KENDAL TOWN COUNCIL

Notice of Meeting

PLANNING COMMITTEE

Monday, 20th May 2019 at 6.30 p.m.
in the Romney Room, the Town Hall, Kendal

Committee Membership (8 Members)

Douglas Rathbone (Chair)  Alvin Finch  Dave Miles
Michele Miles  Jonathan Cornthwaite  Pat Gibson
Susanne Long  Graham Vincent

AGENDA

1. APOLOGIES

2. PUBLIC PARTICIPATION

Any member of the public who wishes to ask a question, make representations or present a deputation or petition at this meeting should apply to do so before the commencement of the meeting. Information on how to make the application is available on the Council’s Website - http://www.kendaltowncouncil.gov.uk/kendaltown-council/statutory-information/guidance-on-public-participation-at-kendaltown-council-meetings/ or by contacting the Town Clerk on 01539 793490.

3. DECLARATIONS OF INTEREST

To receive declarations by Members and/or co-optees of interests in respect of items on this Agenda

[In accordance with the revised Code of Conduct, Members are required to declare any Disclosable Pecuniary Interests (DPIs) or Other Registrable interests (ORIs) which have not already been declared in the Council’s Register of Interests. Members are reminded that it is a criminal offence not to declare a DPI, either in the Register or at the meeting. In the interests of clarity and transparency, Members may wish to declare any DPI which they have already declared in the Register, as well as any ORI.]

4. MINUTES OF MEETING HELD ON 13TH MAY 2019 (see attached)

5. MATTERS ARISING FROM PREVIOUS MINUTES, NOT ON AGENDA

6. UPDATED SLDC PLANNING VALIDATION REQUIREMENTS MAY 2019 CONSULTATION DOCUMENT (see attached)

7. LDNPA REGULATION 19 PUBLICATION OF PRE-SUBMISSION LOCAL PLAN (see attached)

8. ANY OTHER BUSINESS

9. PLANNING APPLICATIONS (see attached schedule)

Liz Richardson, Town Clerk

By e-mail/post to: Members of the Committee
All other Councillors (agenda only, for information)
Please note that only Committee Members will receive the minutes and attachments, but that other Councillors may request a copy of any agenda papers. Any Councillor who is not a Committee Member may still attend the meeting, as an observer.

Members of the Press and Public are welcome to attend the meeting.
KENDAL TOWN COUNCIL

Planning Committee

Monday 13th May at 6.00 p.m.
in the Romney Room the Town Hall, Kendal

PRESENT
Councillors Rathbone (Chair) Alvin Finch (Vice Chair) Dave Miles, Michele Miles, Jonathan Cornthwaite, Pat Gibson and Graham Vincent

APOLOGIES
None

OFFICERS
Rose Tideswell (Temporary Council Secretary)

1135/18/19 PUBLIC PARTICIPATION
None

1136/18/19 DECLARATIONS OF INTEREST
None.

1137/18/19 MINUTES OF MEETING HELD ON 23rd April 2019

Members considered the minutes of the Committee meeting held on 23rd April 2019.

Councillor Cornthwaite proposed that the minutes be accepted as a correct record. This was seconded by Councillor D. Miles and carried with one abstention.

RESOLVED
That the minutes of the meeting held on 23rd April 2019 be accepted as a correct record, and signed by the Chair.

1138/18/19 MATTERS ARISING
None

1139/18/19 KENDAL TOWN COUNCIL FLOOD RELIEF SCHEME WORKING GROUP

Councillor Cornthwaite advised the committee that they had met three times but there was no minutes to present to this committee. However, he is to talk to Councillor Jonatan Brook to expedite this matter for future meetings so there may be a report from the minutes of this working group at the next planning meeting.

1140/18/19 LDNPA REGULATION 19 PUBLICATION OF PRE-SUBMISSION LOCAL PLAN (see attached)

Deferred to the 20th May meeting.
NOTIFICATION OF PLANNING APPEAL: LAND ADJACENT TO THE NORTH SIDE OF NATLAND MILL BECK LANE, KENDAL (REF SL/2018/1032) (see attached)

Councillor Rathbone is to write to The Planning Inspectorate to reiterate the points already made by KTC planning committee. Councillor Rathbone is also going to attend the enquiry to represent KTC planning committee in this matter.

