



Planning Statement

101 Brookmans Avenue



Boyer

Report Control

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APPENDIX

Appendix One – Pre-Application Response

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1. INTRODUCTION & PROPOSAL

- 1.1 This statement has been prepared on behalf of Whitemount Projects Ltd in order to accompany a planning application at 101 Brookmans Avenue, Brookmans Park, Hatfield, AL9 7QG.
- 1.2 The planning application comprises the demolition of the existing buildings on site and the erection of five detached family sized dwellings with associated landscaping and off-street parking.
- 1.3 This Planning Statement assesses the proposals against Welwyn Hatfield's development plan policies and other material considerations relevant to the consideration and determination of the application. This Statement is structured as follows:
 - Section 2 – describes the site and surrounding context;
 - Section 3 – sets out the planning history of the site and nearby properties;
 - Section 4 – sets out the details of the pre-application request;
 - Section 5 – provides an overview of regional and local planning policy and guidance relevant to the proposed development;
 - Section 6 – provides an assessment of the proposals against the provisions of the Development Plan and other material considerations;
 - Section 7 – provides a summary and conclusion.
- 1.4 The following documents are submitted to support the planning application:
 - Site Survey (485018-1) – prepared by Alan Cox Associates
 - Existing Site Sections (485018-2) – prepared by Alan Cox Associates
 - Existing Drawings (485018-3) – prepared by Alan Cox Associates
 - Proposed Site Plan (485018-4) – prepared by Alan Cox Associates
 - Proposed House 1 (485018-5) – prepared by Alan Cox Associates
 - Proposed House 2 (485018-6) – prepared by Alan Cox Associates
 - Proposed House 3 (485018-7) – prepared by Alan Cox Associates
 - Proposed House 4 (485018-8) – prepared by Alan Cox Associates
 - Proposed House 5 (485018-9) – prepared by Alan Cox Associates
 - Proposed Street Scenes (485018-10) – prepared by Alan Cox Associates
 - Proposed CGIs (485018-11) – prepared by Alan Cox Associates
 - Design and Access Statement – prepared by Alan Cox Associates
 - Preliminary Roost Assessment – prepared by Arbtech
 - Tree Survey and Tree Protection Plan – prepared by Arbol EuroConsulting Ltd
 - Landscape Masterplan – prepared by Guarda Landscape
 - Highways and Transport Report – prepared by Public Highway Ltd
 - Sustainability Report – prepared by Energytest Ltd

2. THE SITE AND SURROUNDING AREA

- 2.1 The site is located within the settlement boundary of Brookmans Park and is situated in the middle of a strip of development running east from the village centre. This development is in an orderly pattern and is generally characterised by detached residential properties on spacious plots with generous rear gardens. The site is located to the north of this strip of development, which is bounded by the Green Belt on either side.
- 2.2 The application site is a corner plot located on the junction of Brookmans Avenue, Golf Club Road and George's Wood Road. Access is taken from three points; one on Brookmans Avenue and two on Golf Club Road. The site comprises a detached property and a coach house which provides additional garaging and residential accommodation above. These buildings sit on an unusually large plot of land which is both wider and deeper than most surrounding plots. This includes a large amount of landscaping including a front garden; and a patio and grassed area to the rear. Sections of the perimeter of the site have established trees and vegetation which provide natural screening.
- 2.3 The main property is an extensive detached two storey property. The façade is render with brick detailing and shuttered windows, with a number of decorative elements including columns. The property accommodates extensive living areas on the ground floor and four bedrooms on the first floor. There are two balconies on the first floor facing out onto the rear garden. Overall, the property is of no architectural merit and does not positively contribute to the townscape. To the east of the site is a coach house providing additional garaging which can accommodate 9 cars. This coach house has residential accommodation on the upper floor; in the form of a two bedroom annex.
- 2.4 Directly to the north of the site is a triangular area of open space bounded by an area of woodland and beyond this is the Brookmans Park Golf Club. To the north east, on the opposite side of Golf Club Road, are the playing fields of Chancellor's School. Beyond this is a large area of woodland which is designated as a Wildlife Site Area (ref: WS165). To the east, south and west of the site is residential development, characterised by detached properties of a variety of styles on leafy tree-lined streets. There are no listed buildings within the vicinity.
- 2.5 The site is within walking distance of a number of services and facilities including Chancellor's School and Brookmans Park Golf Club to the north of the site. The centre of Brookmans Park is located 1km to the west of the site, providing access to a wide variety of facilities including shops and restaurants, as well as Brookmans Park train station. This station has frequent services to Welwyn Garden City and Moorgate. There are also bus stops on Moffats Lane, 200m to the south of the site, providing access to the surrounding area.
- 2.6 The site is located in an Area of High Priority for Habitat Creation and there is a TPO on the site (ref: TPO443 T1). The site is in Flood Zone 1 (lowest risk).

3. PLANNING HISTORY

History of the Site

- 3.1 There are a number of previous planning applications at the site, which are presented in the table below:

Application Number	Description	Decision
S6/2012/2681/S73B	Time extension of planning permission S6/2010/0236/FP (erection of five bed detached dwelling)	Granted 05/03/2013
S6/2011/0032/FP	Erection of a detached double garage	Refused 30/03/2011
S6/2010/0236/FP	Erection of five bed detached dwelling	Granted 17/05/2010
S6/2009/1545/FP	Erection of a detached double garage	Refused 28/09/2009
S6/2009/1551/FP	Conversion of existing double garage	Granted 28/09/2009
S6/1992/0265/FP	Extensions and alterations incorporating part single storey, part two storey rear, first floor side, single storey front; detached garage/ outbuilding; new entrance with balcony over; terraces with balustrading	Granted 06/08/1992

- 3.2 Applications S6/2012/2681/S73B and S6/2010/0236/FP relate to the subdivision of the plot and the erection of an additional detached dwelling to the rear of the site, with access taken from Golf Club Road. The officer's report for the 2010 application sets out that the application site is considered to be previously developed land, so further residential development on the site is acceptable. It also sets out that the proposed dwelling, of a Georgian style, would not have an adverse impact upon the character and appearance of the locality or the residential amenity of the adjoining occupiers.
- 3.3 Whilst the permissions for this detached dwelling have never been implemented, they demonstrate that additional residential accommodation on the site is considered to be acceptable in principle by the Council.

