

HARLOW VALIDATION CHECKLIST: APPLICATION FOR PLANNING PERMISSION – MAJOR (10 or more dwellings, commercial over 999sqm and other major developments)

The following information (on both the national and local list of requirements) in the validation checklist must be submitted with your application for it to be accepted as valid. We require you to submit your application online using the Planning Portal. This also provides detailed advice concerning whether your proposal requires planning permission.

<https://www.planningportal.co.uk/>

If an application is submitted without meeting these requirements, it will not be validated and will be returned to you. We will prioritise the processing of valid applications. The guidance below provides more details on the kind of information that needs to be submitted for the matters referred to in the list.

NB - This local list does not limit the council's ability to request additional information in the event that further issues arise during the determination period, and are considered to be a material consideration in the determination of the application.

National List of Requirements

<p><i>Application form</i></p>	<p>The correct form must be completed in full, signed and dated. The description of the development should be concise, clear and accurately reflect all aspects of the proposal requiring planning permission. Incomplete application forms will invalidate the application and will delay the process.</p>
<p><i>Certificates and Agricultural Land Declaration</i></p>	<p>If sole owner of the property Ownership Certificate A is completed, a notice is not required If somebody else owns the property ownership Certificate B is completed, Notice 1 is required If one or more owners of the property cannot be identified Ownership Certificate C is completed, Notices 1 and 2 are required If none of the owners can be identified ownership Certificate D is completed, Notice 2 is required</p> <p>You must complete and submit only one certificate (A, B, C or D) with your application. Please note that if the following apply you must complete Certificate B/C/D as appropriate:</p> <ul style="list-style-type: none"> - the pavement in front of the site is included in the red line and you are not the owner (notify Essex Highways); - the application boundary includes a flat/s and you are not the sole owner (e.g. where there are leaseholders) <p>Please note that if the declaration on the application form is dated more than 21 days after the date on which notice was served on other owners, the application will be invalid. Guidance on how to fill out these forms can be found at the Planning Portal web site www.planningportal.gov.uk</p>

<p><i>Site location plan</i></p>	<p>The site location plan must:</p> <ul style="list-style-type: none">• be at a scale of 1:1250 or 1:2500 (or larger if appropriate)• show sufficient roads and buildings adjacent to the application site to identify it exactly• show the direction of North• show the boundaries of the application site edged in red (including sufficient land to carry out the development i.e. access, landscaping, visibility splays and parking)• show any other land within the applicant's control edged in blue
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Plans and drawings necessary to describe the proposed scheme

Minimum requirements:

Block Plans: existing and proposed at 1:500 scale or 1:200
 Floor Plans: existing and proposed, including roof plans, at 1:50 or 1:100 scale
 Elevations: existing and proposed at 1:50 or 1:100 scale
 Sections: showing finished floor and site levels at 1:50 or 1:100 scale
 Street elevations: showing proposal in relation to streetscene at 1:50 or 1:100
 Site sections: showing the proposal in relation to adjoining buildings and spaces
 Landscape plan: showing the treatment of all spaces within the site not covered by buildings

General plan requirements

All submitted plans and drawings must:

- include a title and drawing number (with the relevant revision number as necessary)
- show the direction of north
- be drawn to an identified metric scale (e.g. 1:50, 1:100, 1:200)
- include key written dimensions and a scale bar showing a length of 1metre and 10 metres
- state at which paper size the scale applies e.g. scale 1:200 at A3
- show the proposed development in relation to the site boundaries and other existing buildings on the site
- show the proposed and existing situation on separate drawings.

Scale bars, dimensions and paper size are required to provide clear information to avoid errors and misinterpretation due to variations and accuracy associated with the copying and printing of plans that have been stored electronically.

Block Plans must show at least the properties on either side and to the rear as well as existing and proposed features e.g. roads, parking areas (including wheelchair parking), footpaths, landscaping (including the extent and type of hard surfacing), boundary treatments including walls and fences where proposed, trees, buildings and other structures (e.g. cycle and refuse stores).

Floorplans must indicate the position and size of wheelchair units proposed.

Elevations must include any pipework, drainage, vents etc proposed

Levels shown on section drawings must relate to a fixed datum point off site.

Applications for change of use will need to be accompanied by floor plans where it is necessary to indicate the extent of the use and its relationship to adjacent development, for example, where it is proposed to change the use of part of a floor or building.

Applications proposing new residential accommodation, including conversions, must state room sizes and overall unit sizes on the plans.

We recommend grouping together plans by type within multi page pdf documents (eg existing plans together, or proposed plans and elevations together).

Applicants are encouraged to provide a list of submitted drawings and documents to assist in the validation process.