CCC APPLICATION REF 5/19/9004: KENDAL WASTEWATER TREATMENT WORKS, WATTSFIELD ROAD, KENDAL (see attached)

The committee agreed given the history of the replacement of this outfall and they trust it will not take the 18 months requested to replace it.

PROPOSED STREET CAFÉ LICENSE - INDIE CRAFT BAR LTD (see attached)

The committee raised objections to the application as it stands and would look to a future application with a reduced number of tables and not taking a public bench out of use, as the current application appears to do.

ANY OTHER BUSINESS

Councillor Rathbone raised the issue of a previous planning application that the committee had reservations with that has since had amended the application and as it was deemed not to be a significant difference was not required to resubmit to the planning committee. Councillor Rathbone is to liaise with the Chair of SLDC planning committee so that these issues can be discussed at KTC planning committee’s in the future.

PLANNING APPLICATIONS

Members considered Planning Applications submitted for consultation purposes by the local planning authority, South Lakeland District Council.

RESOLVED That having considered the applications outlined in the schedule, the recommendations in Appendix I attached to these minutes be made to South Lakeland District Council.

The meeting ended at 7.30pm

Signed ............................................................

Dated ............................................................
### Appendix 1

<table>
<thead>
<tr>
<th>No.</th>
<th>App No./Type</th>
<th>Address/Proposed Development</th>
<th>Comments</th>
<th>Observations/Recommendations</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>FPA 0317</td>
<td>20 Lowther Park, Kendal</td>
<td>17.05.2019</td>
<td>No Objections</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Single storey side extension and alterations to rear conservatory</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>FPA 0319</td>
<td>16 Empsom Road, Kendal</td>
<td>17.05.2019</td>
<td>No Objections provided not un neighbourly</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Demolition of existing garage and erection of single storey side extension</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>FPA 0064</td>
<td>Management Suite, Westmorland Shopping Centre, Kendal</td>
<td>13.05.2019</td>
<td>No Objections See notes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Formation of 60 bedroom hotel with alterations to three public entrances</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>FPA 0318</td>
<td>16 Swallow Close, Kendal</td>
<td>20.05.2019</td>
<td>Objections See notes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Single storey side extension</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>FPA 0306</td>
<td>8 Stricklandgate, Kendal</td>
<td>20.05.2019</td>
<td>No Objections</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Installation of hardwood timber shopfront and siting of two air conditioning condenser units and extraction grilles to rear</td>
<td></td>
<td>As long as the applicant adheres to current noise regulations in regard to noise from the extraction fans and air conditioning condenser units.</td>
</tr>
<tr>
<td>6</td>
<td>Advertiemen 0307</td>
<td>8 Stricklandgate, Kendal</td>
<td>20.05.2019</td>
<td>No Objections</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Non-illuminated fascia sign</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>FPA 0321 &amp; 0322</td>
<td>17-19 Lowther Street, Kendal</td>
<td>23.05.2019</td>
<td>No Objections See notes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Repairs and renovation to front and rear elevations, installation of replacement timber window frames to front and rear, removal of first floor window to rear and installation of timber French door with Juliet balcony</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Kendal Town Planning Committee’s comments below

Item 3 FPA 0064 - Management Suite, Westmorland Shopping Centre, Kendal
Formation of 60-bedroom hotel with alterations to three public entrances

The committee had no objection in principal however, before passing comment they would require the detailed plans of the proposed changes to the three public entrances, and seek assurances that the Swift Bricks are included as previously stated.

Item 4 FPA 0318 - 16 Swallow Close, Kendal. Single storey side extension

The committee strongly notes the neighbour’s response received on the 13th May raising the importance of the applicant’s responsibility to the neighbour’s boundary in particular the encroachment onto the neighbour’s property during the build. The committee also feels the application is Overlooking/Loss of Privacy and Layout and Density of Buildings is too much as well as parking issues raised elsewhere.

