



Mr Waller
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Colin Haigh
Head of Planning

Reply To: address as below
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12 January 2018

Dear Mr Waller,

Application Reference: 6/2017/1839/PA

Proposal: Pre-application advice for the refurbishment of Northaw House and surrounding buildings along with new build forming a total of 28 residential units

Location: Northaw House Northaw Potters Bar EN6 4PS

Thank you for your pre-application enquiry which was received on 30 August 2017, further to our meeting on 19th October 2017. This latest enquiry follows various meetings prior to this meeting and pre-application advice. The letter should therefore also be read in conjunction with the previous letters dated 28th September 2016, 16th December 2016 and 25th May 2017.

Our meeting held on 19th October 2017 was predominantly associated with the impact of the proposals on the heritage assets and the general layout of the proposals.

However, with regard to the principle of the development, the site is located in the Green Belt where Northaw House is a Grade II listed building. The proposed additional development would constitute inappropriate development in the Green Belt, where there will be additional harm to the openness, purposes and visual amenity of the Green Belt and the proposals are therefore clearly contrary to planning policy. Whilst this has been highlighted to the applicant on several occasions on site and in previous letters, the pre-application proposal still does not discuss or address this issue. It should be reiterated that this is a fundamental issue that needs to be addressed within the submission of any future planning applications. In the event that you do not put forward a case that officers consider would be very special circumstances to set aside the harm, the application would be recommended for refusal.

As you are aware Northaw House and the adjacent Stable Block at Northaw House are both statutory designated heritage assets in the form of two Grade II Listed Buildings. There are several further curtilage listed buildings and structures within the site. As the scheme stands the amount of development proposed on site is extensive and harm to the listed buildings and the setting of the listed buildings would result. Whilst it is understood that the additional dwellings are required in order to facilitate the restoration of the listed buildings on site through 'enabling development', the information to be tested to ensure that this is the minimum amount of development required has yet to be submitted and therefore the Council are unable to provide a view on this. As such, as the scheme stands an objection would be raised.

Repair, refurbishment and conversion of Northaw House

Following the site meeting, comments received from Tim Murphy consider the changes to the main house as outlined in Sara Davidson's email as positive. Although it is noted that more detail will be provided within any future planning applications, which will be reviewed. It is however recommended that the retention of the plan form in the Edwardian wing and addressing the change of levels at first floor would be required, which were highlighted during the discussions on site.

Car Park

The proposed underground car park is shown on the proposed basement floor plans, and would be accessed from the basement of the main house. An underground car park has the potential to limit the impact of car parking on the setting of the heritage assets. However the proposal would require alterations to land levels in the area. Details are required to comment further and it is suggested the design of this feature considers the setting of the heritage assets. As such insufficient information has been submitted to enable officers to properly assess the impact of this part of the development on the heritage asset. Therefore, no comment can be made on this.

Stable Block

The stable block, which is listed in its own right, is recognised as being in a very poor state of repair and it is accepted that intervention is needed in the near future to secure the building. Detailed proposals for this building will need to be supplied to enable officers to assess the impact to this building.

Following amendments and reviewing the new drawings, with regards to the removal of the stall partition, it is understood this will be retained and reused in the building. It is recommended that the design shall incorporate a feature in the floor to show the former stall arrangement plan.

Additionally the impact of removing the first floor fabric to create a full height internal space, adjacent to the gallery, will require consideration in terms of the significance of the fabric to be removed. No assessment of this is given due to the lack of details provided. Details of new materials, or materials used for repair, would also be required.

The insertion of new fenestration in original/early elevations should be minimal.

Walled Garden

Following discussions on site and the amended drawings submitted, the principal of the axial arrangement and three dwellings is considered to be acceptable. However the proposed buildings, whilst redesigned, are inappropriate in terms of height, mass and form.

A walled garden would never feature large detached houses and therefore any built form in this location should be of a scale and nature most compatible with the historic nature of this part of the site. Whilst it is appreciated that a more 'light weight' structure has been considered which features large areas of glass, which is assumed to link to the 'glasshouses' that would have been seen on site. These dwellings are designed as 1960/70s buildings, which are entirely inappropriate and out of context with the character of the site, where a much more traditional character can be seen. As such the buildings have failed to respond adequately to the values of the walled garden which make it significant.

I would strongly advise that your proposals consider smaller houses, which do not dominate the walled garden. It is considered that it may be that only single storey buildings are acceptable, which are no higher than the walls of the walled garden itself. Further considerations should be made to the materials used in these properties, with brickwork matching the colours, textures of the walls of the garden itself. Again, light weight materials should be considered.

I wish to highlight that it is considered that if these properties are laid out and designed appropriately this could adequately conserve or in some regards even enhance the heritage asset. However if the same buildings are submitted within a formal planning application, an objection would be raised to the detrimental impact of this part of the proposal to the significance of the walled garden.

Land at West (Between House and Walled Garden/Settlement Area)

The layout and form of this area is much improved, however concerns remain which are listed below.

Orchard Cottage - Whilst the form of this building is acceptable the front elevation is too wide (Considering the fenestration arrangement) and the overall scale is too large. It is recommended this is reduced in height and footprint. Note-the first floor plan is incorrect.

With regard to Settlement Units 1 and 2 no further comments are made. It is expected that these would be considered in the heritage impact assessment in terms of the effect upon the setting of heritage assets.

The only comments pertaining to the dairy is the fenestration. It is recommended that the use of segmental head arches rather than flat arches. It is advised that the shutters are removed. It is also recommended that you 'flip' the rear return so the large window faces to the open northern landscape rather than directly onto Orchard Cottage.

During site discussions it was suggested that retention of existing historic features within this space could be explored as the detailed design for this area evolves.

Dwellings on Eastern and Western Drives

Following discussions on site it is noted that the design of the two sets of terraced properties have altered. It is considered that the changes to the design would be more traditional and in character of a more simplistic workers cottage.

Please note that the proposed floor plans and the proposed elevation drawings do not correspond to one another and the fenestration at ground floor level to the front is different. This should be altered so it is 'window, door, window, door etc'.

It is also observed that due to the subdivision of what was two semi-detached houses to terraced properties a new access can be seen in between the two sets of terraces, leading to a parking court and garages. This altered layout is not considered to be acceptable it moves built form and a large area of hardstanding into an area that should be soft landscaped to minimise the amount of built form and the spread of built form within the Green Belt. It is strongly advised that this arrangement is re-assessed. It was suggested on site that a semi-detached pair would be acceptable, however a blind front door would be seen so the building is read as a set of terraced properties.

As with the previous letters, the proposed dwellings to the east of the main house form part of the setting of the designated heritage asset (Northaw House) and this will need to be considered, particularly views from the north. As you are aware the preference is that no built form would be seen in this area, due to the Green Belt designation and the impact that these buildings have on the setting of the listed buildings.

The design of these buildings (in conservation terms) will need to consider materiality, design form, height, siting and boundary treatment to ensure they are in-keeping with the character of the environs and context in which they are located.

Gardener's Cottage/Oak Cottage

Whilst no precise information has been submitted with regards to the repair of the cottage, however in principle this is considered acceptable on the basis of the retention of the building's plan form, original entrance and any early/original fixtures and fittings. Further details will be required in due course pertaining to windows and materials. It has been assumed that the walled garden brick wall is unaltered.