*Design and Access
Statement*

When required

Applications involving:

the creation of one or more dwellings or a building or buildings where the floorspace created is 100sq.m or more within a conservation area

Minimum Requirements

A Design and Access Statement should be proportionate to the scale of the development.

The document should be very visual, using diagrams, sketches, plans and photographs to provide the necessary explanations and descriptions wherever possible and appropriate.

All design and access statements must:

- explain the design principles and concepts that have been applied to the development;
- demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account;
- explain the provisions for access, and how policies relating to access have been taken into account;
- state what, if any, consultation has been undertaken on issues relating to access to the development and what account has been taken of the outcome of any such consultation; and
- explain how any specific issues which might affect access to the development have been addressed.

For Outline Planning Applications where scale and/or layout are reserved, a design and access statement must include details of the design approach and design intent for future reserved matters applications.

Where a site is located within a conservation area, reference to this must be included within the Statement as must any Statutory listing designation. For listed buildings, an explanation of how the historical and architectural importance of the listed building – in particular its physical features and setting – has been considered when designing the proposed development should also be provided.

Where a heritage statement is included, this must be a clearly titled standalone section within the document.

Applicants should take into consideration the following Harlow and Gilston Garden Town Guidance, and demonstrate how these have been applied in their Design and Access Statement:

- The HGGT Vision
- The HGGT Design Guide
- The HGGT Transport Strategy
- The HGGT Sustainability Guidance and Checklist
- Any other HGGT guidance documents

It is recommended that applicants structure their Vision assurance statement as responses to the 'Design Quality Questions' set out within the HGGT Design Guide, and also reference any engagement with the HGGT Quality Review Panel.

Please refer to HGGT Web Site at <https://hgg.co.uk/our-resources> for the above publications

Guidance

Design and Access Statements are about the design principles and concepts that have been applied to the development and how issues relating to access to the development have been dealt with. This should help to explain the design process behind a scheme. A successful design process is key for all applications and the Council encourages early pre-application engagement based around an emerging design and access statement.

The Design and Access Statement is a useful tool to show how a site has been analysed and understood, the opportunities and constraints and how these have informed the design development.

The former Commission for Architecture and the Built Environment (CABE), produced guidance on how to write, read and use design and access statements (2006). This includes helpful information about the D&AS

<p><i>The appropriate fee</i></p>	<p>Please follow this link which sets out the fees for applications:</p> <p>https://1app.planningportal.co.uk/FeeCalculator/Standalone?region=1</p>
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Local List of Requirements

Applicants are strongly advised to refer to the Harlow Local Development Plan ¹(HLDP) to determine policies that may apply to the proposed development . In addition the relevant Supplementary Planning Documents and other guidance on the Council’s web site² should also be referred to.

<p><i>Affordable and Specialist Housing statement</i></p>	<p><u>When required</u></p> <p>A statement is required for all applications for new dwellings to comply with Accessible and Adaptable policy requirements (Policy H5 of the HLDP).</p> <p>In addition for housing development greater than 10 dwellings policy H8 (provision of affordable housing) should also be addressed in the statement.</p> <p>On developments of 50 dwellings or more, Self-build and Custom-build housing plots will be required in accordance with policy H9 of the HLDP, which should also be addressed in the statement.</p> <p><u>Minimum Requirements</u></p> <p>Refer to the Adopted Harlow Local Development Plan, Policies H5, H8 and H9, and Affordable and Specialist Housing, Supplementary Planning Document for further guidance.</p> <p>The Affordable Housing Statement should include the following:</p> <ul style="list-style-type: none"> • The total number of units proposed; • The intended mix of market and affordable housing proposed; • For the affordable element the quantum, tenure, type and size (including the number of persons per unit); • Plan(s) showing the location of affordable land/units in relation to the proposed market housing; • The proportion of affordable housing to meet M4(3): Category 3 Wheelchair User Dwelling standards and the units specifically identified, as set out in the Local Plan in Policy H5 and supporting text. • Details of the proposed arrangements of tenure for the affordable units including the proposed arrangements for ensuring affordability in the long term (where more than one type of tenure is proposed, details of types should be provided); • If different levels or types of affordability or tenure are proposed for different units this should be clearly and fully explained; • Details of any Registered Provider acting as a partner in the development; • Notification that the development may not be able to fulfil the Council’s affordable housing requirement.
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¹ <https://www.harlow.gov.uk/sites/default/files/documents/Harlow%20Local%20Development%20Plan.pdf>

² <https://www.harlow.gov.uk/planning-and-building-control/planning-policy/harlow-local-development-plan>