Item 7 FPA 0321 & 0322 - 17-19 Lowther Street, Kendal
Repairs and renovation to front and rear elevations, installation of replacement timber window frames to front and rear, removal of first floor window to rear and installation of timber French door with Juliet balcony.

“The committee has no objections as long as this application does not allow an unacceptable increase in noise from the Juliet Balcony.”

Item 9 FPA 0347 - 73 Lingmoor Rise, Kendal
Variation of condition 2 (approved plans) attached to application SL/2016/0803 (Single storey extensions & alterations). (Taken at this meeting from next week’s agenda).

The applicant or SLDC to inform the committee what variation of condition 2 they are applying for as it is not with the attached papers.
KENDAL TOWN COUNCIL REPORT

To: Planning Committee  
20th May 2019

From: The Town Clerk  
Agenda Item No. 6

UPDATED SLDC PLANNING VALIDATION REQUIREMENTS MAY 2019
CONSULTATION DOCUMENT

Dear Sir or Madam

In accordance with the National Planning Policy Framework (NPPF) and its associated National Planning Practice Guidance, South Lakeland District Council regularly reviews our local list for the purposes of validating planning related applications.

The Council's local list is set out in its Planning Application Validation Guidance document. This document has been updated taking into consideration new local and national planning policies.

This updated version will be available for a 6 week consultation period until Wednesday 19 June 2019.

If you wish to make any comments on the updated version please send them to development.management@southlakeland.gov.uk before the end of the consultation period.

Planning related applications will be validated in accordance with the existing 2017 Planning Application Validation Checklist Guidance until the consultation period has ended and we have made any necessary amendments. The updated local list will then be adopted and published on our website www.southlakeland.gov.uk

Yours faithfully

Development Management Team
South Lakeland District Council
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Affordable Housing Statement

When required

Kendal, Grange-over-Sands and Ulverston
Ten or more dwellings, the affordable housing requirement is 35% onsite provision.

Milnthorpe and Kirkby Lonsdale
Ten or more dwellings, the affordable housing requirement is 35% onsite provision.
Nine dwellings, the affordable housing requirement is 35% either onsite provision or commuted sum (accepted only in exceptional circumstances).

Arnside and Silverdale Area of Outstanding Natural Beauty
Ten or more dwellings, the affordable housing requirement is 50% onsite provision.

South Lakeland District Designated Rural Area (excluding the Arnside and Silverdale AONB and the settlements of Milnthorpe and Kirkby Lonsdale)
Ten or more dwellings, the affordable housing requirement is 35% onsite provision.
Six to nine dwellings, the affordable housing requirement is 35% onsite provision or commuted sum (on a case by case basis).

Vacant Building Credit
Where vacant buildings are being reused or redeveloped, the affordable housing requirement will be reduced by a proportionate amount equivalent to the existing gross floor space of the existing building. We will consider whether or not the building(s) have been made vacant for the sole purpose of redevelopment. We will consider if the vacant building credit is appropriate on a case by case basis.

Draft heads of terms for the provision of affordable housing by way of a S106 Agreement should be included in your statement.

Guidance
An affordable housing statement should specify what is being proposed with regard to affordable housing and should provide a justification for the amount and type proposed.

A typical affordable housing statement should include details of the following:
The affordable housing statement should be accompanied by a report from an independent chartered surveyor and should provide market valuations for each affordable unit.

If the level of affordable housing proposed on site or contribution towards off-site provision is less than required by policy, this should be fully justified and will normally require a viability assessment.

Fee for affordable housing appraisals

Please note there is a separate fee payable in addition to the standard planning fee, for applications requiring a viability assessment.

The fee is to cover our costs in appointing an independent professional to evaluate the assessment submitted. Price will be on application on a case by case basis.

Policies

Policy CS6.3 South Lakeland Core Strategy-Provision of Affordable Housing
Policy AS03 South Lakeland Development Management Policies Development Plan Document, Arnside and Silverdale AONB DPD, Housing Provision
Archeological Assessment

Used to assess the archaeological value of any individual site to determine the impact that the proposed development will have upon the archaeology and to demonstrate appropriate measures to be taken to protect it.