Relevant Local Planning History

- 3.4 In preparing this planning application, we have also identified a number of recent planning decisions for similar developments on Brookmans Avenue and the surrounding roads. There has been lots of redevelopment in this area, involving the extension of dwellings, demolition and replacement of dwellings and the subdivision of plots.
- 3.5 The table below presents some of these applications involving a net increase in dwellings:

Address	Application Number	Description	Decision
77 Brookmans Avenue	6/2018/1996/FULL	Erection of 8 x self contained apartments with lower ground floor car park following demolition of existing dwelling; erection of front boundary wall, gates and railings and side boundary walls and railings	Granted 04/01/2019
65 Georges Wood Road	6/2018/0017/FULL	Erection of two 4-bedroom detached dwellings following demolition of existing dwelling	Granted 04/05/2018
67 Mymms Drive	S6/2014/2396/FP	Erection of 2 semi detached dwellings following demolition of existing detached dwelling	Granted 14/01/2015
Land to the rear of 67 Mymms Drive	S6/2014/2395/FP	Erection of a detached dwelling	Granted 17/12/2014
2 Georges Wood Road	S6/2011/0678/S73B	Erection of 9 apartments in 3 blocks with associated car parking and landscaping (time extension to planning permission S6/2008/0670/FP)	Granted 02/06/2011
2 Georges Wood Road	S6/2010/2297/FP	Erection of two detached houses with associated parking and landscaping	Granted 21/12/2010
69 Georges Wood Road	S6/2010/0532/FP	Erection of 2 detached dwellings with integral garages following demolition of existing house and garage	Granted 04/05/2010

- 3.6 These applications all involve the demolition of the existing buildings and replacement dwellings, resulting in a net increase in dwellings. Two of these applications were of a much larger scale; involving blocks of flats. These applications (77 Brookmans Avenue and 2 Georges Wood Road) resulted in a net increase of units of 7 and 8; much greater than the proposals which have a net increase of 4 units.
- 3.7 The proposals at No. 67 are very similar to this scheme. They involved the demolition of the existing dwelling and the erection of 2 dwellings in its place. On the land to the rear, an additional dwelling was erected. However, the dwellings were constructed on a much smaller plot of land to these proposals, resulting in the rear gardens of the semi-detached properties being circa 10 metres deep and the single dwelling's terrace being circa 4 metres deep. This was considered to be acceptable by the Council. The delegated report for the detached dwelling states *"though the rear garden is smaller in area than those which benefit surrounding properties, it is considered that the overall layout of the proposal would not disrupt the surrounding spatial pattern of development to the extent that would warrant a refusal of permission."* In comparison, the proposed dwellings will have much more generously sized gardens and landscaping.
- 3.8 These precedents demonstrate that the principle of the demolition of properties and the intensification of plots in the surrounding area is considered to be acceptable in principle by the Council.

4. PRE-APPLICATION

- 4.1 A pre-application request was submitted in May 2018 for development proposals on the site (ref: 6/2018/1024/PA) for the conversion of the existing property and the erection of 2 properties to the rear of the site. These proposals would provide 2 x 4 bed dwellings to be formed after the subdivision of the existing house and 2 x new 5 bed dwellings. The description was:

Conversion of main dwelling into 2 separate dwellings, reinstating planning to the rear of the site for 1 detached dwelling and erection of 1 new build dwelling following demolition of existing garage and annexe.

- 4.2 The Council's report was issued on 9 August 2018; a copy of which is provided in Appendix 1. This set out that the principle of further development of the site is considered to be acceptable. It also found that the substantial size of the existing house and the alternative access points made it well suited to subdivision. In regards to the two new dwellings proposed to the rear of the site, the report sets out that given that permission was already granted for one dwelling in this area and the policy context has not changed, the principle is acceptable.
- 4.3 The pre-application scheme proposed two new mock Georgian style dwellings, of a similar design to this application. The size and design of each of the dwellings were found to respect the character of the local area and were not considered to represent overdevelopment of the existing plot. Furthermore, each dwelling was considered to provide a high standard of accommodation and amenity for future occupiers.
- 4.4 Regarding the impact on neighbouring occupiers, the report found that the development would not appear unduly dominant or result in adverse loss of light from neighbouring properties. The siting, separation distances and orientation of the development were not considered to raise any privacy concerns.
- 4.5 The level of parking and access were also considered to be acceptable. It was suggested that a Landscaping Scheme was undertaken to help the development harmonise with the character and appearance of the surrounding area. This has since been prepared to accompany this application. The pre-application report also raised concerns about potential impacts on bats. Therefore, a Preliminary Roost Assessment has been prepared to accompany this application, which is discussed further in Chapter 6.
- 4.6 The pre-application report concluded by setting out that the development would likely be approved.