<p><i>Education Sites (Developments including education site provision)</i></p>	<p><u>When required</u></p> <p>Schemes that include some form of education site provision, whether for Early Years & Childcare; primary; secondary, or post 16 provision). This may form part of a broader planning application that includes development for other land uses. This is to ensure that the land identified for this purpose is suitable for this type of use with regard to a number of published requirements.</p> <p><u>Minimum Requirements</u></p> <p>All planning applications that include proposals for new Education and/or Childcare facilities must include a Land Compliance Study report in the format set out in the <u>Essex County Council Developers' Guide to Infrastructure Contributions</u>. These requirements may be found in the guide at:</p> <ul style="list-style-type: none"> • Pages 19-21 (general guidance) • Appendix C (page 113-116) is the Education Site Suitability Checklist (which provides further detail) <p>Appendix E (page 119-120) refers to pre-transfer requirements</p>
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<p><i>Biodiversity and geodiversity assessments</i></p>	<p><u>When required</u></p> <p>All applications</p> <p><u>Minimum Requirements</u></p> <p>When assessing the impacts of development on biodiversity and geodiversity assets, and measures to mitigate any impacts, an assessment may need to be submitted to the Council. The mitigation of impacts could include management agreements, planning conditions and/or obligations. It should also be demonstrated that a net gain in biodiversity will be delivered.</p> <p>More information on what the Assessment needs to contain can be found in the Implementation of HLDP Policy PL9 (Biodiversity and Geodiversity Assets).</p> <p>Where development which would negatively affect a Locally Designated Site of Wildlife Value, the application would need to be supported by appropriate avoidance or mitigation measures. More information can be found in HLDP Policy WE3 (General Strategy for Biodiversity and Geodiversity).</p> <p>Development which may have an adverse effect on the Epping Forest SAC, a Habitats Regulation Assessment may be required. Additionally, an application may need to demonstrate appropriate avoidance or mitigation measures relating to Epping Forest and Hatfield Forest. More information can be found in HLDP Policy WE4 (Safeguarding Wildlife Sites Beyond the District Boundary) and in Mitigation Strategies for the Forests.</p> <p>Applicants should be mindful of any implications to the river navigation system in Harlow when producing the assessment, and should contact the Canal and River Trust for guidance.</p>
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<p><i>Crime Prevention/Safer Places report</i></p>	<p><u>When required</u></p> <p>All applications</p> <p><u>Minimum requirements</u></p> <p>As a minimum the report must detail how secured by design principles have informed the design and how impacts on crime and anti-social behaviour have been considered. This can be included within a Design and Access Statement if provided or a separate document cross referenced to a Design and Access Statement as necessary.</p> <p><u>Guidance</u></p> <p>For more information about crime prevention and promoting community safety through the planning system at: https://www.securedbydesign.com/guidance/research-case-studies-guidance/sbd-guidance Details of the Police Crime Prevention Officer can be provided as part of pre-application discussions as required.</p>
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<p><i>Construction Method Statement</i></p>	<p><u>When required</u></p> <p>Any application proposing operational development where loading activities associated with the construction phase of a development would cause congestion or obstruction on the public highway - particularly where temporary closures are required on the highway or where safe and legal loading can't take place off the public highway.</p> <p><u>Minimum requirements</u></p> <ul style="list-style-type: none"> • a plan (to scale) identifying the site access points and where safe and legal loading can take place • details of how deliveries could be managed to reduce the number of vehicle movements and use more sustainable modes, where possible <p>Dependent on the scale of the development or particular sensitivities of the site, the following information may be needed in order for an application to be determined: • construction vehicle routing (swept path analysis may be required) to demonstrate that construction vehicles can access the development and to limit or prevent HGV movements on residential roads. • details for maintaining clean roads (e.g. wheel washing, etc) • security and access control (e.g. banks men) • details of waste management • the number of deliveries and the times when deliveries would take place</p> <p>You are advised to contact Essex County Council Highways³ an early stage to discuss your scheme and to agree the necessary scope of the document.</p> <p><u>Guidance</u></p> <p>Construction Method Statement (CMP) help manage all types of freight vehicle movement to and from construction sites. They improve the safety and reliability of deliveries to a site, reduce congestion and minimise the environmental impact. A CMP may be included within a Transport Assessment.</p> <p>Sites located in town centres or in close proximity to bus stops are more likely to be considered to have a significant impact on traffic congestion or pedestrian safety and are likely to need a Construction Method Statement</p>
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³ <https://www.essexhighways.org/highway-schemes-and-developments>