Previously an issue was raised regarding overlooking from the property within the walled garden overlooking the rear garden of this property. On the basis of the amended layout which shows three dwellings within the walled garden, overlooking is not considered to be an issue due to the separation distance maintained. Consideration should continue to be made regarding this relationship and any further amendments should be made to ensure that this relationship remains acceptable.

Affordable Housing

As referred to in my previous letter, it was stated that the threshold for affordable housing is 25 units, and the Council would seek 30% of the total dwellings as affordable units. However as you may be aware the Council have produced a draft local plan which is currently under examination. As such this draft local plan is afforded significant weight due to the stage in which it is at those policies contained within it are also afforded significant weight. Policy SP7 relates to the type and mix of housing.

Whilst I appreciate why no acknowledgement of any affordable housing provision has been made within the pre-application submission, which would only inevitably increase the amount of built form proposed, it will be necessary for this to be addressed within any future planning application and be included within the FVS.

Please also note that in accordance with Policy H10 a development involving 5 or more dwellings, the Council will seek to secure a proportion of dwellings to be built to lifetime homes standard. In each instance dwelling type, site location and topography will be taken into account. Information relating to this should be submitted as part of the planning statement.

Landscaping

Notwithstanding the above concerns, as discussed on site it was strongly recommended that a comprehensive landscaping scheme is submitted with any subsequent applications. Landscaping is a key consideration in this development and it is envisaged that planting schemes are reflective of the historic character of the site. Careful consideration should be made to landscaping as this has the ability to enhance the development. Consideration should be made to sight lines to the main house and therefore your conservation advisor should be involved in this.

Conclusion

As it stands, it is considered that the proposals do not adequately conserve or enhance the significance of the heritage assets and less than substantial harm of a designated heritage asset would result.

However, as you are aware, where a development proposal will lead to less than substantial harm to, paragraph 134 of the NPPF outlines that this harm should be weighed against the public benefits of the proposal. Unless information can be provided to demonstrate that that harm is necessary to achieve substantial public benefits that outweigh that harm or loss, planning permission is unlikely to be granted. Clearly in this instance, there is a strong presumption against the grant of planning permission. Although given the above concerns in particular to the development within the walled garden, where it is considered that there are alternatives that would reduce the harm to the significance of the walled garden, I consider that if such a scheme were submitted, it would be recommended for refusal.

As with all previous pre-applications submitted, there has been a lack of information submitted to enable officers to fully understand and provide an in depth assessment of the proposals and to address all the issues that may arise regarding the heritage assets on site.

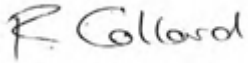
It is considered however that an appropriate proposal has the potential to suitably conserve and in some regards enhance, the significance of the heritage assets within this site. This will be subject to sympathetic intervention to the heritage assets as well as new build proposals of appropriate scale, siting, design and character. The advice from our recent meeting, together with advice in all previous letters should be considered to seek to overcome the concerns in relation to the impact of the development to the heritage assets.

However, as with the previous letters, it should be reiterated that the principle of the development has not been addressed, which is a fundamental issue. Therefore, a proposed scheme may be able to be put forward which officers consider would adequately conserve or in some regards even enhance the heritage asset, however the onus is on the applicant to provide a detailed justification in support of the principle of the application to warrant the very special circumstances required given the proposal is inappropriate

development within the Green Belt. In the absence of this information at pre-application stage, objections would be raised to the principle of this development.

I trust the above information is of assistance, however the above represents my personal professional opinion and is given without prejudice to the decision of this authority in respect of this enquiry or any future application which may be submitted. This advice is given based on the policies/requirements in operation at the date of this letter. These are likely to change in the future.

Yours sincerely,



Rachael Collard

Planning Officer

Useful Information:

Building Futures website - <http://www.hertslink.org/buildingfutures/>

Statement of Community Involvement - <http://www.welhat.gov.uk/index.aspx?articleid=459>

Planning Application Forms - <http://www.welhat.gov.uk/planningapplication>

Hertfordshire County Council, Transport Programmes and Strategy - <http://www.hertfordshire.gov.uk/services/envplan/plan/planningapps/preapplicationadvice/>

Planning obligations guidance – toolkit for Hertfordshire. Hertfordshire County Council's requirements (January 2008) - <http://www.hertsdirect.org/infobase/docs/pdfstore/planobsjan8.pdf>

WHBC Supplementary Planning Guidance including 'Planning Obligations', 'Design Guidance' and 'Parking Standards' - www.welhat.gov.uk/index.aspx?articleid=467

Sustainable Drainage Systems - www.hertsdirect.org/services/envplan/floodwatermgt/sab/

List 1 Information Requirements for an:

- **Application for Planning Permission**
- **Application for Outline Planning Permission with Some Matters Reserved**
- **Application of Outline Planning Permission with All Matters Reserved**
- **Application for Planning Permission and Consent to Display Advertisement(s)**
- **Application for Planning Permission and Listed Build Consent for Alterations, Extension or Demolition of a Listed Building**
- **Application for Listed Building Consent for Alterations, Extensions or Demolition of a Listed Building; and**

Information listed within 'Section 1: National Requirements' is required to be submitted with the above types of applications.

The Council formally adopted a local list for the above applications, except advertisement(s), on 14 July 2015. If you are uncertain as to the level of information required, prior to submitting your application please speak to a Development Management Officer. In instances where pre-application advice has been sought, the case officer will advise you of necessary information. If you consider that your proposal does not warrant the information detailed, please note this within your application.

2a. Drawings and Documents

Required for all major applications, which comprise:

- 10 or more dwellings, or the site area for residential development is 0.5 hectares or more
- 1000 square metres or more of floor space
- Development carried out on a site having an area of 1 hectare or more (the following requirements do not relate to householder applications on sites of more than 1 hectare)

2b. Existing and Proposed Floor Plans

Required for all applications including change of use

All plans to be drawn at a minimum scale of 1:50, or 1:100. Plans should be proportionate to the nature and size of the proposal, titled and numbered, annotated with dimensions or scale bar and paper size.

They should show clearly the proposed works in relation to what is already there, highlighting any structures to be demolished.

Policy Driver and where to get more advice:

- Planning Practice Guidance – www.planningguidance.planningportal.gov.uk/

2c. Existing and Proposed Elevations

Required for all applications involving building work, alterations to buildings or display of advertisements

All plans to be drawn at a minimum scale of 1:50, or 1:100. Plans should be proportionate to the nature and size of the proposal, titled and numbered, annotated with dimensions or a scale bar and paper size. All sides of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included, if only to show that this is in fact the case.

They should show clearly the proposed works in relation to what is already there, highlighting any structures to be demolished, and the relationship to neighbouring buildings.

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

If your application is for a change of use and no change is proposed to the external elevations a statement must be included to state that no external changes are proposed.

Policy Driver and where to get more advice:

- Planning Practice Guidance – www.planningguidance.planningportal.gov.uk/

2d. Existing and Proposed Sections and Floor Levels

Required for all applications involving building work, alterations to buildings or display of advertisements when the proposal includes or involves a change in ground levels

All plans to be drawn at a minimum scale of 1:50, or 1:100 with a bar scale (horizontally and vertically) showing a cross section(s) through the proposed building(s). Plans should be proportionate to the nature and size of the proposal, titled and numbered, annotated where appropriate with dimensions or scale bar and paper size. They should show clearly the proposed works in relation to what is already there, highlighting any structures to be demolished. The drawings may take the form of contours, spot levels or cross or long sections as appropriate.