5. PLANNING POLICY CONTEXT

- 5.1 Applications for planning permission must be determined in accordance with the development plan unless material considerations indicate otherwise, in accordance with Section 38(6) of the Planning and Compulsory Purchase Act 2004.
- 5.2 The development plan for Welwyn Hatfield comprises the saved policies of the Welwyn Hatfield District Plan (2005), the Hertfordshire Waste Local Plan (2012-2014), the Hertfordshire Minerals Local Plan (2007).
- 5.3 Welwyn Hatfield District Council is in the process of preparing a new Local Plan which was submitted for examination on 15 May 2017. Due to the advanced stages, the emerging policies have been given consideration.
- 5.4 Other policy documents that are material considerations in the determination of planning applications include the National Planning Policy Framework (NPPF), National Planning Policy Guidance (NPPG) and the Welwyn Hatfield Supplementary Planning Documents (SPDs).
- 5.5 The planning policy relevant to the consideration of applications therefore comprises three levels of policy – national, regional and local. The three tiers of policy are introduced within this chapter and a detailed assessment of the proposed development against the relevant policy is provided in Section 5.

National Planning Policy

National Planning Policy Framework (2018)

- 5.6 The National Planning Policy Framework (NPPF) was published in July 2018 by the Ministry of Housing, Communities and Local Government. The document sets out the government's economic, environmental and social planning policies for England.
- 5.7 The overarching national planning policy theme evident from the NPPF is a presumption in favour of sustainable development, which the Government have advised should be at the heart of the planning system. In terms of development management, it advises that the primary objective is to foster the delivery of sustainable development and should not hinder or prevent future development.
- 5.8 The NPPF has not changed the statutory status of the development plan as the starting point for decision-making; however, it constitutes guidance for local planning authorities and decision-making both in drawing up plans and as a material consideration in determining applications.

- 5.9 Paragraph 117 seeks to promote an effective use of land in meeting the need for homes that makes as much use as possible of previously development or 'brownfield' land. Paragraph 118 criterion (c) sets out that substantial weight should be given to the value of using suitable brownfield land within settlements for homes and other identified needs. Criterion (d) seeks to promote and support the development of under-utilised land and buildings, especially if this would help to meet identified needs for housing where land supply is constrained and available sites could be used more effectively.
- 5.10 Chapter 12 seeks to create well-designed places through good design. Paragraph 127 sets out that planning policies and decisions should ensure developments are visually attractive as a result of good architecture, layout and appropriate and effective landscaping; sympathetic to local character while not preventing or discouraging appropriate innovation of change (such as increased densities); and optimise the potential of the site to accommodate and sustain an appropriate amount and mix of development.

Regional Planning Policy

Hertfordshire Local Transport Plan (2018)

- 5.11 Policy 5 'Development Management' seeks to ensure access arrangements are safe and adhere to the county council's Highway Design Standards; resist development that would either severely affect the rural or residential character of a road or other right of way, or which would severely affect safety on rural road, local roads and rights of way.

Local Planning Policy

- 5.12 Welwyn Hatfield's development plan is comprised of the saved policies of the Welwyn Hatfield District Plan (2005).

Welwyn Hatfield District Plan

- 5.13 The Welwyn Hatfield District Plan sets out the detailed policies which were intended to cover the period up to 2011. A number of these policies were 'saved' in 2008 and these continue to be the primary policy framework in which applications are determined against until they are replaced by the new Local Plan.
- 5.14 Relevant policies are considered to include:
- Policy SD1 – Sustainable Development
 - Policy GBSP2 – Towns and Specified Settlements
 - Policy R1 – Maximising the use of previously developed land
 - Policy R3 – Energy Efficiency
 - Policy R11 – Biodiversity and Development
 - Policy R17 – Trees, Woodland and Hedgerows
 - Policy M1 – Integrating Transport and Land Use
 - Policy M14 – Parking Standards for New Development
 - Policy D1 – Quality of Design

- Policy D2 – Character and Context
- Policy D8 – Landscaping
- Policy H2 – Location of Windfall Residential Development
- Policy H6 – Densities
- Policy H8 – Dwelling Type and Tenure

Supplementary Planning Guidance

5.15 Welwyn Hatfield has a number of supplementary planning guidance documents, however those considered to be relevant in this case are:

- Planning Obligations SPD (2012)
- Supplementary Design Guidance (2005)
- Parking Standards (2004)
- Interim Policy for Car Parking Standards and Garage Sizes 2014 (Interim Parking Policy)

Emerging Local Plan

5.16 The emerging Local Plan was submitted for examination in 2017. It has had a number of rounds of Hearing sessions and round 6 is due to take place in the coming months. It was established in the early stages of the examination that the Local Plan was not planning for the assumed growth of over 15,000 households. Therefore, the Inspector set out that further work needed to be undertaken including a review of the SHMA, review of housing land supply and review of the Green Belt. In December 2018 the Council wrote to the Inspector setting out their programme for agreeing additional sites for the Local Plan.

5.17 Following the Inspector's request, the Council is currently exploring if there is any scope for additional housing sites to be identified to help meet the objectively assessed need for housing. Therefore, a new Call for Sites was undertaken in January 2019.

5.18 Relevant policies from the emerging Local Plan are considered to include:

- Policy SP1 – Delivering Sustainable Development
- Policy SP3 – Settlement Strategy and Green Belt Boundaries
- Policy SADM1 – Windfall Development
- Policy SADM2 – Highway Network and Safety
- Policy SP9 – Place-making and High Quality Design
- Policy SP10 – Sustainable Design and Construction
- Policy SADM11 – Amenity and Layout
- Policy SADM12 – Parking, Servicing and Refuse
- Policy SADM13 – Sustainability Requirements
- Policy SADM16 – Ecology and Landscape
- Policy SADM31 – Brookmans Park

6. ASSESSMENT OF THE PROPOSALS

Principle of Development

Demolition of Existing Buildings

- 6.1 The proposals would result in the demolition of the existing buildings on site. This will enable the plot to be used more effectively; resulting in a net increase of 4 dwellings. The existing buildings are neither locally nor statutory listed, the site is not within a Conservation Area and there are no other impediments that would make the demolition of the buildings unacceptable. Furthermore, given that there are a large number of permissions on Brookmans Avenue, Georges Wood Road and Mymms Drive involving the demolition of the existing dwelling and replacement properties, the principle has been established in this area. This sets a clear precedent that the demolition of dwellings in the surrounding area is acceptable in principle.