<p><i>Daylight/Sunlight assessment</i></p>	<p><u>When required</u></p> <ul style="list-style-type: none"> • any application where there is a potential adverse impact upon the current levels of sunlight/daylight enjoyed by adjoining properties or building(s), including associated gardens or amenity space • any application for development that may themselves be adversely affected by adjoining sites or where one part of the proposed development may be impacted upon by another part of the development or existing buildings <p><u>Minimum requirements</u></p> <p>All submissions must include an overshadowing study, showing shadow diagrams at appropriate hourly intervals on the 21st December, 21st March and 21st June as existing and proposed. Where a proposal includes single aspect units, a daylight and sunlight assessment should be provided showing the available daylight to those units.</p> <p>An assessment of the Vertical Sky Component (VSC) and Average Daylight Factor (ADF) is required.</p> <p>All assessments must be undertaken by a suitably qualified professional using the criteria within the BRE Guidelines “Site layout planning for daylight and sunlight: A guide to good practice, 2011”. The report shall include diagrams as relevant and a non-technical summary of the conclusions of the report.</p>
<p><i>Delivery & Servicing Plan</i></p>	<p><u>When required</u></p> <ul style="list-style-type: none"> any application proposing a class E use (including change of use) over 999sqm any application likely to result in a high number of deliveries or servicing movements any application where the refuse storage area is located more than 10m away from the public highway

	<p><u>Minimum requirements</u></p> <ul style="list-style-type: none"> • site layout plan (to scale) identifying site access points • a plan showing where safe and legal loading can take place • delivery vehicle routing (commercial only). Swept path analysis may be required to demonstrate that delivery vehicles can access the development dependent on the location. • details of the number of deliveries and the times when deliveries and servicing takes place (commercial only) • details of how deliveries could be managed to reduce the number of trips and use more sustainable modes, where possible (commercial use only) • details of a waste management strategy – refuse collection, including domestic waste, is a servicing activity and will need to be considered. Residential development with refuse storage areas more than 10m away from the public highway should provide details on servicing activities only. <ul style="list-style-type: none"> • Details of private collection arrangements <p>If a document is addressing issues with servicing only, this will need to be stated.</p> <p><u>Guidance</u></p> <p>A Delivery Service Plan should provide information to identify the freight vehicle activity to and from a development, how deliveries will be managed to reduce the number of trips, particularly during peak hours and it should identify where safe and legal loading can take place. The aim should be to reduce the number of trips to and from a site, ensure that delivery and servicing activity can happen safely at the site and to limit or prevent HGV movements on residential roads.</p> <p>The Council’s refuse collection services will only collect bins that are no more than 15m from collection point to vehicle for two wheeled bins, and 10m from collection point to vehicle for four wheeled bins⁴. Where refuse storage would be located more than these distances from the nearest public highway, the ability to collect refuse has to be addressed at the application stage, including demonstrating how the activities would be managed to ensure that bins are not left on the highway between collections.</p> <p>You are advised to speak with Highways officers at an early stage to discuss your scheme and to agree the necessary scope of the document.</p>
<p><i>Economic Statement</i></p>	<p><u>When required</u></p> <p>Schemes proposing the loss of existing commercial and or retail space, including changes of use. Refer to Policy PR1 of the HLDP a planning statement will be required to address the following:</p>

⁴ See BS 5906:2005 Waste management in buildings — Code of practice

	<p>(a) details of the existing use and the proposed use and how it operates; (b) limitations of the site including its buildings and land for class B uses; (c) whether investment would enable the site to be used for class B uses; (d) why the proposal cannot be provided in a more suitable location; (e) an assessment of current and potential future market demand for the site, building or premises in question which should reflect current economic trends, future forecasts changes and actual attempts to market the site, building or premises in question; and (f) any other considerations including economic viability.</p> <p><u>Minimum requirements</u></p> <ul style="list-style-type: none"> • details of the existing jobs provided on site and the potential jobs that the existing space could provide based on the existing floor area (to include any mezzanine floors and upper floors) • details of any new jobs that might be created or supported • the relative floorspace totals for each proposed use (where known) • any community benefits • reference to any regeneration strategies that might lie behind or be supported by the proposal. • where employment uses on site would not be replaced in other Employment Locations, marketing information to prove that the site is no longer suitable for employment use.
<p><i>Employment and skills action plan</i></p>	<p><u>When required</u></p> <p>All housing and commercial schemes.</p> <p><u>Minimum Requirements</u></p> <p>Policy ED3 in HLDP. As a minimum the Action Plans should set out the following:</p> <ul style="list-style-type: none"> • a schedule of new job opportunities to be created through the proposed development • the process by which jobs will be advertised to local people • the method in which the provision of jobs for local residents will be monitored • For development that will provide end user employment opportunities (employment generating schemes) a separate Action Plan should also include: an outline of the training provision; education opportunities; any childcare support <p>•This should extend to all sub-contractors as well.</p> <p>For further information go to: https://www.harlow.gov.uk/sites/default/files/documents/Employment%20and%20skills%20contributions%20in%20new%20development%20guidance%20document.pdf</p>