Policy Driver and where to get more advice:

- Planning Practice Guidance – www.planningguidance.planningportal.gov.uk/

2e. Existing and Proposed Roof Plans

Required for all applications involving alterations to the roof layout

All plans to be drawn at a minimum scale of 1:50, or 1:100. Plans should be proportionate to the nature and size of the proposal, titled and numbered, annotated with dimensions or a scale bar and paper size. They should show clearly the proposed works in relation to what is already there, highlighting any structures to be demolished.

Policy Driver and where to get more advice:

- Planning Practice Guidance – www.planningguidance.planningportal.gov.uk/

2f. Landscaping Plan

Required for: Examples include: Increase in bedroom numbers; Proposals reducing on-site parking provision; Increase in commercial floorspace; Houses in multiple occupation; Forecourt parking.

Plans and elevations

Submit existing and proposed layout plans to scale, annotated with dimensions or a scale bar and paper size, showing:

- Areas of hard and soft landscaping

- Location and type of boundary treatment for example gates, walls, fences, railings
- Location, type and spread of trees on the site and on pavement.
- Existing and proposed changes of levels

An indication as to how the hard standing will be drained.

2g. Topographical Survey

Required for major applications and sloping sites

Plans should be proportionate to the nature and size of the proposal, titled and numbered, annotated with dimensions or a scale bar and paper size.

2k Basements or Excavations

Required for basements or excavations

Plans, elevations and sections

- Existing and proposed sections
- Show light wells and window dimensions on sections

If the proposed works to the basement extend to the front and rear of the property show the distance between basement and boundary on plans and section.

Plans should be proportionate to the nature and size of the proposal, titled and numbered, annotated with dimensions or a scale bar and paper size.

Policy Driver and where to get more advice:

- Policies D1 and D2 of the Welwyn Hatfield District Plan 2005
- National Planning Policy Framework, Section 7

2l Parking Plan

Required for all new development which would result in a change in parking requirements or loss of parking provision

Plans and elevations

Submit existing and proposed layout plans to scale showing:

- Details of existing and proposed parking provision including disabled and cycle parking
- Areas of hard and soft landscaping,
- An indication as to how the hard standing will be drained,
- Garage provision, to include information showing the garage is large enough to accommodate a vehicle in accordance with the Interim Parking Standards, November 2014

Plans should be proportionate to the nature and size of the proposal, titled and numbered, annotated with dimensions or a scale bar and paper size.

Policy Driver and where to get more advice:

- Policies M14, D1 and D2 of the Welwyn Hatfield District Plan 2005
- Supplementary Planning Guidance Parking Standards Adopted January 2004
- Interim Policy for Car Parking Standards and Garage Sizes, August 2014
- Policies CS1 and CS9 of the Emerging Core Strategy, November 2012
- National Planning Policy Framework, Section 4

Statements and Reports

3a Affordable Housing Statement

Required for proposals of 25 or more new residential units or on sites of 1 hectare or greater.

Submit an affordable housing statement. The statement will need to include:

- The mix of private and affordable units with numbers of habitable rooms and/or bedrooms
- If you are proposing different levels or types of affordability or tenure for different units you should explain this clearly and fully
- If you are proposing affordable housing that is not policy compliant, a viability statement will need to be submitted

You should also show the location of the affordable units and the number of habitable rooms and/or bedrooms, and/or the floor space of the units on the floor plans.

Policy Driver and where to get more advice:

- Policy H7 (Affordable Housing) of the Welwyn Hatfield District Plan 2005
- Policies CS7 and CS20 of the Emerging Core Strategy, November 2012
- National Planning Policy Framework, Section 12

3c Archaeological Assessment

Required for proposals involve a new building or the disturbance of ground within an Area of Archaeological Significance, and/or where the development would have an impact on a site which has, or may have, archaeological interest of over 0.5ha.

For all applications involving the disturbance of ground within an Area of Archaeological Significance as defined in the development plan, or other archaeological notification areas that might be published (including Scheduled Monument data), or in other areas in the case of a major development proposal or significant infrastructure works, an applicant may need to commission an assessment of existing archaeological information and submit the results as part of the Heritage Statement. This assessment may comprise the results of a desk based assessment and/or the results of an archaeological evaluation of the site.

Policy Driver and where to get more advice:

- R29 of the Welwyn Hatfield District Plan 2005
- Policy CS11 of the Emerging Core Strategy, November 2012
- National Planning Policy Framework, Section 12

Further information on existing archaeology, as well as other archaeological information and advice can be obtained from the Natural, Historic and Built Environment Team at Hertfordshire County Council.

3d Bin Stores / Recycling Facilities

Required for all new development which would result in the need for new or additional bin storage or recycling facilities

A scaled plan indicating the location of bin stores and details of the materials, design and type of enclosure to be used. The plan should include elevations with dimensions.

Policy Driver and where to get more advice:

- Policy R5 of the Welwyn Hatfield District Plan 2005
- Houses in Multiple Occupation, Supplementary Planning Document, February 2012
- Policy CS1 of the Emerging Core Strategy, November 2012

3e Biodiversity Survey/Report

May be required where your proposed development is part of, or located next to, a site designated for its biodiversity value, where it supports other locally significant habitat interest or may affect protected species or the potential for them.

For sites where protected species are known to exist, you will need to accompany your planning application with a biodiversity survey and report.

For other sites, where protected species are believed to be present and would be affected by the development, a phase 1 survey is recommended is undertaken which should be submitted with the application.

A biodiversity survey and report (Phase 1 Habit Survey) should include the following information:

- Details about the existing biodiversity interests and protected species found on the development site (including any possible impacts that the new development may have on them)
- Details of any proposed measures to prevent mitigate or compensate for the possible impacts of the proposed development

Where necessary, an appropriate ecological survey (e.g. walkover, Phase 1 Habitat Survey, National Vegetation Classification or protected species) should include details of any statutory or non-statutory sites, other existing biodiversity interests and protected species or potential for them found on the development site. These will include any significant wildlife habitats or features and any species or potential for them protected under the Wildlife and Countryside Act 1981, Conservation of Habitats and Species Regulations 2010 (as amended by 2012 (Regulations) or the Protection of Badgers Act 1992.

Details of any proposed measures necessary to prevent, mitigate or compensate for the possible impacts of the proposed development on both habitats and species will also be required. These may need to include details for long term maintenance and management.

This applies to those types of development requiring an EIA and an Environmental Statement as well as to those where any locally valuable habitats or protected species is involved.

Without appropriate surveys, when required, the application may be refused planning permission for insufficient information.

Policy Driver and where to get more advice:

- Policy CS11 of the Emerging Core Strategy, November 2012
- National Planning Policy Framework, Section 11
- BS42020:2013 Biodiversity. Code of practice for planning and development
- Planning Practice Guidance, Natural Environment, Planning Portal

It is advisable for applicants to seek advice on the scope of the assessment from the local Natural England office (Natural England, Harbour House, Hythe Quay, Colchester, Essex, CO2 8JF; Tel 01206 796666; email: consultations@naturalengland.org.uk).

Further advice may be found in: www.planningguidance.planningportal.gov.uk/, DEFRA Circular 01/2005 and Planning for Biodiversity and Geological Conservation: A Guide to Good Practice.

Further guidance and the Protected Species Trigger List may be found in Association of Local Government Ecologists (ALGE) document on Validation of Planning Applications – Template for Biodiversity and

Geological Conservation, <http://www.alge.org.uk/publications/index.php>; and Publicly Available Specification (PAS) 2010:2006. Planning to halt the loss of biodiversity. Biodiversity Conservation standards for planning in the UK. Code of Practice. British Standards Institute.