Residential Development

- 6.2 The National Planning Policy Framework and the Development Plan encourage and support the development of new housing. Policy SD1 sets out that development proposals will be permitted where it can be demonstrated that the principles of sustainable development are satisfied. Emerging Policy SP1 echoes this and sets out a list of principles which will be applied to achieve sustainable development. This includes planning positively for growth in a way which increases the supply of housing in the borough.
- 6.3 The NPPF gives great emphasis to the re-use of previously developed land in delivering new housing. Similarly, Policy R1 of the District Plan requires development to take place on land which has been previously developed. It has already been established through previous applications on the site that the site constitutes previously developed land. Therefore, in principle, new residential development could be accommodated on the site.
- 6.4 The site is not allocated in the Local Plan so would come forward as a windfall site. Policy H2 relates to applications for windfall housing development and sets a list of criteria which windfall sites will be assessed against. These criteria include the availability of previously developed sites and/or buildings; the accessibility of the site; the capacity of existing and potential infrastructure to absorb future development; the ability to reinforce existing communities; and the physical and environmental constraints on development land. Given the site's location area within Brookmans Park and proximity to nearby services and facilities, the site is considered to be appropriate. This is supported by the recent pre-application request on the site, in which the officer's report sets out that the development of the site would meet the criteria set out in Policy H2.

- 6.5 This suitability for the site for residential development is further emphasised by emerging Policy SP3. This sets out that the large excluded villages, including Brookmans Park, will be the secondary focus for development after the main towns. Furthermore, Policy SADM31 of the emerging Local Plan allocates two sites to the immediate north and west of the application site (refs: HS21 and HS23). Details of these allocations are provided in Appendix 2. The dwelling capacities for these sites are circa 14 and 10 units and the sites are part of the Green Belt in the existing District Plan. This shows that the Council considers the area to be appropriate for accommodating additional housing. Given the site's proximity to these allocations and the fact that it is not Green Belt land, it is considered highly suitable for residential development.
- 6.6 The proposals will create 5 new high quality dwellings on a previously developed site in a highly sustainable location. New housing is urgently needed and land supply is relatively constrained in the district due to the extent of the Green Belt. Therefore, the proposals will make an important contribution towards meeting housing delivery targets, making best use of the previously developed land within Welwyn Hatfield which should be given significant weight.

Design, Scale and Massing

- 6.7 Both the NPPF and Local Plan highlight the importance of good design. Policy D1 requires a high quality standard of design, which should incorporate the guidance contained in the SPG. Policy D2 requires all new development to respect and relate to the character and context of the area in which it is proposed and should maintain, and where possible enhance, the character of the existing area. Similarly, Policy GBSP2 sets out that within the specified settlements development will be limited to that which is compatible with the maintenance and enhancement of their character.
- 6.8 Properties on Brookmans Avenue and the surrounding area include a mixture of housing designs but a prevailing feature is that they are family sized detached dwellings. The proposals involve the erection of 5 detached family sized dwellings, with 2 fronting Brookmans Avenue and 3 fronting Gold Club Road. These detached dwellings will be in character with the surrounding built form. The principle of introducing additional dwellings to the site is considered to be acceptable, as the site comprises an unusually large plot both in width and depth. Therefore, it is capable of accommodating further development whilst respecting and enhancing the character of the area.
- 6.9 With regards to siting and size, the proposals will maintain the existing building line along Brookmans Avenue. All properties will have quite long and well landscaped front gardens which is characteristic of the area. The spacing between the properties is also consistent with the siting of surrounding properties. The proposed dwellings will be two storeys in height, additional accommodation in the roofspace. This height is the same as the previous proposals on the site which were found to be acceptable and would not appear overly dominant when viewed from the surrounding area.

- 6.10 In terms of density, Policy H6 requires all residential developments of 5 or more dwellings to be built at densities of 30 to 50 dwellings per hectare provided that the development will not have an adverse impact on the character of the surrounding area and can satisfy the design policies of the Plan. At 4,100 square metres (0.41 hectares), the proposals equate to a density of 12 dwellings per hectare. Although this falls short of the suggested density range, it is considered to be appropriate given the context of the site on the edge of the settlement boundary and the surrounding development which is characterised by low density development.
- 6.11 The design of the proposed dwellings will be in a traditional style which prevails in the surrounding area. The designs will be of an extremely high quality with red brick and Portland stonework details and white timber sash windows to re-create the grandeur which is characteristic of the surrounding area. This design was previously found to be acceptable on the site, demonstrated by the 2010 permission's delegated report (ref: S6/2010/0236/FP) which sets out that *"the existing variations in the surrounding street scene give some flexibility to the design of new additions"*. The high quality design will recreate the grandeur which is characteristic of the surrounding streets and will make a positive contribution to the character of the surrounding area.

Dwelling Mix

- 6.12 It has already been established through previous applications that principle of new family sized accommodation on this site is acceptable. This was further supported through the recent pre-application response which established that multiple family sized dwellings are appropriate. Larger family-sized dwellings are considered to be appropriate given the surrounding area and the proximity to nearby schools.
- 6.13 Policy H8 requires new residential developments to incorporate a range of dwelling types and sizes, where appropriate. The proposals provide a mixture of 5 and 6 bed dwellings. Although the pre-application scheme involved a mixture of 4 and 5 bed dwellings, the suitability of the scheme demonstrates that a mixture of two sizes of houses are considered to be suitable by the Council.