<p><i>Foul sewage and utilities assessment</i></p>	<p><u>When required</u> Where the proposed development involves connection to foul and storm water sewers.</p> <p><u>Minimum requirements</u> The applicant will be required to demonstrate that through a submitted statement that, following consultation with the service provider, the availability of drainage/sewerage infrastructure capacity has been examined and the proposal would not result in undue stress on this infrastructure. Relevant technical guidance is provided in Building Regulations Approved Document Part H (Drainage and waste disposal).</p>
<p><i>Flood Risk Assessment / Suds Requirements</i></p>	<p><u>When required</u> Developers should refer to the Council's Strategic Flood Risk Assessment for further information and advice.</p> <p><u>Minimum requirements</u> Refer to policy PL11 and associated text of the HLDP. Reference should also be made to the Harlow Surface Water Management Plan and the Essex SuDS Design Guide. The Essex SuDS Design Guide provides guidance on local standards for water quality and water quantity from developments and guidance on SuDS design. Developers should also consider national guidance on natural flood management techniques and working with natural processes, which seek to protect, restore and emulate the natural functions of catchments, floodplains and rivers.</p>

<p><i>Water Efficiency Statement</i></p>	<p><u>When Required</u></p> <p>To reduce the consumption of potable water for sanitary use in new buildings from all sources through the use of water efficient components and water recycling systems.</p> <p><u>Minimum requirement</u></p> <p>Developers will be expected to submit a statement which sets out how they will meet the requirements of Policy PL11-1 in terms of water efficiency and meeting BREEAM 'Excellent' rating regarding water efficiency.</p> <p>https://www.breeam.com/BREEAM2011SchemeDocument/Content/08_Water/wat01.htm</p>
<p><i>Fire Safety Statement</i></p>	<p><u>When required</u></p> <p>Relevant buildings</p> <ul style="list-style-type: none"> • contain two or more dwellings or educational accommodation and • meet the height condition of 18m or more in height, or 7 or more storeys <p><u>Minimum requirements</u></p> <p>Planning gateway one has two key elements:</p> <ul style="list-style-type: none"> • to require the developer to submit a fire statement setting out fire safety considerations specific to the development with a relevant application for planning permission for development which involves one or more relevant buildings, and • to establish the Health and Safety Executive as a statutory consultee for relevant planning applications <p>A Fire safety template is available from https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/996387/Fire_statement_form_-_static.pdf</p>

<p><i>Health impact assessment</i></p>	<p><u>When required</u></p> <p>50 or more dwellings</p> <ul style="list-style-type: none"> • 999 m2 or more (any use class); or • C2 use class <p><u>Minimum requirements</u></p> <p>As required by Policy L4 of the HLDP.</p> <p>These assessments ensure that the Council can work with developers to optimise the positive impacts on the health and wellbeing of potential development and reduce, remove or mitigate any identified unintended consequences that may arise on health from the submitted proposal.</p> <p>Applicants should refer to the Essex wide HIA guidance, updated and agreed by the Essex local authorities, which assists in the preparation of HIAs as part of the Essex Design Guide.</p> <p>In addition applicants should refer to the latest Essex Design Guide⁵, the Harlow Design Guide⁶, the Harlow and Gilston Garden Town Vision⁷ and Design Guide⁸ which promote health and wellbeing</p> <p>±</p>
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⁵ <https://www.essexdesignguide.co.uk/>

⁶ <https://www.harlow.gov.uk/sites/default/files/documents/HEB3%20-%20Harlow%20Design%20Guide%20Supplementary%20Planning%20Document.pdf>

⁷ <https://hggt.co.uk/our-vision>

⁸ <https://moderngov.harlow.gov.uk/documents/s12718/Appendix%20B%20-%20Garden%20Town%20Design%20Guide%20November%202018.pdf>

