for progressive restoration of the site based on a site-specific landscape strategy;- proposals for the intended afteruse of the site for a specified purpose (e.g. agriculture, forestry, amenity);- an aftercare scheme to demonstrate the steps to be taken to bring the land back to a satisfactory standard for the proposed afteruse and to ensure the establishment of any planting and seeding, including arrangements for an annual review for a period of not less than five years (or longer where the proposed afteruse is for nature conservation).	
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		<p>If the proposed afteruse is to facilitate further development (e.g. the construction of a golf course), the application should demonstrate the likely feasibility of that project and provide for an alternative restoration strategy in the event that the development does not take place.</p> <p>Also, note that the Local Planning Authority may request a viability assessment which demonstrates what the likely financial and material budgets for restoration, aftercare and after-use will be, and how the applicant intends to make provision for such work during the operational life of the site. In exceptional cases, the Local Planning Authority may seek a financial guarantee to cover restoration (including aftercare) costs through a voluntary agreement or planning obligation at the time a planning permission is given. Such cases include:</p> <ul style="list-style-type: none">- For very long-term new projects where progressive reclamation is not practicable, where incremental payments into a secure fund may be made as the site develops;- where a novel approach or technique is to be used;- where there is reliable evidence of the likelihood of either financial or technical	
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		<p>failure, but these concerns are not such as to justify refusal of permission.</p> <p>However, when an operator is contributing to an established mutual funding scheme, such as the Mineral Products Association Restoration Guarantee Fund, it should not be necessary for the Local Planning Authority to seek a guarantee against possible financial failure, even in exceptional circumstances.</p>	
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L27

Specific additional requirements for Mineral Extraction and associated development applications

POLICY DRIVER	Types of application requiring this information	What information is required	Further sources of guidance or advice
<p>National Planning Policy Framework (July 2018) (NPPF), particularly section 17. https://www.gov.uk/government/publications/national-planning-policy-framework--2</p> <p>Bedfordshire & Luton Minerals & Waste Local Plan 2005 – Saved Policies GE1 (Matters to be addressed in planning applications), GE25 (Buffer zones), GE26 (Restoration), GE27 (Aftercare).</p> <p>Minerals & Waste Local Plan: Strategic Sites & Policies 2014 –</p>	<p>All applications for new mineral extraction sites, including borrow pits, extensions to existing workings and reopening of disused workings.</p> <p>Depending upon the individual circumstances of the proposal, certain information requirements listed in this table will also apply to applications for variation or removal of conditions which involve modification of the method of extraction, backfilling or restoration.</p>	<p>The following particulars should be submitted (as may be applicable) to supplement the details provided in response to the questions on the Mineral Extraction and Associated Development application form:</p> <ul style="list-style-type: none"> - evidence of the mineral resource, including information on the geology of the site, location and extent of exploratory boreholes and trenches, physical nature and composition of the deposit to be worked and details of any assessment of the quality and quantity of the mineral; 	<p>Planning Practice Guidance for mineral extraction can be found at: https://www.gov.uk/guidance/minerals</p> <p>Paragraphs 36 to 59 of the above specifically cover minerals restoration and aftercare:</p> <p>Guidance on the reclamation of mineral extraction sites to agriculture, including aftercare arrangements can be found at: https://www.gov.uk/government/publications/reclaim-minerals-extraction-and-landfill-sites-to-agriculture</p>