When required

Statements will be required for all proposals involving the disturbance of ground within an area of known archaeological interest.

If advice is needed about archaeological sites you should contact The Cumbria Historic Environment Service.

Guidance

National planning policy emphasises the need to carry out an appropriate desk based assessment.

A field evaluation may also be necessary if an application site includes (or has potential to include) heritage assets with archaeological interest.

The information should include plans showing historic features, listed buildings and structures, historic parks and gardens, historic battlefields and scheduled ancient monuments, an analysis of significance of archaeological, history and character of the building or structures, together with the principles of and justification for proposed work.

This will ensure that appropriate measures are put in place to manage the investigation, recording, analysis and preservation of any remains or otherwise mitigate the effect of the development on areas of archaeological interest.

Policies


Policy CS8.6 South Lakeland Core Strategy, Historic Environment
Agricultural or rural business appraisals

To provide a policy framework to guide when a new dwelling may be acceptable in the open countryside to meet the needs of agriculture and rural businesses.

When required

Any proposal for a permanent or temporary dwelling(s) for agricultural/forestry or rural business workers.

Applications for the removal of an occupancy condition relating to agricultural and forestry dwellings.

Guidance

The appraisal should be confined to a factual statement of the agricultural/rural business considerations involved and an evaluation of the need for the dwelling(s) based on both a functional and financial need.

Fee

£554.40 including vat.

There is a separate fee payable, in addition to the standard planning fee, for applications requiring an agricultural, forestry, rural business appraisal. This is to cover our costs to appoint an independent professional to assess the functional and essential need for the dwelling(s) in relation to agricultural, forestry or rural business.

Policies

Air Quality Assessment

To ensure the protection of the environment and public health.

When required

Any development meeting the following criteria will normally be required to complete a full air quality assessment in order to predict the impact of the development on air quality:

- if the development provides 50 or more new parking spaces or more than 25 in an AQMA (Air Quality Management Area) (Kendal only)
- residential development of more than 80 units or more than 1.0ha site area
- industrial or commercial development with a floor space over 2,500m2
- industrial or commercial development with the potential for emissions to air, Use Class B1(1500m2), Use Class B2 (2,500m2) and Use Class B8 (3,000m2)
- coach or lorry park or distribution warehouse
- sensitive development (residential, school, healthcare etc.) within an AQMA (Kendal only)
- development that is a prescribed process under the Environmental Permitting Regulations
- sensitive development close to an existing prescribed process
- development that will significantly alter flows or speeds on busy roads (of more than 10,000 vehicles per day) or any road in an AQMA (Kendal only)
- development that will lead to a change in traffic volume of 2% of the annual average daily traffic (AADT) or 1% AADT within an AQMA (Kendal only)
- development that will lead to a change in average vehicle speed of 5km per hour or a significant increase in congestion
- development that would significantly alter the road or rail network (e.g. construction of new road)
- development that will lead to a change in vehicle split to a greater percentage of heavy duty vehicles (including buses)
- development that is part of a major phased redevelopment
- development that may create a street canyon (where the building height on both sides of the road is greater than its width)

Guidance

Examples of proposed development likely to need an air quality statement:

- increase in congestion or HGV movements
- significant amounts of car parking
- significant dust emissions
- introduction of sensitive development (dwellings, schools, hospitals) other into an area of poor air quality
Policies

Policy DM7 South Lakeland Development Management Policy document: Addressing pollution and contamination impact

For information on whether an air quality statement should be submitted with your planning application please seek pre application planning advice.
Biodiversity Assessment

We have to consider the conservation and environmental net gains for biodiversity when deciding a planning application. This includes the protection of protected species, designated sites, habitats and geological features.

When required

A biodiversity assessment (sometimes known as an ecological assessment or nature conservation assessment) will be required for all major applications or greenfield development (usually agricultural or amenity land) that could directly or indirectly impact on rare, protected, or notable species or habitats protected by:

- the Wildlife and Countryside Act 1981
- the Conservation (Natural Habitats etc.) Regulations 2010
- the Conservation of Habitats and Species (Amendment Regulations 2012)
- the Protection of Badgers Act 1992

A biodiversity survey may include either a protected species survey and/or an ecological or geological survey.