<p><i>Heritage Statement</i></p>	<p><u>When required</u></p> <p>Development that affects a heritage asset or its setting will be considered against national policies. Based on the effects caused by the development on the significance of the heritage asset, the greater the significance of the asset, the greater the weight that is given to the asset's conservation.</p> <p><u>Where development affects a heritage asset or its setting, a Heritage Statement must be submitted to conserve and enhance the asset and its setting.</u></p> <p><u>Minimum requirements</u></p> <p>Applications must be accompanied by a description of the significance of the heritage asset affected, the contribution of the setting to that significance, the impact of the proposals on the significance. Where there are major works and/or a number of alterations proposed to a listed building (including repairs), a full schedule of the works will need to accompany the heritage statement and shall include a method statement explaining the principles for the works.</p> <p>The amount of detail provided should be proportionate to the importance of the asset. Applications, where the extent of the proposal's impact on the significance of any heritage assets affected cannot be adequately understood from the application and supporting documents, will not be validated. Photographs may be helpful in support of applications affecting conservation areas and listed buildings.</p>
<p><i>Land contamination assessment</i></p>	<p>Where contamination is known or suspected or the proposed use would be particularly vulnerable, such information should be provided as is necessary to determine whether the proposed development can go ahead.</p>

<p><i>Landscaping scheme including 5 year management plan</i></p>	<p><u>When required</u></p> <ul style="list-style-type: none"> • All major applications except for changes of use <p><u>Minimum Requirements</u></p> <ul style="list-style-type: none"> • plans showing details of hard and soft landscaping proposals for all parts of the site where no buildings are proposed. This must indicate the relevant site features and note those to be retained; • proposed plans must specify the plant species, their size and planting densities and any trees proposed stating their size and identify hard landscaping materials; • site levels, gradients and any earthworks required, storage areas for bicycles and/or refuse storage areas, boundary treatments and SUDs must be shown as relevant; and <ul style="list-style-type: none"> • a management plan for a period of 5 years identifying how and by whom any communal landscaping or public realm areas would be managed. <p>Applications proposing hard standings must specify the location and area of porous paving materials proposed.</p> <p><u>Guidance</u></p> <p>Landscaping schemes are integral to good design and should be incorporated into schemes from the earliest stage of the design process. Good landscaping and trees designed in as a positive part of the design process can add amenity value to a development and the public realm as well as benefiting wildlife habitats and biodiversity. Local Plan Policy PL8 provides greater detail about the content and purpose of landscaping schemes and provides guidance on the detail that should be included. The detail provided should be proportionate to the scale of the development.</p>
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<p><i>Materials and architectural details</i></p>	<p><u>When required</u> All applications that involve operational development</p> <p>Applicants should refer to HLDP Policies PL1 - Design Principles for Development PL2 - Amenity Principles for Development PL3 - Sustainable Design, Construction and Energy Usage and the Harlow Design Guide Supplementary Planning Document ⁹</p> <p><u>Minimum requirements</u> Details of materials set out on plans for approval (not illustrative plans). These plans shall be separate to the Design and Access Statement. The details shall include:</p> <ul style="list-style-type: none"> • a full specification of all materials (including windows, doors and balconies) with at least brochure details showing the appearance of materials or ideally samples of the materials to be provided. <p>In addition applicants should refer to the latest Essex Design Guide¹⁰, the Harlow Design Guide¹¹, the Harlow and Gilston Garden Town Vision ¹²and Design Guide ¹³</p>
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⁹ <https://www.harlow.gov.uk/sites/default/files/documents/HEB3%20-%20Harlow%20Design%20Guide%20Supplementary%20Planning%20Document.pdf>

¹⁰ <https://www.essexdesignguide.co.uk/>

¹¹ <https://www.harlow.gov.uk/sites/default/files/documents/HEB3%20-%20Harlow%20Design%20Guide%20Supplementary%20Planning%20Document.pdf>

¹² <https://hgmt.co.uk/our-vision>

¹³ <https://modern.gov.harlow.gov.uk/documents/s12718/Appendix%20B%20-%20Garden%20Town%20Design%20Guide%20November%202018.pdf>