3g Character Analysis and Appraisal

Required for all new build

Provide a contextual statement that demonstrates a clear understanding and analysis of the local character of the area. The statement should demonstrate how your proposal will make a positive contribution to protecting and enhancing the local character of the area.

Policy Driver and where to get more advice:

- Policies D1, D2 and RA10 of the Welwyn Hatfield District Plan 2005 and Supplementary Design Guidance 2005
- Policy CS9 of the Emerging Core Strategy, November 2012
- National Planning Policy Framework, Section 7

3h Contaminated Land Assessment

Required for applications to re-develop or significantly change the use of a piece of land which could potentially be contaminated as a result of current or historic use

Dependent on the site and the end use and the potential for contamination to affect the development proposals, it may be a requirement that a Site Investigation and Risk Assessment and Remediation Strategy need to be submitted with the application

The amount of information required should be sufficient to determine the existence or otherwise of the contamination, the nature of the contamination, risks it may pose to human health and controlled waters and whether these can be satisfactorily reduced to an acceptable level.

Policy Driver and where to get more advice:

- Policy R2 of the Welwyn Hatfield District Plan
- National Planning Policy Framework, Section 11
- Advice may be obtained from the Council's Environment Health Services section

3i Cycle Parking

Required for all new build and change of use.

Details of proposed cycle parking, including a plan to scale showing location; numbers of stands, elevations of proposed cycle covers and materials to be used.

Policy Driver and where to get more advice:

- Policy M6 of the Welwyn Hatfield District Plan 2005 and Supplementary Planning Guidance Parking Standards Adopted January 2004
- Policies CS1 and CS9 of the Emerging Core Strategy, November 2012
- National Planning Policy Framework, Section 4

3k Economic Statement

Required for major developments, excluding householders which are major developments by virtue of the site area

Applications may need to be accompanied by a supporting statement of any regeneration benefits from the proposed development, including: details of any new jobs that might be created or supported; the relative floorspace totals for each proposed use (where known); any community benefits; and reference to any regeneration strategies that might lie behind or be supported by the proposal.

This will assist in demonstrating the economical benefits associated with sustainability.

3l Energy Statement

Required for 10 or more dwellings

Statement to demonstrate how the proposal will maximise energy conservation through means such as renewable energy or low carbon sources

Policy Driver and where to get more advice:

- Policy R3 of the Welwyn Hatfield District Plan 2005
- Policy CS1 and CS10 of the Emerging Core Strategy, November 2012
- National Planning Policy Framework, Section 10
- Advice may be obtained from Building Futures: <http://www.hertslink.org/buildingfutures/>

3m Environmental Statement

Required for developments that: are listed under Schedule 1 and may be required for developments defined within Schedule 2 of The Town and Country Planning (Environmental Impact Assessment) (Amendment) Regulations 2015

You should request a screening opinion before submitting a planning application if the development meets or exceeds the thresholds defined within Schedule 1 and 2 of the Regulations to determine if an EIA is required. Other developments below this threshold may also require a screening opinion. Further guidance is provided within the National Planning Policy Guidance.

The Regulations provide a checklist of matters to be considered for inclusion in the Environmental Statement and require the developer to describe the likely significant effects of a development on the environment and to set out the proposed mitigation measures e.g. air quality assessment.

Where an EIA is required, this should be in the form set out in Schedule 4 of the Regulations.

Policy Driver and where to get more advice:

- The Town and Country Planning (Environmental Impact Assessment) Regulations 2011
- National Planning Practice Guidance

3n Financial Viability Assessment

Required form major developments that do not offer planning obligations in accordance with the Council's Supplementary Planning Document on Planning Obligations, February 2012 and Hertfordshire County Council's Planning obligation guidance – toolkit for Hertfordshire.

Applicants are required to provide evidence and firm assurances demonstrating the reliability of the submitted financial viability information. This shall take the form of a robust open book appraisal.

Information may be found in the Council's Planning Obligations Supplementary Planning Document, February 2012, Section 4, page 34, paragraph 4.12 'Viability'.

Policy Driver and where to get more advice:

- Policies H10 (Affordable Housing) and D9 (Access and Design for People with Disabilities) of the Welwyn Hatfield District Plan 2005
- Policy CS7 of the Emerging Core Strategy November 2012
- Planning Obligations Supplementary Planning Document, February 2012
- National Planning Policy Framework, Section 8
- Section 106 affordable housing requirements (April 2013, Communities and Local Government)

3o Flood Risk Assessment (FRA)

Required for Planning applications for development proposals of one hectare or greater in Flood Zone 1 and all development proposals located in Flood Zones 2 and 3 should be accompanied by a Flood Risk Assessment (FRA).

The FRA should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account. The FRA should identify opportunities to reduce the probability and consequences of flooding. The FRA should include the design of surface water management systems including Sustainable Drainage Systems (SuDS) and address the requirement for safe access to and from the development in areas at risk of flooding.

The FRA should be prepared by an applicant in consultation with the local planning authority with reference to their published local development documents and any Strategic Flood Risk Assessment. The FRA should form part of an Environmental Statement when one is required by the Town and Country Planning (Environmental Impact Assessment) Regulations 2011.

A Strategic Flood Risk Assessment has also been prepared for the Local Planning Authority (May 2009). This identifies a number of areas across the Borough that are vulnerable to flooding from sewers, groundwater, overland flow and artificial sources. It is therefore necessary for applicant's to contact the planning department to establish if the location of their development might be affected by any of these sources, and if so, whether a FRA will be required and/or sustainable drainage systems.

Policy Driver and where to get more advice:

- National Planning Policy Framework, Sections 2 and 3

3p Heritage Statement Appraisal and/or Heritage Impact Statement

Required for all listed building consent applications and / or developments affecting Registered Park & Garden or Locally Listed Park & Garden

You must provide information about:

- the significance of the architectural and historical interest and character of the building or structure or park and garden;
- the principles of and justification for the proposed works; and
- the impact of the proposal on the special interest of the listed building or structure and/ or park and garden, its setting and the setting of adjacent listed buildings.

The information should explain:

- the sources that you have considered;
- the expertise that you have consulted; and
- the steps that have been taken to avoid or minimise any adverse impacts on the significance of the building.

The type and amount of detail required will vary according to the particular circumstances of each application.

Policy Driver and where to get more advice:

- Policies CS11 and CS13 of the Emerging Core Strategy, November 2012
- National Planning Policy Framework, Section 12
- Policy R28 of the Welwyn Hatfield District Plan 2005
- <https://www.historicengland.org.uk/advice/planning/>

3q Landscape Strategy

Required for all applications, the amount/level of information will vary depending upon the scale of the development as well as its location.

All development proposals should be considered in terms of their landscape / urban context, to ensure that the best possible design solution, responding to the local character, delivering a high quality living environment is achieved.

The type and depth of information required for each development proposal will vary according to the landscape and visual effects of the development, and their significance. In some cases it may be necessary to engage with a landscape professional, with the relevant skills and expertise to consider landscape and visual issues.