Quality of Accommodation

- 6.14 Emerging Policy SADM11 requires all proposals to create and protect a good standard of amenity for buildings and external open space by ensuring satisfactory levels of sunlight and daylight; dual aspect dwellings; external private or communal garden space; a reasonable degree of privacy; that development is not overbearing and that dwellings have satisfactory outlook and visual amenity.

- 6.15 The layout of each of the properties has been designed to create high quality family living space. House 1 and 2 will each have a large open plan living area, 2 additional living rooms, 6 bedrooms, a cinema room, a playroom and a garage. These dwellings will be 476 and 473 square metres which greatly exceeds the nationally described space standards of 138 square metres for a 6 bed 3 storey house. House 3, 4 and 5 are each 5 bed dwellings, with an open plan living area, additional lounge, study and games room. Houses 4 and 5 will also have a cinema room. These dwellings will be between 319-352 square metres which again greatly exceeds the nationally described space standards of 134 square metres for a 5 bed 3 storey house.
- 6.16 The siting of the dwellings and placement of windows has been carefully considered to ensure satisfactory levels of daylight, sunlight and outlook whilst also protecting the privacy of future occupants. Each of the open plan living areas will be positioned to the rear of the dwellings and will benefit from large expanses of glass which will create bright and airy spaces and an attractive outlook onto the garden. These living areas will generally be dual aspect. The use of skylights will ensure the internal spaces such as the landings and hallways are well lit. The side windows proposed will be obscure glazing to ensure good levels of privacy.
- 6.17 Emerging Policy SADM11 also requires proposals to involve private or communal garden space which, in its extent and design, meets the reasonable needs of its users. Each dwelling will also have access to a private amenity space. These gardens will range from 229-512 square metres which is considered to be a good sized amenity space and comparable to those in the surrounding area. A Landscape Masterplan has been prepared by Guarda Landscape which provides details of the proposed landscaping. The trees and landscaping proposed, especially the trees in the rear gardens of Houses 1 and 2, will provide further privacy.

Neighbouring Amenity

- 6.18 Policy SADM11 seeks to ensure a reasonable degree of privacy and prevent new development from being overbearing. Given the site's position on a corner, the established landscape around the perimeter of the site and the fact that it is bounded by Green Belt land to the north, there are a limited amount of neighbouring properties that would be affected by the proposals.
- 6.19 The siting of the houses and the positioning of windows has been carefully considered to protect the amenity of neighbouring residents. House 1, which is adjacent to the neighbouring property to the west (No. 99), will have no side facing windows on the ground floor. The side facing windows on the first floor will be obscured to prevent any overlooking or privacy issues. Given the vegetation surrounding the site and the separation distance between the proposals and properties on the other side of Brookmans Avenue and Golf Club Road, there are not considered to be any privacy or overlooking issues.

Ecology

- 6.20 Policy R11 requires all new development to demonstrate how it would contribute positively to the biodiversity of the site by measures such as the retention and enhancement of the natural features of the site. Similarly, Policy R17 seeks the protections and retention of existing trees, hedgerows and woodland. New development is required to incorporate wherever appropriate new planting with locally native species and should be in accordance with Policy D8. This policy sets out that all development should incorporate landscaping as an integral part of the overall design. It requires the retention and enhancement of key landscaping features such as trees and shrubs where feasible and where this is not possible, replacement planting should be carried out.
- 6.21 Where possible, the established vegetation and trees surrounding the site will be retained. A Tree Survey and a Tree Protection Plan have been prepared by Arbol EuroConsulting Ltd. This provides details of the trees on the site and the Construction Exclusion Zone and ground protection measures. The oak tree to the south of the site (T19 in the Tree Survey), which is protected by a TPO (ref: TPO 443), will be retained within the plot of House 2 and protected during construction.
- 6.22 The existing native Beech boundary hedge will be filled in along the eastern boundary to create a continuous line. The retained trees and vegetation will create natural screening around the perimeter of the site, reducing any visual impact that the proposals will have. This vegetation will also ensure that the current Green Belt boundary is maintained, accordance with Policy GBSP2.
- 6.23 A Landscape Masterplan has been produced by Guarda Landscape which provides details of the proposed landscaping and surfaces. Within the front gardens, ornamental shrubs and perennial planting will be located to the front of each property which will soften the building façades. Within the back gardens of Houses 1 and 2, a variety of new trees are proposed. This will provide a number of benefits including a pleasant outlook, natural screening and a valuable habitat for wildlife. Therefore, the proposals will contribute positively to the biodiversity of the site, in accordance with Policy R11. Further details of the planting palette and landscape treatments can be found in the Landscape Masterplan.
- 6.24 A Preliminary Roost Assessment has been prepared by Arbtech to consider the value and suitability of the structures for roosting bats, as well as any other ecological constraints. The assessment sets out that the buildings have a negligible likelihood of supporting roosting bats. There was also no evidence of nesting birds and the site was considered to be a negligible habitat for barn owls. It also sets out suggested enhancement measures including bat and bird boxes on retained trees. Further details of this are provided in the Preliminary Roost Assessment.