<p><i>Open Space Assessment</i></p>	<p><u>When required</u></p> <p>For development within open spaces, it will be necessary to demonstrate through an independent assessment that the land or buildings are surplus to local requirements or how and where compensatory provision is to be made.</p> <p>Where playing fields are affected Sport England are a consultee and require certain information to be submitted.</p> <p>All applications for “major” residential development and some non-residential schemes are required to show contributions towards outdoor playing space and informal open space to be associated with the development, including:</p> <ul style="list-style-type: none"> • details of any open space lost as a result of the development (in Ha) • details of the area of any open space proposed by the development (in Ha) • any necessary mitigation – this may include financial contributions to enhance routes to existing open space or to improve the space <p><u>Minimum requirements</u></p> <p>If it can be demonstrated that provision cannot be met on-site, the Open Spaces SPD (which is in the process of being updated) sets out the method for calculating off-site contributions for alternative provision. More information can be found in HLDP Policy L1 (Open Spaces, Play Areas, Allotments and Sporting Provision and Facilities in Major Development).</p> <p>Where a use/facility is surplus to requirements, it must be demonstrated that suitable marketing of the use/facility has been undertaken. Developers may also need to demonstrate satisfactory management and maintenance agreements are in place for facilities. More information can be found in HLDP Policy L2 (The Provision and Loss of Recreational, Sporting, Cultural and Community Facilities).</p> <p>A link to Sport England’s checklist of recommended requirements for all applications is:</p> <p>https://www.sportengland.org/media/10204/information-requirements-checklist.docx</p> <p>It also indicates the information that Sport England recommends should be submitted where an applicant feels their development may meet with one of the exceptions to Sport England’s Playing Fields Policy.</p>
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<p><i>Public Art Strategy</i></p>	<p><u>When Required</u> All development</p> <p><u>Minimum Requirement</u> A statement for provision of Public Art in major developments as required Policy L3 of the HLDP</p>
<p><i>Photographs and CGIs</i></p>	<p><u>When required</u> Any development within a conservation area or in close proximity to a listed building that is visible from the public realm.</p> <p><u>Minimum requirements</u> Photomontage or CGI images showing the proposed new development within the existing street scene or from the public realm as relevant.</p> <p><u>Guidance</u> Photomontage and CGI images are useful tools to demonstrate the impact of a development and the relationship with the existing context. The location of CGIs for the short term and long term views should be discussed and agreed with officers prior to submission. CGIs should directly relate to the townscape assessment.</p>
<p><i>Planning Statement</i></p>	<p><u>When required</u> All applications</p> <p><u>Minimum requirements</u> Every statement shall identify the planning policies of relevance set out in the Harlow Local Development Plan ¹⁴ and Harlow Design Guide ¹⁵ and must provide commentary on how the proposal accords with those policies.</p> <p><u>Guidance</u> A planning statement identifies the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national, regional and local planning policies. The level of detail should be proportionate to the development proposal. Submissions which just list the policies without providing the required commentary will not be considered as valid. Submissions which do not address the current development plan policy as appropriate may be refused planning permission.</p>

¹⁴ <https://www.harlow.gov.uk/planning-and-building-control/planning-policy/harlow-local-development-plan>

¹⁵ <https://moderngov.harlow.gov.uk/documents/s12718/Appendix%20B%20-%20Garden%20Town%20Design%20Guide%20November%202018.pdf>

<i>Sustainability Statement</i>	<p><u>When required</u></p> <p>All applications</p> <p><u>Minimum requirements</u></p> <p>The Statement should detail the sustainability credentials of the proposed development, along with independent evidence such as the use of Energy Performance Certificates.</p> <p>Additionally, development proposals must demonstrate how the reduction of energy consumption and carbon dioxide emissions is being considered. Where a low-carbon district heating scheme is proposed, it must be demonstrated that such systems have been selected in line with the order of preference set out in the Implementation of HLDP Policy PL3 (Sustainable Design, Construction and Energy Usage).</p> <p>The Implementation of Policy PL3 also contains more information on Sustainability Statements.</p> <p>Additionally, the checklist provided in the Harlow and Gilston Garden Town Sustainability Guidance and Checklist document must also be completed and submitted to the Council, at both the outline or full/reserved stage, as applicable. This is available on the Garden Town website at https://hgmt.co.uk/our-resources</p>
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<p><u>Statement of Community Involvement</u></p>	<p><u>When required</u></p> <p>All applications</p> <p><u>Minimum requirements</u></p> <p>To ensure maximum engagement of the community, applicants should consider engaging with local residents at the application stage.</p> <p>For major applications, exhibitions and briefings with Councillors and members of the public – arranged and undertaken by the applicant and possibly held during the life of the application as well – may be appropriate. Such engagement ensures issues are able to be resolved at an early stage of the planning application.</p> <p>Applications may need to be supported by a statement setting out how the applicant has complied with the requirements for pre-application consultation set out in the Council's adopted Statement of Community Involvement, demonstrating that the views of the local community and other stakeholders, such as statutory consultees, have been sought and taken into account in the formulation of development proposals.</p> <p>Please refer to the Council's adopted Statement of Community Involvement for further information, which is due to be updated by the end of 2021.</p>
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<p><i>Transport Statement</i></p>	<p><u>When required (see Policy IN2 the HLDP)</u></p> <p>All applications</p> <p><u>Minimum requirements</u></p> <ul style="list-style-type: none">• the expected Trip Generation• details of access to public transport and any other sustainable modes of transport in the area• expected impact on parking <p>A parking survey may be required in support of Transport Statements, depending on the parking stress in the area. You are advised to speak to Highways officers at an early stage to establish the scope of the document required and to determine whether other studies might also be necessary dependent on your site.</p> <p>In addition the statement should take account of the objectives and principles of the HGGT Transport Strategy.</p> <p>A copy of the Strategy can be found on the HGGT web site at https://hgg.co.uk/our-resources</p> <p><u>Guidance</u></p> <p>It is recommended that any Transport Assessment and/or Transport Statement be agreed with Essex County Council Highways and Highways England (where the development proposal impacts on the trunk road network) prior to submission of the same to the Council.</p>
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	<p>Transport statements are intended to identify the likely impacts of those schemes which may not be of a scale to warrant a full Transport Assessment. These are intended to be used to understand the likely impacts from a development on an area and any increase in traffic, public transport use and local parking availability.</p>
<p><i>Travel Plan</i></p>	<p><u>When required (See policy IN1 of the HLDP)</u> All applications</p> <p><u>Minimum requirements</u> A framework travel plan including a commitment to travel plan development by individual occupiers on the site.</p> <p><u>Guidance</u> Travel Plans are an important tool to support shifts away from car usage and towards more sustainable forms of transport, including walking and cycling. Refer to https://www.essex.gov.uk/sustainable-travel for guidance</p>