A Landscape Strategy should include:

- a landscape statement to demonstrate an understanding of how the proposed development will conserve and enhance local character;
- a site survey and analysis to include information on levels/geology and soils/drainage /ecology/existing vegetation and trees/access and circulation/services/views into, within and out of site/site boundaries/important site features/ any other environmental constraints and opportunities;
- a tree survey / tree protection plan / arboricultural method statement, trees should be considered in line with BS 5837:2012 'trees in relation to design, demolition and construction recommendations';
- for developments that would affect the setting of a designated heritage asset, how this would be preserved and/or enhanced
- a Landscape Masterplan to show:
 - general arrangement of hard and soft landscape, to include new planting and trees, boundary treatments and lighting etc.
 - landscape details (with reference to all relevant British Standards) including hard surfacing material;
 - levels (to include cross sections);
 - specifications;
 - construction details;
 - planting plan and schedule (including species, tree and plant sizes, numbers and planting densities); and management schedule.

Policy Driver and where to get more advice:

- Guidance on hiring a landscape professional can be found on the Landscape Institute website ([http://www.landscapeinstitute.org/registered practices/](http://www.landscapeinstitute.org/registered_practices/))
- National Planning Policy Framework, Section 11
- 'Guidelines for Landscape and Visual Impact Assessment' (Third edition) Landscape Institute and Institute of Environmental Management and Assessment 2013
- Policies R17, D2 and RA10 of the Welwyn Hatfield District Plan 2005

3r Lighting Assessment

Required for all major applications and those including floodlighting.

Schemes involving floodlighting will provide an assessment that will cover such matters as:

- Light spillage;
- Hours of illumination;
- Light levels;
- Column heights;
- Specification and colour treatment for lamps and luminaires;
- The need for full horizontal cut-off;
- No distraction to the highway;
- Levels of impact on nearby dwellings;
- Use of demountable columns;
- Retention of screening vegetation;
- Use of planting and bunding to contain lighting affects a tree; and
- Where applicable, impact(s) upon biodiversity.

Policy Driver and where to get more advice:

- Guidance on hiring a landscape professional can be found on the Landscape Institute website (http://www.landscapeinstitute.org/registered_practices/)
- National Planning Policy Framework, Sections 7 and 11
- 'Guidelines for Landscape and Visual Impact Assessment' (Third edition) Landscape Institute and Institute of Environmental Management and Assessment 2013
- Policy R20 of the Welwyn Hatfield District Plan 2005

3t Noise and vibration assessment

Required for applications with issues of disturbance, or are considered to be noise and/or vibration sensitive development

A Noise and Vibration Impact Assessment which is recommended is prepared by a suitably qualified practitioner is required. The assessment should outline the potential sources of noise and/or vibration generation, and how these may have a negative effect on local amenity. The assessment should also outline how the developer intends to overcome these issues.

Policy Driver and where to get more advice:

- National Planning Policy Framework
- Policy R19 of the Welwyn Hatfield District Plan 2005
- Welwyn Hatfield Council, Environmental Health Department: e.health@welhat.gov.uk or 01707 357242

3u Open Space Assessment

Required for applications with open space

Application proposals should be accompanied by plans showing any areas of existing or proposed open space within or adjoining the application site. Planning consent is not normally given for development of existing open spaces which local communities need. However, in the absence of a robust and up-to-date assessment by a local authority, an applicant for planning permission may seek to demonstrate through an independent assessment that the land or buildings are surplus to local requirements.

For applications specifically involving playing fields, the following information is required:

- The size of the existing playing field and how much of the playing field is affected by the proposal (in ha or m²);
- Existing site plan, clearly showing the layout of the winter and summer pitches including safety margins at a minimum 1:1000 scale;

- Proposed site plan, showing how any proposed new buildings and other works are likely to impact on the existing pitch layout. Any realignment of pitches should also be shown;
- Copy of any relevant correspondence, supporting statement or submission, including when last used, used by whom, in addition to what formal sports provision is being proposed if any), including replacement facilities;
- Any information of alternative sport and recreational provision.

Policy Driver and where to get more advice:

- Further guidance from Sport England can be downloaded from their website at www.sportengland.org

3v Planning obligation(s) / Draft Head(s) of Terms

Required for all major applications

This could include brief draft heads of terms for a section 106 agreement or unilateral undertaking, as well as include title and solicitor details. Applicants should clarify the Local Planning Authority's requirements in pre-application discussions and confirm any planning obligations that they agree to provide in brief heads of terms.

Policy Driver and where to get more advice:

Further advice is available in Circular 1/97: Planning Obligations

3w Planning Statement and Additional Supporting Information

Required for all major applications

The planning statement should explain the principles of and justification for the proposed works. The type and amount of detail required will vary according to the particular circumstances of each application.

You should submit information explaining how the proposed development accords with policies in the Local Plan and Supplementary Planning Documents/Guidance and any development briefs.

You should also include details of any pre application consultation you have carried out in accordance with Welwyn Hatfield's Statement of Community Involvement 2013.

The planning statement should also include for all major residential and commercial developments details of how crime prevention has been considered and opportunities to design-in community safety with the proposals. Early contact with the Crime Prevention Design Advisor of Hertfordshire Constabulary is essential to obtain relevant local advice on designing out crime in the built environment.

Policy Driver and where to get more advice:

- Guidance may be found on the Secured by Design website <http://www.securedbydesign.com> where there are design guides that can be downloaded and also a 3D interactive guide. The local Crime Prevention Design Advisor for Hertfordshire can be contacted at cpds@herts.pnn.police.uk.

3y Schedule of Works

Required for structural alterations to a listed building or demolition of a listed building or other heritage asset

Where you are proposing to remove any part of the building/heritage asset including ceilings, partitions, fixtures and fittings, indicate the location, extent and character of the items to be removed on the existing elevations, plans and sections and cross referenced to a schedule of works.

If major repair works are proposed provide a supplementary schedule of works and method statement which explains the principles for the proposal.

Structural plans are required when demolition of a designated heritage asset is proposed on the grounds it is structurally unsound.

The schedule of works is required in addition to the requirements detailed under 'Heritage Statement'.

Policy Driver and where to get more advice:

- National Planning Policy Framework

3z Statement of Community Involvement (SCI)

Required for all developments

Applicants for larger developments should consult with the local community prior to making a planning application, and to provide details of this consultation.

Policy Driver and where to get more advice:

- Further information can be found in Welwyn Hatfield Council's Statement of Community Involvement 2013

3zi Structural Survey

Required for a structural survey will be required in the following circumstances:

- The demolition or conversion of listed buildings
- Conversion of buildings in the countryside to any other use (including commercial, tourism and residential), to demonstrate that they are capable of conversion without major alterations or rebuilding

A full structural engineers survey by a suitably qualified professional. This should include each of the following where appropriate:

- General description and age of building
- Condition - structural integrity, foundations, damp proofing, walls, joinery, timbers, roof structure and roof covering
- Assessment of repairs necessary to ensure retention of the building
- Assessment of structural and other alterations necessary to implement the proposed conversion
- Assessment of percentage of building that needs to be rebuilt - including walls and timbers
- Opinion as to the suitability of building for proposed conversion
- Photographs are often helpful but not essential
- A schedule of works necessary to preserve the building
- A schedule of works necessary to carry out the applicant's proposals (including those necessary to meet building regulation approval)

Policy Driver and where to get more advice:

- Policy RA17 of the Welwyn Hatfield District Plan 2005
- Policy CS11 of the Emerging Core Strategy, November 2012
- National Planning Policy Framework

3zii Sustainable Drainage Systems and Foul Sewage Assessment

Required for all major developments

Plans and details shall be submitted to ensure that sustainable drainage systems for the management of run-off are in place, unless demonstrated to be inappropriate.

Applications for development should also demonstrate that there is adequate capacity both on and off the site to serve the development and that it would not lead to adverse amenity impacts for existing or future users in the form of internal and external sewer flooding or pollution of land and water courses.