Highways, Parking and Refuse

- 6.25 Policy M1 sets out that development proposals will be permitted only in locations with accessibility to pedestrian and cycle routes and passenger transport services and where the environment and infrastructure can accommodate the amount and type of transport movement likely to be generated.
- 6.26 A Highways and Transport Report has been prepared by Public Highway Ltd which sets out details of the new access points, the good level of public transport connections and proposed construction access. The report concludes that the proposals are acceptable in transport terms. Further details can be found in the Highways and Transport Report.
- 6.27 Policy M14 requires parking provision for new development to be made in accordance with the standards set out in the Council's SPG. For C3 Residential, this requires a maximum of 3 spaces per dwelling for 4 or more bedroom dwellings. The proposals involve 3 parking spaces per property, with Houses 1 & 2 involving a garage to accommodate 1 of these spaces. This level of parking meets the standards and is considered to be appropriate considering the location. The suitability of this level of parking is further supported by the fact that 3 spaces per property were previously considered acceptable in the pre-application report.
- 6.28 Emerging Policy SADM12 requires an appropriate provision of refuse storage and collection areas. It sets out that these should be appropriately sited and designed to ensure they can perform their role effectively, maintaining an attractive and coherent street scene and avoiding risk to human health or environmental nuisance. Discreet bin stores will be provided in the front gardens of each property, near to the entrance with the road. This siting of these bins will be convenient for collection and their position behind the front garden hedges will prevent any negative visual impact on the streetscene.

Energy

- 6.29 Policy R3 sets out that the Council will expect all developments to include measures to maximise energy conservation through the design of buildings, site layout and provision of landscaping and should incorporate the best practical environmental option (BPEO) for energy supply. Emerging Policy SP10 echoes this and sets out that the layout and design of the site and building(s) reflect the energy hierarchy to maximise opportunities to reduce carbon emissions. Emerging Policy SADM13 requires newly constructed dwellings to achieve an estimated water consumption of no more than 110 litres/person/day.
- 6.30 An Energy Statement has been prepared by Energytest Ltd which shows that each dwelling achieves over 19% improvement over Part L Building Regulations and a water usage of under 110 litres per person per day, in accordance with the policy requirements.

7. CONCLUSION

- 7.1 The proposals will replace an oversized dwelling and coach house on an unusually large site with 5 new family sized dwellings, the principle of which has already been established by the Council. The proposed development will make effective use of an underutilised site, in accordance with the aims of the NPPF which give great emphasis to the efficient use of land and the reuse of brownfield land.
- 7.2 The Council's current lack of sufficient land for housing for its new Local Plan and the recent Green Belt Review and Call for Sites demonstrate the urgent need for housing in Welwyn Hatfield. Therefore, the delivery of 5 new dwellings, a net increase of 4, will be a small but important contribution towards the district's housing need.
- 7.3 The site's location in Brookmans Park means that there are a number of services, facilities and transport connections within easy walking distance. Therefore, it is considered to be a highly accessible and sustainable location for new residential development.
- 7.4 The proposed development will provide 5 high quality and spacious family-sized dwellings which will provide an extremely high standard of accommodation. The design, scale and massing of these dwellings have been carefully designed to respect the character of the surrounding area and protect the amenity of surrounding residents.
- 7.5 The proposals have been fully assessed in regards to national and local planning policies. For the reasons set out in the statement, the proposals are considered to be compliant with these policies and it is therefore respectfully requested that this application is approved without delay.

APPENDIX ONE – PRE-APPLICATION RESPONSE



**Colin Haigh
Head of Planning**

T Koursaris
84 Totteridge Road
Enfield
EN3 6NG

Reply To: address as below
Direct Tel: 01707357000
Email: planning@welhat.gov.uk

Date: 09 August 2018

Dear Mr Koursaris,

Application Reference: 6/2018/1024/PA

Proposal: Conversion of main dwelling into 2 separate dwellings, reinstating planning to the rear of the site for 1 detached dwelling and erection of 1 new build dwelling following demolition of existing garage and annexe

Location: 101 Brookmans Avenue, Brookmans Park, Hatfield AL9 7QG

Advice: Level 3 Dwellings (3 units)

Thank you for your pre-application enquiry which was received on 25 May 2018. Please find below the Council's response to your proposal. I do apologise for the delay in responding.

Constraints:

The site is designated within the Welwyn Hatfield District Plan 2005 (Saved Local Plan) as falling within the following designations:

- Area of High Priority for Habitat Creation
- TPO443 T1
- Footpath (North Mymms 068)

Relevant Planning Policies:

The National Planning Policy Framework 2018 (NPPF) applies to all developments. Significant weight is not afforded to policies in the Welwyn Hatfield Borough Council Draft Local Plan Proposed Submission August 2016 (Emerging Local Plan) in general terms. Relevant Saved and Emerging Local Plan policies are listed below:

Saved Local Plan policies:

- SD1 – Sustainable Development
- GBSP2 – Towns and Specified Settlements
- R1 – Maximising the Use of Previously Developed Land
- R11 – Biodiversity and Development
- R17 – Trees, Woodland and Hedgerows
- M14 – Parking Standards for New Development
- D1 – Quality of Design
- D2 – Character and Context
- D8 – Landscaping

H2 – Location of Windfall Residential Development

Supplementary policies:

Supplementary Design Guidance 2005 (SDG)

Supplementary Planning Guidance – Parking Standards 2004 (SPG)

Interim Policy for Car Parking Standards and Garage Sizes 2014 (Interim Parking Policy)

Emerging Local Plan policies:

SP1 – Delivering Sustainable Development

SP3 – Settlement Strategy and Green Belt Boundaries

SADM1 – Windfall Development

SADM2 – Highway Network and Safety

SP9 – Place-making and High Quality Design

SADM11 – Amenity and Layout

SADM12 – Parking, Servicing and Refuse

SADM16 – Ecology and Landscape

Relevant planning history:

Application Number: S6/2012/2681/S73B

Decision: Granted

Decision Date: 05 March 2013

Proposal: Time extension of planning permission S6/2010/0236/FP (erection of five bed detached dwelling)