<p><i>Tree survey/Arboricultural Assessment</i></p>	<p><u>When required</u> All applications where there are trees within the application site, or on land adjacent that would influence or be affected by the development (including street trees)</p> <p><u>Minimum requirements:</u> A tree survey will require information prepared by a qualified arboriculturist and shall include the following:</p> <ul style="list-style-type: none"> • details of the existing species, spread, roots and position of trees • details of any trees that will be felled as part of the proposed development • details of trees that will be affected by the proposed development (including those located on adjacent sites) and what measures will be taken to protect them during construction and • plans and documents outlined in accordance with the British Standards 5837 (2012) including, a tree survey, a tree constraints plan, an Arboricultural Implications Assessment and an Arboricultural Method Statement including a Tree Protection Plan. <p>An Arboricultural Implications Assessment will need to:</p> <ul style="list-style-type: none"> • consider the tree/building relationships that will be produced at the end of the project. • identify issues that will be faced during demolition of the existing buildings and construction of the new ones. • identify where tree protection measures are needed and what operations are likely to pose threats to retained trees, including any special foundations or methods of work that may be needed if structures are proposed within tree root protection areas, where materials will be stored and where worker facilities will be located. • show clearly all the trees to be retained and those to be felled. • show where all tree protective fencing is to be erected and all ground protection where important tree roots are at risk of damage. • Show any areas of landscaping that can be identified, where practicable, be protected by fencing to avoid soil compaction. <p>More information can be found in the Implementation of HLDP Policy PL7 (Trees and Hedgerows).</p> <p>The report should be undertaken by a competent person, in line with BS5837.</p>
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<p><i>Viability Assessment</i></p>	<p><u>When required</u></p> <p>All housing applications for 11 units and above</p> <p><u>Minimum requirements</u> Refer to Policy IN6 Planning Obligations in the HLDP.</p> <p>Applicants are required to support their applications at submission stage with:</p> <ul style="list-style-type: none"> • Proposed draft Heads of Terms for a section 106 agreement including: <ul style="list-style-type: none"> ○ Schedule of infrastructure ○ Phasing ○ Cost and responsibility of delivery <p>Note: The draft Heads of Terms and Statement of Delivery should be prepared in accordance with Policy and the HGGT How To Guide for Planning Obligations, Land Value Capture and Development Viability. This can be viewed on the HGGT web site at https://hggd.co.uk/our-resources</p> <ul style="list-style-type: none"> • A Statement of Delivery. Confirming viability and deliverability of development. If development is unable to comply with policy requirements based on viability, a viability assessment will be required. <p>The approach to development viability, including how it should be taken into account in decision making, should be in accordance with national planning guidance. Viability review mechanisms will be considered on an individual basis taking into consideration matters such as the scale and phasing of the development and may be required</p> <p>Where the submission of a viability assessment has been justified, the Council will require an independent review of the viability of the scheme to be prepared, the costs of which shall be met by the developer. Where it is accepted that planning contributions are reduced below the requirements set out in policies of the Local Plan, a viability review mechanism will be required to enable a fully policy compliant level of contributions to be achieved over the lifetime of the project. Other than in exceptional circumstances, viability assessments will be made publicly available.</p>
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*Accessible and Adaptable
Housing*

Refer to Affordable and Specialist Housing statement above