Appraisals and reports may be required to ascertain whether the proposed development will lead to overloading of existing water and/or waste water infrastructure. Where there is a capacity constraint, as identified by Thames Water, the developer shall provide a detailed water and/or drainage strategy informing what infrastructure is required, where, when and how it will be delivered.

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

Policy Driver and where to get more advice:

- Policies R7 and R9 of the Welwyn Hatfield District Plan 2005
- Policy CS11 of the Emerging Core Strategy, November 2012
- National Planning Policy Framework. Sections 10 and 11
- Hertfordshire County Council, Lead Local Flood Authority
floodandwatermanagement@hertfordshire.gov.uk

3ziii Transport Statements, Transport Assessments and Green Travel Plans

Required for:

Transport Statement - development affecting a trunk road with between 50 and 80 units

Transport Assessment – 80 or more units

Green Travel Plans – In accordance with Hertfordshire's Travel Plan Guidance for Business and Residential Development

Transport Assessment and Transport Statement

Where a development might have an impact on a trunk road, requirements are set out within Department for Transport Circular 02/2007, Planning and the Strategic Road Network. The guidance can be found at www.highways.gsi.gov.uk.

It is recommended that where a development may have an impact on a Trunk Road that the Highways Agency is consulted regarding the preparation of any scoping document as necessary, prior to the submission of an application.

Information required in the assessment will include all existing and proposed commercial and residential vehicular and pedestrian movements to and from the site. Loading areas and arrangements for manoeuvring, servicing and parking of vehicles should also be clearly identified. It should describe and analyse existing transport conditions, how the development would affect those conditions and any measures proposed to overcome any problems.

A travel plan should outline the way in which the transport implications of new development will be managed in order to ensure that there is the least environmental, social or economic impact. Developers should state how new occupiers of or customers to the development will use alternative means of travel that do not involve private vehicle use. Clear targets should be included to enable the Travel Plan to be monitored and reviewed.

Residential Travel Plans to encourage car sharing or other alternative means of travel other than by private single occupancy trips.

New developments will be expected to encourage cycling through the inclusion of safe cycle routes and parking for cycles. New routes should link with existing or proposed cycle paths. Contributions may be required for off-site facilities. Appropriate secure waterproof storage and changing/shower facilities should be provided within developments. These details should be provided within the application and on plan, as appropriate.

Policy Driver and where to get more advice:

- Department of Transport/Communities and Local Government document Guidance on Transport Assessment (March 2007)
- Guidance may be found at Department for Transport Circular 02/2007, Planning and the Strategic Road Network. The guidance can be found at www.highways.gsi.gov.uk
- Hertfordshire County Council, <http://www.hertsdirect.org/services/transtreets/devmanagement/greentravelplans1/>
- Policies M2, M3 and M6 of the Welwyn Hatfield District Plan 2005

3ziv Ventilation / Extraction Equipment

Will be required for all applications relating to the sale or preparation of cooked food, shops requiring extracting equipment and launderettes

Applications will be required to provide details of the method and appearance of measures to deal with ventilation and extraction, including sound power levels of machinery, odour abatement and types of filters to be used. Due to the potential disturbance and loss of amenity to residents within the vicinity, prior to determining the suitability of the equipment and whether any further attenuation works are required, a British Standard 4142:2014 assessment is recommended is carried out. This assessment is designed to evaluate the likelihood of complaints that may arise from the introduction of an industrial type of noise to an area. A suitably competent person is recommended completes this assessment.

Policy Driver and where to get more advice:

- Policy CS20 of the Emerging Core Strategy, November 2012
- National Planning Policy Framework, Sections 7, 11 and 12
- Welwyn Hatfield Council, Environmental Health Department, e.health@welhat.gov.uk or 01707 357242

3v Visual Impact Assessment

Will be required to support an application where there is a potential adverse impact from the visual effects from the proposed development

The following guidance outlines the appropriate methodology for carrying out Visual Assessments. 'Guidelines for Landscape and Visual Impact Assessment' (Third edition) Landscape Institute and Institute of Environmental Management and Assessment 2013

Policy Driver and where to get more advice:

- Policies D2 and RA10 of the Welwyn Hatfield District Plan 2005
- Policy CS20 of the Emerging Core Strategy, November 2012
- Welwyn Hatfield Landscape Character Assessment, April 2005
- Supplementary Design Guidance, February 2005
- National Planning Policy Framework, Sections 77, 11 and 12

3vi Summary Statement

- Required for any planning application when reports and surveys exceed 100 pages. A summary document of no more than 20 pages shall be submitted.



Welwyn Hatfield Borough Council Validation Requirements for Planning Applications

Section 1: National Requirements

Note: one copy only for **all** applications whether submitted electronically or on paper

1a. Application Form

Required for all applications, with the exception of prior approvals, discharge of conditions, works to trees

Guidance on how to fill out these forms can be found at the Planning Portal web site:
www.planningportal.gov.uk

1b. Site Location Plan

Required for all applications, except non material amendments and discharge of conditions when it clear from the application which development the proposal relates to

A site location plan at a scale of either 1:1250 or 1:2500 which identifies the site and the surrounding area and shows at least two roads and the north point. In exceptional circumstances plans of other scales may also be required. The site should be outlined in red and any other land owned by the applicant in blue. It should include land necessary to carry out the proposed development (e.g. land required for access to the site from a public highway, visibility splays, car parking and open areas around buildings).

Applications which have been submitted with unlicensed Ordnance Survey mapping will be accepted, but a request will be made to the agent/applicant for an appropriate plan to be provided. .

Site location (1:1250 and 1:2500) and block plans (1:500) may be obtained from the Planning Portal <http://www.planningportal.gov.uk/planning/applications/plans> or from Land Registry by calling 0844 8921111.

Policy Driver and where to get more advice:

- Town and Country Planning (Development Management Procedure) (England) Order 2015
- Planning Practice Guidance – www.planningguidance.planningportal.gov.uk/

1c. Site Plan/Block Plan

Required for all applications, except non material amendments and discharge of conditions when it clear from the application which development the proposal relates to

The site plan should be drawn at an identified standard metric scale (1:500 or 1:200). It should accurately show: the direction of North; the proposed development in relation to the site boundaries and other existing buildings on site, with written dimensions including those to the boundaries or and include a bar scale, drawn both horizontally and vertically.

The following may be required, unless these would **not** influence or be affected by the proposed development:

- All the buildings, roads and footpaths on land adjoining the site including access arrangements
- All public rights of way crossing or adjoining the site
- The position of all trees on the site, and those on adjacent
- The extent and type of any hard surfacing

- Boundary treatment including walls or fencing where this is proposed

Policy Driver and where to get more advice:

- Planning Practice Guidance – www.planningguidance.planningportal.gov.uk/

1d. Ownership Certificate (A,B,C or D as applicable)

Required for all applications except for approval of reserved matters, discharge or variation of conditions, tree works, prior approval, lawful development certificates and express consent to display an advertisement must include the appropriate certificate of ownership

If part of your proposal overhangs or forms a party wall on your neighbours land you are required to submit certificate B and serve notice on the landowner. 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.