Application Number: S6/2011/0032/FP

Decision: Refused

Decision Date: 30 March 2011

Proposal: Erection of a detached double garage

Application Number: S6/2010/0236/FP

Decision: Granted

Decision Date: 17 May 2010

Proposal: Erection of 5-bed detached dwelling

Application Number: S6/2009/1551/FP

Decision: Granted

Decision Date: 28 September 2009

Proposal: Conversion of existing double garage

Application Number: S6/2009/1545/FP

Decision: Refused

Decision Date: 28 September 2009

Proposal: Erection of a detached double garage

Application Number: S6/1992/0265/FP

Decision: Granted

Decision Date: 06 August 1992

Proposal: Extensions and alterations incorporating part single storey, part two storey rear, first floor side, single storey front; detached garage/ outbuilding; new entrance with balcony over; terraces with balustrading

DISCUSSION:

Principle of development

No. 101 is a large two-storey detached dwelling set within a generously sized plot in the specified settlement of Brookmans Park. The site is previously developed land and I consider it to be an appropriate site in principle for the windfall residential development proposed. The development would accord with Policies SD1, R1 and H2 of the Saved Local Plan; Policies SP1 and SADM1 of the Emerging Local Plan and the NPPF.

Quality of design and effect on character of area

The existing house is well suited to subdivision given its substantial size and current provision of alternate access and entrances. Externally, only minor alterations to windows would be required and would not materially effect on the appearance of the building. The two dwellings would be spacious and well-appointed. Also, the private amenity space for each dwelling would meet the reasonable needs of its users.

To the rear portion of the extensive rear garden, 2no 4-bed dwellings are proposed. Planning permission was granted in 2010 under ref: S6/2010/0236/FP and later renewed under ref: S6/2012/2681/S73B, for the exact dwelling proposed nearest the rear boundary of the application site. Whilst the renewed permission has also lapsed, the local and national policies applied under the later renewal application remain unchanged to date, there is no conflict with the policies contained in the Council's Emerging Local Plan, nor have there been any significant changes to the application site, surrounding context or planning history.

The proposed dwellings to the rear portion of the site would mimic each-other and would not appear cramped relative to their plot size or across their plot width. The design of the previously approved dwelling has already been considered acceptable.

In terms of landscaping, the re-development to the rear portion of the site would require the removal of mature conifers fronting Golf Club Road for access and trees further into the site. I consider that the loss of these trees are acceptable subject to an appropriate landscaping scheme to help the development harmonise with the character and appearance of the surrounding area. Retained trees lining the upper east and northern boundary of the site will likely be affected by the construction of the buildings, however these could be protected during construction. A tree protection plan and method statement would be required as part of a planning application.

The proposal would subdivide an existing expansive single plot into four individual plots serving a total of 4 dwellings. The size of the dwellings, their design, plot size and layout would not be at odds to the existing area. The development would not appear prominent in the street-scene nor represent overdevelopment of the existing plot. The site is very well landscaped and this adds to the character of the area. Whilst the proposed would result in the loss and potential impact on existing landscaping, suitable conditions can ensure that the development would not cause harm to the area. Accordingly, subject to conditions, I consider that the development would represent high quality designs, in accordance with Policies D1 and D2 of the Saved Local Plan, the Council's SDG, Policy SP9 of the Emerging Local Plan and NPPF.

Living conditions of future occupiers and neighbouring occupiers

Subject to the use of appropriate hard boundary treatments and obscure glazing of first floor flank habitable windows, the development would provide a high standard of amenity for future occupiers.

The development would not appear unduly dominant or result in adverse loss of light from neighbouring properties. I do not view there to be any privacy concerns taking account of the siting, separation distances and orientation of the development relative to neighbouring properties.

Parking provision and access

Each dwelling would have an acceptable provision of off-street parking. A new access would likely be created off Golf Club Road to the 2no dwellings to the rear portion of the site. Hertfordshire County Council as the relevant Highway Authority would consider the adequacy of new accesses in terms of highway safety. The Highway Authority operate their own pre-application advice service which you may wish to avail of prior to the submission of a planning application. This is the link to the service:

<http://www.hertfordshire.gov.uk/services/envplan/plan/planningapps/preapplicationadvice/>.

In any case, the Local Planning Authority would consult the Highway Authority for development of this kind. Please ensure that any new accesses are clearly illustrated and annotated for a planning application.

Other considerations

Ecology

The application site is located in an Area of High Priority for Habitat Creation and close to a Wildlife Site. There are also records of bat activity in the locality. Therefore, it is likely that bats will forage around the property.

Given the development would involve the demolition of an existing building and removal of trees, bats may be harmed. Bats are protected under domestic and European law and in general terms, it is an offence to disturb or harm a bat, or, damage or obstruct access to a roost or place of shelter. Consequently, the Council's Ecology experts would be consulted for this application and if it is viewed that the proposal is likely to have an impact on bats, further information in form of a Preliminary Roost Assessment and potential Outline Mitigation Strategy would need to be provided by the applicant and agreed by the Local Planning Authority prior to determination of the application. Failure to provide such information or the submission of insufficient details would result in a refusal of planning permission.

Is the development likely to be approved or refused?

Approved Refused

I would suggest that you discuss the proposal with neighbours before submitting the application as we will consult them along with the Town/Parish Council once the application is received. You may also like to refer to the Council's Statement of Community Involvement when considering your pre-application consultations.

Please note that pre-application advice has not been sought from Hertfordshire County Council, Transport Programmes and Strategy, Environment Agency or the Lead Local Flood Authority as they each provide their own pre-application advice service, subject to a fee. Certain information may be obtained without a fee from these parties. Their contact details are detailed at the end of this letter under 'Useful Information', together with other useful contacts.