<p>Policies MSP1 (Spatial Strategy for Aggregate Sand and Gravel and Silica Sand), MSP2 (The Provision of Aggregates), MSP5 (Provision of Silica Sand), MSP6 (Mineral Extraction outside Allocated Sites), MSP7 (Rationalisation of reserves and restoration of old sites), MSP8 (Importation of Materials for processing), MSP10 (Borrow Pits), MWSP3 (Determination of Applications for Waste Management Development or Mineral Extraction and Related Development).</p>		<ul style="list-style-type: none"> - any special characteristics or properties of the mineral and any need for the mineral to fulfil a specific commercial or market need; - if the extraction of mineral is secondary to another development proposal (e.g. the construction of an agricultural reservoir), the need for that development should be clearly demonstrated); - the end use / potential market for the mineral, including destination(s) or geographical area(s) where known; - details of a phasing programme in the form of a plan showing the direction and sequence of working, soil movements, backfilling and restoration, together with indicative timescales for each phase; - details of any buffer zones; - details of any diverted watercourses, water treatment areas, lagoons, leachate collection systems, discharge points to existing watercourses; - details of proposed benches, faces and haul roads; - quantities, characteristics and distribution of soils to be removed by agricultural grade (based on Agricultural Land 	<p>Further advice on the submission of applications for mineral extraction (including application forms) can be obtained at: http://www.centralbedfordshire.gov.uk/planning/minerals-waste/application/forms.aspx</p> <p>or from the Council's Minerals & Waste Team on 0300 300 8307.</p>
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		<p>Classification Maps or other professional surveys);</p> <ul style="list-style-type: none">- a strategy for the preservation, handling and storage of topsoils and subsoils;- a materials balance exercise to demonstrate the presence of sufficient on-site overburden and soils to achieve the intended final landform;- scaled contour and cross section drawings showing the existing and proposed finished levels and landform and the relationship with adjoining land;- a plan showing the proposals for progressive restoration of the site based on a site-specific landscape strategy;- proposals for the intended afteruse (e.g. agriculture, forestry, amenity); and- an aftercare scheme to demonstrate the steps to be taken to bring the land back to a satisfactory standard for the proposed afteruse and to ensure the establishment of any planting and seeding, including arrangements for an annual review for a period of not less than five years (or longer where the proposed afteruse is for nature conservation).	
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		<p>Also, note that the Local Planning Authority may request a viability assessment which demonstrates what the likely financial and material budgets for restoration, aftercare and after-use will be, and how the applicant intends to make provision for such work during the operational life of the site. In exceptional cases, the Local Planning Authority may seek a financial guarantee to cover restoration (including aftercare) costs through a voluntary agreement or planning obligation at the time a planning permission is given. Such cases include:</p> <ul style="list-style-type: none">- For very long-term new projects where progressive reclamation is not practicable, where incremental payments into a secure fund may be made as the site develops;- where a novel approach or technique is to be used;- where there is reliable evidence of the likelihood of either financial or technical failure, but these concerns are not such as to justify refusal of permission. <p>However, when an operator is contributing to an established mutual funding scheme, such as the Mineral Products Association Restoration Guarantee Fund, it should not be necessary for the</p>	
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		Local Planning Authority to seek a guarantee against possible financial failure, even in exceptional circumstances.	
L28 Statement of Community Involvement (SCI)			
POLICY DRIVER	Types of application requiring this information	What information is required	Further sources of guidance or advice
<p>National Planning Policy Framework (July 2018) (NPPF), paragraph 40. https://www.gov.uk/government/publications/national-planning-policy-framework--2</p> <p>Bedfordshire County Council Statement of Community Involvement (SCI) – October 2006 (section 8, Annex C & Annex E)</p> <p>Planning Act 2008 – Chapter 2</p>	<p>Category A (High Level Community Involvement) applications and Category B (Enhanced Level Community Involvement) applications, as per the criteria set out in Appendix E to the SCI.</p> <p>The criteria for category ‘A’ applications may serve as a useful guide for nationally significant infrastructure projects, but these should more specifically satisfy the requirements of the 2008 Planning Act.</p>	<p>A statement setting out:</p> <ul style="list-style-type: none"> - what methods and techniques have been used to engage the local community and seek their views; and - how any feedback from the pre-application consultation exercise has been taken into account in formulating the final development proposal. <p>The statement should demonstrate compliance with the requirements of the SCI at the pre-application stage (see relevant tables in Annex E).</p>	<p>The Bedfordshire County Council Statement of Community Involvement (SCI) covers the whole of the Plan area (Bedford Borough, Central Bedfordshire, and Luton Borough Councils) with respect to minerals and waste planning. It provides an overview of the ways in which the public can get involved in the planning process, including at the pre-application stage. The document can be accessed via the following page on the Council’s web-site: http://www.centralbedfordshire.gov.uk/planning/minerals-waste/framework/statement.aspx</p> <p>Specific guidance on the pre-application process for major infrastructure projects can be found at: https://www.gov.uk/government/publications/guidance-on-the-pre-application-process-for-major-infrastructure-projects</p>