Policy Driver and where to get more advice:

- Town and Country Planning (Development Management Procedure) (England) Order 2015
- Planning Practice Guidance – www.planningguidance.planningportal.gov.uk/

Guidance on how to fill out these forms can be found at the Planning Portal web site:

www.planningportal.gov.uk

1e. Appropriate Fee

Required for all applications (exemptions)

Most applications attract a fee, set by Central Government. Your application must be accompanied by the correct fee; it will not be considered valid if a fee is not submitted with the forms and plans. Please refer to the planning portal website for details: www.planningportal.gov.uk/pins/FeeCalculatorStandalone

Please make any cheques payable to 'Welwyn Hatfield Borough Council' and ensure the site address is written on the back of the cheque, or alternatively payment may be accepted by credit or debit card or through the Planning Portal when the application is submitted electronically.

There are exemptions when no fee is required, such as, applications to provide access or facilities for disabled persons; or the re-submission of applications received within a year of the decision date, or withdrawal date, where the applicant has not previously benefited from a free go for that site. The proposal description needs to be similar in nature to the previous application.

If you wish to clarify the fee please contact Development Management before submitting your application.

1f. Design and Access Statement

Required for all major developments and applications within conservation areas which comprise:

- Provision of one or more dwellinghouse
- Building or buildings where the floorspace to be created is 100m² or more

These are required to explain the design concepts and principles which have informed the proposed development, and to demonstrate how context has informed their scheme. An explanation of the approach taken to access and how any consultation on access issues has been taken into account is to be stated.

Policy Driver and where to get more advice:

1g. Personal and Sensitive Information

Requested for all application types

It is requested that any personal or sensitive information is removed / redacted from applications/reports etc. prior to their submission. Such information includes signatures, personal phone numbers, personal email addresses and photographs containing images of children and vulnerable adults and vehicle registration numbers.

Applications will not be invalidated if they have such information, however it might lead to a slight delay in its registration.

1h. Format of Submissions

Requested for those not submitted in full through the Planning Portal

It is requested, when an application and associated plans and documents are not submitted through the Planning Portal that the application should be submitted in the form of 1 hard copy of all plans and documents and 1 electronic copy on CD. Information on the CD shall be divided into 3 folders of information/documentation as follows:

- A. Application form, covering letter, design & access statement and planning statement
- B. All plans
- C. All other relevant documents
 - No bigger than 10Mb (applies to each and all documents/files),
 - No signatures on any document (or if they do have to be included only on one page). Initials are acceptable.
 - No vehicle registration plates and no children in the images. If either is included, they should be redacted.

1i. Do Not Scale

Requested for all applications with plans submitted

It is necessary to determine the size of developments proposed as part of planning applications. We are therefore unable to accept any drawing(s) with 'Do Not Scale' or similar on drawings and plans. Drawings and plans with such a disclaimer will not be accepted.

1j. Drawing Numbers

Requested for all applications with plans submitted

Any drawing submitted is required to have a drawing number on the plan. Plans without a drawing number will not be accepted. Please also consider drawing numbers when providing any revisions. The amended plan should always be identifiable with a new number. This is normally provided with an 'A' for the first amendment, 'B' for the second, 'C' for the third and so forth.

Where information is submitted both in paper and on CD, please ensure that the information on both correspond with one another. Please ensure that files are not security locked. Please label each document with a clear description as to its contents.

Leaflet to be Read in Conjunction with Pre-application Advice

Welwyn Hatfield Borough Council encourages all applicants to seek pre-application advice at the earliest possible opportunity prior to the submission of a planning application.

The relevant areas for you to read have been annotated on the following pages.

Planning Policy

The following comprise the plans and policies against which planning applications submitted to the Council will be determined:

National:

- National Planning Policy Framework

<https://www.gov.uk/government/policies/making-the-planning-system-work-more-efficiently-and-effectively/supporting-pages/national-planning-policy-framework>

County

- Hertfordshire Waste Core Strategy and Development Management Policies Document, adopted 5 November 2012

<http://www.hertsdirect.org/services/envplan/plan/hccdevplan/wasteplan/wstdevfrmrk/adptwstlocpln/>

- Hertfordshire Minerals Local Plan 2002-2016 , adopted 27 March 2007

<http://www.hertsdirect.org/services/envplan/plan/hccdevplan/mlp/>

Development Plan for Welwyn Hatfield:

- Welwyn Hatfield District Plan 2005

<http://www.welhat.gov.uk/index.aspx?articleid=463>

Supplementary Planning Documents:

- Welwyn Hatfield District Plan, Supplementary Design Guidance, February 2005

<http://www.welhat.gov.uk/CHttpHandler.ashx?id=1076&p=0>

- Welwyn Hatfield District Plan Review, Supplementary Planning Guidance Parking Standards, Adopted January 2004

<http://www.welhat.gov.uk/CHttpHandler.ashx?id=1075&p=0>

- Welwyn Hatfield Borough Council, Houses in Multiple Occupancy, Supplementary Planning Document, February 2012

<http://www.welhat.gov.uk/index.aspx?articleid=3969>

- [Welwyn Hatfield Borough Council, Planning Obligations, Supplementary Planning Document, February 2012](http://www.welhat.gov.uk/index.aspx?articleid=3970) <http://www.welhat.gov.uk/index.aspx?articleid=3970>
Refer to page 9 of this advice leaflet for further information.

Local guidance:

- [Digswell Character Appraisal, January 2004](http://www.welhat.gov.uk/CHttpHandler.ashx?id=1077&p=0)
<http://www.welhat.gov.uk/CHttpHandler.ashx?id=1077&p=0>
- [Welwyn Garden City Guide to shopfront and advertisement design, September 2013](http://www.welhat.gov.uk/CHttpHandler.ashx?id=7089&p=0)
<http://www.welhat.gov.uk/CHttpHandler.ashx?id=7089&p=0>
- [Welwyn Garden City Conservation Area Appraisal, September 2007](http://www.welhat.gov.uk/CHttpHandler.ashx?id=1794&p=0)
<http://www.welhat.gov.uk/CHttpHandler.ashx?id=1794&p=0>

The Local Plan

The Local Plan will set out the Council's vision, objectives, delivery strategy, site allocations [housing] and development management policies for new development in the borough to at least 2030 and will eventually replace the saved policies in the Welwyn Hatfield District Plan 2005. Included on the Council's website is the timetable, evidence base and sustainability appraisal. The documents are all available on the Council's website <http://www.welhat.gov.uk/index.aspx?articleid=455>

If you would like to be involved or notified as the Local Plan progresses please register at <http://consult.welhat.gov.uk/common/register.jsp>

Statement of Community Involvement

The Statement of Community Involvement, adopted 3rd December 2013 <http://www.welhat.gov.uk/index.aspx?articleid=459> provides guidance on the level and type of consultations we would expect to be carried out by developers for different types of application.

For all applications, developers might find it helpful to discuss the proposal with the local town or parish council before submitting the application as they are consulted on planning applications. Their contact details may be found on the Council's website <http://www.welhat.gov.uk/index.aspx?articleid=1152>.

Environment Agency

The Environment Agency provides site-specific pre-application advice and would like to hear from you if your proposed development site is:

- in flood zones 2 or 3;
- close to a watercourse;

- on potentially contaminated land;
- handling waste or hazardous substances, or;
- one hectare or more.

The Environment Agency (EA) will highlight any issues as part of a free 'preliminary opinion'. The preliminary opinion will inform you of the site constraints within our remit; any documents that you will need to submit at the planning application stage; plus any further assessments, licenses or consents that you will require from the EA. As a minimum the Environment Agency will require a site plan and a brief description of the proposed use.

Any additional technical advice (including pre-application or post-permission) provided outside of the preliminary opinion - such as site visits, meetings or document reviews are now chargeable. Further details are available on the Environment Agency website: <http://www.environment-agency.gov.uk/research/planning/33580.aspx>.