This advice represents my personal professional opinion and is given without prejudice to the decision of the Local Planning Authority in respect of this enquiry or any future application which may be submitted. Please note that there may be other issues which come to light when a planning application is submitted and consultations carried out.

Should you have any questions, please contact me.

Please read this advice with the associated pre-application guidance leaflet.

Yours sincerely,



David Elmore
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/>

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

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. 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. 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

3b. 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.

3c. 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

3d. 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

3e. 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

3f. 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
- November 2012
- National Planning Policy Framework

3g. 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

3h. 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 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.

APPENDIX TWO – EMERGING LOCAL PLAN BROOKMANS PARK ALLOCATIONS

Site allocations in Brookmans Park

[View Comments \(3\)](#)

[Add Comments](#)

21.3 Sites allocated for development in Brookmans Park are set out in SADM 31 below.

Policy SADM 31

[View Comments \(89\)](#)

[Add Comments](#)

Brookmans Park

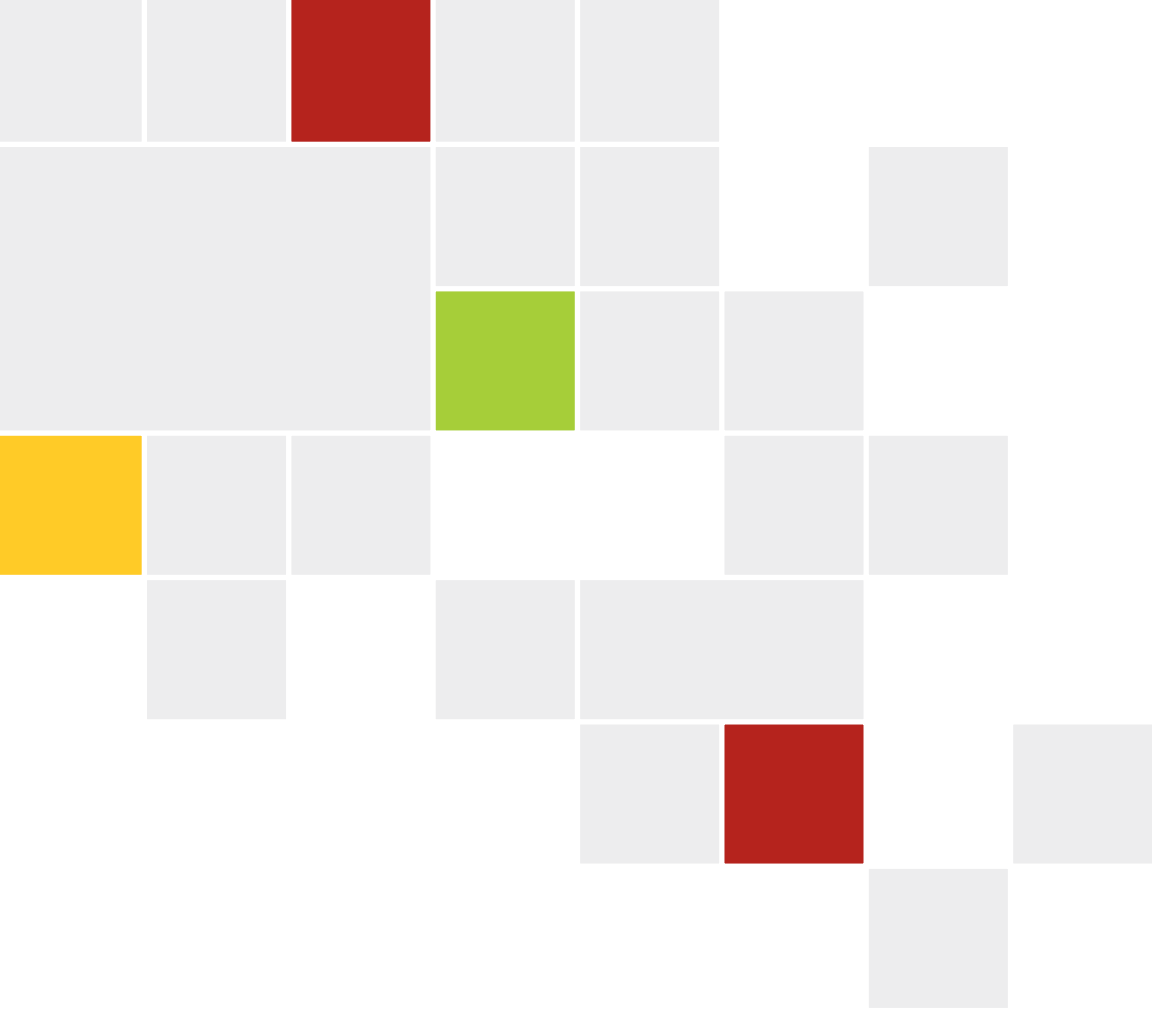
In accordance with policies SP 2 and SP 3, the following sites are allocated for development within Brookmans Park.

Site	Location	Use	Dwelling Capacity	Delivery within plan period
HS21 (BrP13)	Land west of Golf Club Road	Residential	14	0-5 years
HS22 (BrP4)	Land west of Brookmans Park Railway Station	Residential	250	0-10 years
HS23 (BrP14)	Land east of Golf Club Road	Residential	10	0-10 years

Development of HS22 will only be allowed to proceed once:

- Provision of the necessary additional primary school capacity to support this level of growth has been demonstrated and secured; and
- A technical solution for a new pedestrian and cyclist bridge over the railway has been agreed, and necessary legal and financial provisions to deliver it put in place.

Proposals for the allocated sites will need to have regard to the site-specific considerations set out in the table below in addition to other relevant planning policy, planning objectives and other material considerations.



Boyer

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