A protected species survey and assessment should be submitted where the development involves:

- demolition of a building
- conversion of a building (for example, barn conversion)
- works to bridges, viaducts, tunnels, mines, kilns, cellars and underground ducts and structures
- works near watercourses, wetlands and ponds
- buildings known to support roosting bats
- development affecting the roof space of a building

An ecological survey should be submitted where the development involves:

- works to trees or hedgerows
- overgrown sites
- development within or adjacent to a Site of Special Scientific Interest, Special Protection Area, Ramsar Sites, Special Areas of Conservation, Sites of Biological or Geographical Importance (National Nature Reserve, County Wildlife Site, Regionally Important Geological/Geomorphological Sites (RIGS), Wildlife Trust Reserves)
- sites involving Ancient Woodland

Some smaller applications (including some householder proposals) that fall into the above designated sites, green gaps, or include proposals that will impact upon overgrown land, may also require an ecological assessment.
Proposals that involve the removal of trees, scrub, hedgerows or alter water courses will need to supply information on species present, potential impacts on those species and the mitigation for such impacts.

Guidance

The Cumbria Biodiversity Data Centre is a source of evidence that should be used in a biodiversity assessment as there is a desk study enquiry, including species, habitat and sites data service available for developers.

Surveys and reporting will need to be undertaken by appropriately qualified, experienced and licensed ecologists who are members of an appropriate institution such as the Chartered Institute of Ecological and Environmental Managers.

Reports and surveys should be carried-out in accordance with nationally recognised guidance.

We will not validate an application unless we are confident that full information on the likely ecological impacts of the proposals can be provided within the application timeframe. This allows for flexibility in cases where further ecological surveys are required to determine the presence or absence of a species but due to the seasonality of ecological surveys, the consideration of the application would be unduly delayed.

Arnside and Silverdale Area of Outstanding Natural Beauty

Proposed development in the Arnside and Silverdale Area of Outstanding Natural Beauty (AONB) should be accompanied by an ecological survey which includes an assessment of the role the application site plays in the local ecological network. The survey and assessment should be proportionate to the scale of the development.

Policies

Policy CS8.4 South Lakeland Core Strategy - Biodiversity and Geodiversity
Policy AS04 Arnside and Silverdale Area of Outstanding Natural Beauty (AONB) Development Plan Document (DPD) - Natural Environment
Biomass Boiler Report

Used to assess the impacts of the proposed development on the air quality, either in isolation or cumulatively with other developments.

When required

All developments including the installation of new biomass boilers must complete a biomass questionnaire.

Guidance

In common with other types of combustion appliances, biomass boilers are potentially a source of air pollution. These pollution emissions can have an impact on local air quality and affect human health.

It is essential that any new biomass boilers installed in our district meet certain emission control requirements in order to protect local air quality.

Policies

Combined Ownership Certificates and Agricultural Land Declaration

Certificate A (Sole Ownership)

Please sign combined Certificate A and Agricultural Land Declaration if the applicant has been the sole owner of all the land that the application relates to for at least 21 days before the application is submitted and none of the land is part of an agricultural holding. 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.

Certificate B (Shared Ownership – all other owners known)

Please sign the combined Certificate B and Agricultural Land Declaration if the applicant has not owned the property for at least 21 days before the application is submitted.

If the applicant is not the sole owner of all the land that the application relates to (for example, the proposed extension/new dwelling etc. involves an overhanging roof or guttering with a neighbouring property or the foundations encroach onto adjoining land or others own part of an access road etc.) you should sign Certificate B and serve a notice on the other owner/s of the land. If the application relates to works to a flat you should sign and complete Certificate B.

When you sign Certificate B you must complete the names and addresses of the owner/s and you must serve them with a notice under Article 13 of the General Development Procedure Order 2015.

Certificate C (Shared Ownership – some other owners known)

Please complete a combined Certificate C and Agricultural Land Determination if the applicant is not the sole owner of the land to which the application relates and only knows some of the owners.