L29**Transport Assessment or Statement**

POLICY DRIVER	Types of application requiring this information	What information is required	Further sources of guidance or advice
<p>National Planning Policy Framework (July 2018) (NPPF), particularly section 9. https://www.gov.uk/government/publications/national-planning-policy-framework--2</p> <p>National Planning Policy for Waste (October 2014) Appendix B (item f) https://www.gov.uk/government/publications/national-planning-policy-for-waste</p> <p>Bedfordshire & Luton Minerals & Waste Local Plan 2005 – Saved Policies GE1 (Matters to be addressed in planning applications), GE23 (Transport: suitability of local road network).</p> <p>Central Bedfordshire (North Area) Core Strategy and Development Management Policies DPD – Policies CS4 (Linking Communities – Accessibility and transport), DM3 (High Quality Development)</p> <p>Minerals & Waste Local Plan: Strategic Sites & Policies 2014 – Policy MWSP3 (Determination of</p>	<p>All applications where the proposed development would be likely to have significant transport implications.</p> <p>A full Transport Assessment (TA) will normally be required in the following cases:</p> <ul style="list-style-type: none"> - any development generating 30 or more two-way vehicle movements per hour; - any development generating 100 or more two-way vehicle movements per day; - any new development where the total gross floor area exceeds 4000m²; - where there is significant conflict with the Development Plan or Freight Strategy in terms of proposed routing of Heavy Goods Vehicles. <p>For smaller application proposals which fall below the above thresholds but would still generate additional traffic or lead to a change in the type or composition of traffic, a simple Transport Statement will be required instead.</p>	<p>A Transport Assessment (TA) should</p> <ul style="list-style-type: none"> - identify the extent of the transport implications of the proposed development in order to determine the suitability of the local highway network to accommodate the additional traffic; - illustrate accessibility to the site by all modes and the likely modal split of journeys to and from the site. It should also give details of any proposed measures to improve access by public transport and cycles to reduce the need for parking; - mitigation of the transport impacts. <p>For smaller developments, a Transport Statement should comprise a simple description of the transport aspects of the development proposal including:</p> <ul style="list-style-type: none"> - how access would be gained to the strategic highway network; - previous, present and proposed number of movements (expressed as a 	<p>Planning Practice Guidance on Transport Assessments and Statements is found at: https://www.gov.uk/guidance/travel-plans-transport-assessments-and-statements</p> <p>Documents that make up the Councils Local Transport Plan (LTP) can be located via the following link: http://www.centralbedfordshire.gov.uk/transport/strategy/overview.aspx</p> <p>The Council's Freight Strategy (adopted April 2011) which forms part of the framework of the Authority's LTP is of particular relevance given the relatively high proportion of HGV traffic generated by minerals and waste activities compared to other land uses.</p> <p>General advice on Highways Information for planning applications can be found at: http://www.centralbedfordshire.gov.uk/transport/development-management/highways-</p>