For sites within Welwyn and Hatfield please send your enquiry to SPHatfield@environment-agency.gov.uk.

The Environment Agency's role in development and how they can help

Combining their expertise with Natural England and the Forestry Commission, the Environment Agency has produced guidance that explains their roles in new developments. 'Building a Better Environment' provides initial information to help you make the most of new development for people and the environment, and how they can help you through the process. The EA will also signpost to more technical advice, including consents and permits you might need.

What's in your backyard?

The Environment Agency offers a range of detailed maps – 'What's in your backyard?' <http://www.environment-agency.gov.uk/homeandleisure/37793.aspx> – to show various environmental constraints that may affect your development. Maps include:

- groundwater aquifers;
- groundwater Source Protection Zones (SPZs);
- flood maps –including new flood risk maps and surface water flooding maps;
- river quality;
- historic landfill sites.

Public Health & Protection Department

The Councils Environmental Health Team (EHT) provides, through the planning department, site specific pre-application advice on environmental matters that may affect the development. The EHT also provides advice and recommendation to ensure that a development does not cause an adverse environmental impact nearby sensitive receptors.

The EHT would like to hear from you if the proposed development:

1. Is on or is neighbouring former commercial or industrial land
2. Is in close proximity to any source of pollution such as industry, railway lines, or major roads.

3. If the development includes commercial operations such as restaurants and take-aways.
4. Is likely to generate emissions of smoke, fumes, gasses, dust, odour, light, noise and vibration.

In accordance with the Council's policy on pre-application advice the EHT is happy to provide free informal verbal advice. However, formal pre-application advice shall be charged in accordance with Council's pre-application fee structure.

Land Contamination

In addition to the above Environment Agency requirements, the Council's Public Health and Protection department also has an interest in the land under Part IIA of the environmental Protection Act 1990. The Council will assess whether, in the light of the type of contamination, the proposed development will be suitable and whether there are likely to be any unacceptable risks to health or the environment arising from its development or its future occupation. The responsibility for decontamination rests with the developer or owner. The Council will normally require developers to undertake a full investigation of contamination on such sites and undertake the necessary remediation measures, if necessary by imposing conditions on planning permissions. To assist developers in this regard the following guide has been prepared to assist developers <http://www.welhat.gov.uk/CHttpHandler.ashx?id=511&p=0>

Air Quality

Any major developments that will result in significant increases in road traffic and or development that releases emissions into the environment may be required to assess the impact of the development on local air quality. Guidance on whether or not an air quality assessment will be necessary can be found at *Environmental Protection UK Development Control: Planning for Air Quality (2010 Update)*. This document is readily available on the Institute of Air Quality Management (IAQM) website. The EHT will expect that the development will take into account AQ and shall prevent or mitigate sensitive receptors to poor air quality. Methods to reduce the need to travel and promotion of smarter and clearer transport options will also be required in the form of a Low emission strategy (LES) in support of the development. Further information on LES can be found at <http://www.lowemissionstrategies.org/>

Noise & Vibration

The EHT will require a noise and vibration survey and/or assessment to support the application where;

- the development has potential to raise background noise levels and or cause disturbance to local residents and businesses, and/or
- the development is located to high ambient noise levels from neighbouring industrial or commercial operations, roads and railway lines.

The EHT will be able to provide advice on the scope of the survey and the standards expected to ensure that the future occupiers are protected from adverse levels of noise.

Odour

The EHT will require an assessment to be made should the development lead to emissions that may emit an odour. If it is likely that significant impact may occur mitigation measures will be expected to ensure that emissions are not detrimental to the amenity of the environment. Further guidance can be found on the Institute of Air Quality Management (IAQM) website (Guidance on the assessment of odour for planning 2014).

For smaller commercial developments such as restaurants and takeaways and odour impact assessment is unlikely to be necessary. However, it may be necessary to include details of extraction, filtration and odour abatement systems with the planning application. The EH team will be able to advise in relation to this. Further advice can be sought at [HYPERLINK "http://www.welhat.gov.uk](http://www.welhat.gov.uk) *Guidance on the Control of Odour and Noise from Commercial Kitchen Exhaust Systems*

Light

Any lighting associated with a development should be approved by the EHT. Lighting can have an adverse impact on surrounding residents and under extreme circumstance can lead to statutory nuisance action under Part III of the Environmental Protection Act 1990. Advice on lighting can be found at the Institute of Lighting Professionals website, www.theilp.org.uk *Guidance notes for the reduction of Obtrusive Light*

Protected Species

The presence of protected species is a material consideration in the determination of a planning application, in accordance with National Planning Policy Framework, Natural Environment & Rural Communities (NERC) Act 2006 (section 40), Wildlife and Countryside Act 1981 as well as Circular 06/05.

Protected species such as great crested newts, otters, dormice and bats benefit from the strictest legal protection. These species are known as European Protected Species (EPS) and the protection afforded to them derives from the EU Habitats Directive, in addition to the above legislation. Water voles, badgers, reptiles, all wild birds, invertebrates and certain rare plants are protected to a lesser extent under UK domestic law (NERC Act and Wildlife and Countryside Act 1981).

Where there is a likelihood of protected species being present on a site, we will require a phase 1 ecological survey to be undertaken to establish if there are any protected species present or not. If species are found, further surveys may be required. This will depend upon whether the species would be affected as a result of the development. Further information on the considerations may be found on the Council's website <http://www.welhat.gov.uk/index.aspx?articleid=4055> .

Heritage Assets

Heritage assets include listed buildings, historic parks and gardens, conservation areas and archaeology. In proposing a development that might affect such an asset, consideration should be given to:

- the significance of the architectural and historical interest and character of the building, structure, or designated area;
- the principles of and justification for the proposed works; and
- The impact of the proposal on the special interest of the listed building or structure, its setting and the setting of adjacent listed buildings, or on the designated area.

Information should be supplied with the application which explains:

- the sources that you have considered;
- the expertise that you have consulted; and
- The steps that have been taken to avoid or minimise any adverse impacts on the significance of the building or designated area.

The type and amount of detail required will vary according to the particular circumstances of each application. You can provide this information in the design and access statement, where one is required, as part of the explanation of the design concept. If you are not required to submit a design and access statement then you should provide this information in a separate written statement. Consideration of any application will be in the context of the National Planning Policy Framework, Chapter 12, in addition to other local or national guidance.

It is recommended that expert advice is sought from a professional historic advisor, for example through the Institute of Historic Building and Conservation.

Sustainable Development

Sustainability is at the heart of the National Planning Policy Framework. District Plan policies SD1 (Sustainable Development) and R3 (Renewable Energy) are also applicable. Advice and guidance on how developments might be improved to enhance their sustainable design may be found on the Building Futures Website <http://www.hertslink.org/buildingfutures//>.

Validation Checklist

The Council has adopted Local Planning Application Validation Checklists. This details the information that is required to be submitted in order to provide a valid application. The lists are divided into different development categories – householder, commercial and residential development, advertisements and signs, listed building consent and works to trees. If you have sought pre-application advice, the case officer will have provided you with a checklist of the information that is required to be submitted.

All applications are subject to the national requirements.

Contact Us

Should you have queries regarding the contents of any of this leaflet, then please either contact the Planning Officer who provided you with the pre-application advice; or, if you have obtained a copy of this leaflet direct from the Council's website, please call the duty planning officer on 01707 357573.



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