When you sign Certificate C you must complete the names and addresses of the owner/s and you must serve them with a notice under Article 13 of the General Development Procedure Order 2015.

You must also carry out and provide evidence of additional steps taken to trace the unknown owners. This might include carrying out a land registry search. You must also advertise the proposed development in the local newspaper at least 21 days prior to submitting the planning application. Please submit a copy of this advertisement with the planning application.
Certificate D (Share Ownership – all other owners unknown)

Please complete the combined Certificate D and Agricultural Land Determination if the applicant is not the sole owner of the land to which the application relates and does not know any of the owners.

You must also carry out and provide evidence of additional steps taken to trace the unknown owners. This might include carrying out a land registry search. You must also advertise the proposed development in the local newspaper at least 21 days prior to submitting the planning application. Please submit a copy of this advertisement with the planning application.

The Agricultural Land Determination

This is now incorporated into the certificates of ownership (explained above). If any of the land to which the application relates is part of an agricultural holding the application must serve notice on the agricultural tenant of the holding.
Construction and Demolition Method Statement

A construction and demolition method statement explains how works on a development (including demolition) will be undertaken during the construction or demolition phase to prevent harm resulting from the scheme.

When required

The development is within or would affect a site of ecological importance. For example:

- Special Area of Conservation (SAC)
- Site of Special Scientific Interest (SSSI)
- County Wildlife Site (CWS)
- Ramsar Site
- Regionally Important Geological and Geomorphological Site (RIGG)
- Limestone Pavement Area (LPA)
- site is within or close to a site that drains to a watercourse

Guidance

The details needed will vary from scheme to scheme and from site to site. Start the statement right at the planning stage of your project and write it for the development you propose. Don't copy it from somewhere else.

A scheme in a residential area may need to consider measures to prevent disturbance from noise, dust and vehicles. A scheme near to a watercourse would need to consider potential sources of pollution and mitigation measures which may need to be put in place.

It is a good idea to speak to relevant organisations (Natural England, Environment Agency etc.) as soon as possible to make sure the proposed development or demolition can be carried out with their approval. Take their advice and incorporate it into the method statement.

Use accurate and informative photographs, drawings, plans and Ordnance Survey maps.

A construction and demolition method statement should include the following information:

- timing and schedule of works
- hours of working
- sediment control measures
- pollution control measures
- parking areas for the vehicles of site operatives and visitors
- areas of loading and uploading of plant and materials
- areas for storage of plant and materials
- details of the erection and maintenance of security hoarding
- provision of wheel washing facilities
• measures to control the emission of dust and dirt during construction or demolition
• a scheme for recycling or disposal of waste resulting from construction and demolition works
• details of access and haul routes for construction vehicles, delivery vehicles or waste disposal vehicles

Policies

Policy DM7 South Lakeland Local Plan Addressing pollution, contamination impact and water quality.
Contaminated Land Assessment

Used to safeguard human health and the environment, including controlled waters. The contaminated land report should evaluate any risks arising from potential contamination and set out remediation measures to be considered on the basis of both the existing and proposed land use.

When required

Where the land is known or suspected to be contaminated or where the development site is close to such land and ground works are proposed.

Where the end user of the development is considered to be sensitive to contamination (for example: housing, schools, nurseries, hospitals, open space, children’s play areas, allotments and highly sensitive groundwater used for potable supply).

Guidance

This information is required to determine the existence of contaminated land, the nature of the contamination and the risks it may pose to the proposed development and whether remedial measures are feasible to reduce the contamination to an acceptable level.