<p>Applications for Waste Management Development or Minerals Extraction and Related Development).</p>		<p>maximum); and - size and type of vehicles.</p> <p>A Transport Statement can be included within the Planning Statement.</p>	<p>information.aspx</p> <p>For further advice, the Council's Highways Development Control Team can be contacted on 0300 300 8307.</p>
<p>L30 Travel Plan</p>			
<p>POLICY DRIVER</p>	<p>Types of application requiring this information</p>	<p>What information is required</p>	<p>Further sources of guidance or advice</p>
<p>National Planning Policy Framework (July 2018) (NPPF), particularly section 9. https://www.gov.uk/government/publications/national-planning-policy-framework--2</p> <p>Central Bedfordshire (North Area) Core Strategy and Development Management Policies DPD – Policies CS4 (Linking Communities – Accessibility and transport), DM3 (High Quality Development)</p>	<p>All applications which are likely to generate significant levels of traffic movements, including those developments where the predicted number of staff to be employed at the site would exceed 30.</p> <p>Any application that would affect the provisions of another Travel Plan already in force.</p>	<p>A Travel Plan is a long-term site management strategy designed to promote access to / from a particular site or area by sustainable modes of transport and to facilitate travel choice.</p> <p>There is no standard format for Travel Plans but they should contain the following types of information to protect and exploit opportunities for the use of sustainable transport modes for the movement of people and goods:</p> <ul style="list-style-type: none"> - how the transport implications are going to be managed, by whom, and over what timescale in order to minimise environmental, social; and economic impacts; - measures to promote more sustainable travel by staff such as reductions in car usage and increased use of 	<p>Planning Practice Guidance on Travel Plans can be found at: https://www.gov.uk/guidance/travel-plans-transport-assessments-and-statements</p> <p>At a local level, guidance can be obtained by following the link below: http://www.centralbedfordshire.gov.uk/transport/development-management/highways-information.aspx</p>

		<p>public transport having regard to employee numbers and their hours of work;</p> <ul style="list-style-type: none"> - travel survey information to determine where staff will be travelling from and their travel behaviour in order to inform initiatives; - evidence to support the setting of appropriate numbers of staff parking spaces for cars, cycles, motorcycles and disabled spaces on site and provision of safe walking and cycling routes and on-site facilities; - clear measurable targets which correlate with the aims and objectives of the Plan; - a programme for implementation, monitoring and maintaining the Plan. <p>A Travel Plan can be included as part of a Transport Assessment (TA).</p>	
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L31
Tree Survey / Arboricultural Report, including protection measures

POLICY DRIVER	Types of application requiring this information	What information is required	Further sources of guidance or advice
Bedfordshire & Luton Minerals & Waste Local Plan 2005 – Saved Policy GE10 (Protection / enhancement of trees and woodland).	All applications where trees are situated within the site or where trees are situated adjacent to or overhang the boundary and which would be affected by the proposed	<p>A submission should include the following details:</p> <ul style="list-style-type: none"> - a survey showing the location, species, size and spread of existing trees on and adjacent 	British Standard BS5837:2005 – Trees In Relation to construction – Recommendations. Using the methodology set out in the Standard should help to ensure

<p>Central Bedfordshire (North Area) Core Strategy and Development Management Policies DPD – Policies CS14 (Landscape and Woodland), DM14 (Landscape and Woodland)</p> <p>Minerals & Waste Local Plan: Strategic Sites & Policies 2014 – Policies MWSP3 (Determination of Applications for Waste Management Development or Minerals Extraction and Related Development).</p>	<p>development. This includes proposals which involve the felling or pruning of existing trees on the site or involve works (i.e. excavations, storage of materials and movement of heavy plant) which could impact upon tree root systems.</p>	<p>to the site;</p> <ul style="list-style-type: none"> - identification of trees that would be felled or affected by the development; and - a statement of measures to protect retained trees during the works, which should be produced by a qualified arboriculturalist in accordance with the guidelines in BS5837:2005 “Trees In Relation to Construction – Recommendations.” <p>Note: There may also be a need for ecological surveys to be carried out to ascertain whether any affected trees support protected species such as bats (see Information item no. L2).</p>	<p>that the development is suitably integrated with existing trees and potential conflicts are avoided.</p> <p>Specific Guidance on Trees affected by Tree Preservation Orders can be found at: https://www.gov.uk/guidance/tree-preservation-orders-and-trees-in-conservation-areas</p>
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Note: Web links are provided in this document for ease of reference. These were all effective at the date of publication, but some may inevitably change from time to time.