Uses and land highly likely to be contaminated:

- smelters, foundries, steel works, metal processing and finishing works
- coal and mineral mining and processing, both deep mines and opencast
- heavy engineering works (car manufacture, shipbuilding)
- military related activities
- electrical and electronic equipment manufacture and repair
- gasworks, coal processing plants and power stations
- oil refineries, petroleum storage and distribution sites
- manufacture and use of asbestos, cement, lime and gypsum
- manufacture of organic and inorganic chemicals, including pesticides, acids, alkalis, pharmaceuticals, solvents, paints, detergents and cosmetics
- rubber industry, including tyre manufacture
- munitions and explosives production and testing and storage sites
- glass making and ceramics manufacture
- textile industry, including tanning and dyestuffs
- paper and pulp manufacture, printing works and photographic processing
- timber treatment
- food processing industry and catering establishments
- railway depots, dockyards (including filled dock basins), garages, road haulage depots and airports
- landfill, storage and incineration of waste
• sewage works, farms, stables and kennels
• abattoirs, animal waste processing and burial of diseased livestock
• scrap yards
• dry cleaning premises
• all types of laboratories

Uses and land might possibly be contaminated:

• industry involving radioactive substances
• burial sites and graveyards
• agriculture – excessive use of pesticides, herbicides, fungicides, sewage sludge and farm waste
• naturally occurring radioactivity (including radon)
• naturally occurring concentrations of metals and other substances
• methane and carbon dioxide production and emissions in coalmining areas, wetlands, peat moors or former wetlands

The investigation and risk assessment of contaminated land is split into three stages:

1. Desk study, site walkover and preliminary risk assessment.
2. Intrusive site investigation and detailed risk assessment.
3. Remediation strategy, risk management, validation report and monitoring.

For more information please see our [Contaminated Land Strategy](#).

**Policies**

*Policy DM7 South Lakeland Local Plan Development Management Policies Development Plan Document; Addressing pollution, contamination impact and water quality.*
Design and Access Statement

Used to explain the design principles and concepts that have been applied to a development and to demonstrate how specific issues which might affect access to the development have been addressed.

When required

- planning applications for Major developments (Erection of 10 or more dwellings, development of more than 1000 square metres or site area of more than 1 hectare)
- planning applications in a conservation area providing one or more dwellings
- planning applications in a conservation area providing a building or buildings where the floor space created is 100 square metres or more
- all applications for listed building consent

Guidance

The design and access statement should demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account.

The statement should explain the policy adopted regarding access, together with how policies relating to Access for All have been taken into account, including the South Lakeland Development Management Policies Development Plan Document Policy DM11 - Accessible and Adaptable Homes.

State what consultations you have undertaken on issues relating to access to the development and how these have been taken into account.

Design and Access Statements for applications for Listed Building Consent

The design and access statement should explain the design principles and concepts that have been applied to the development taking account of:

- the special architectural or historic importance of the listed building
- the physical features of the building that justify its designation as a listed building
- the setting of the listed building
- issues relating to access to the building, including any alternative means of access that may have been considered

Policies

Policy CS8.10 South Lakeland Core Strategy: Design
Policy DM1 South Lakeland Development Management Policies Development Plan
Document Policy: Accessible and Adaptable Homes

Policy DM2 South Lakeland Development Management Policies Development Plan
Document Policy: Achieving High Quality Design
Environmental Impact Assessment

The aim of Environmental Impact Assessment (EIA) is to protect the environment by ensuring that when we decide whether to grant planning permission for a project, which is likely to have significant effects on the environment, we do so in the full knowledge of the likely significant effects, and take this into account when making a decision.

The regulations set out a procedure for identifying those projects which should be subject to an Environmental Impact Assessment, and for assessing, consulting and coming to a decision on those projects which are likely to have significant environmental effects. An Environmental Impact Assessment will also ensure that the public are given early and effective opportunities to participate in the decision making procedures.

When required

Required for developments listed under Schedule 1 or Schedule 2 projects Town & Country Planning (Environmental Impact Assessment Regulations 2017).

Also for developments that are likely to have significant effects on the environment by reason of its nature, size or location.

Guidance

There is lots of guidance available about the relevant information needed Town & Country Planning Environmental Impact Assessment Regulations 2017.

Screening Opinion

If you are unsure whether a proposal requires an Environmental Impact Assessment (EIA) you may submit a request for a Screening Opinion.

You will need to include the following information with your request:

- site location plan (1:1250 or 1:2500)
- description of proposal and its possible effects on the environment together with any other information that may be useful.

When we receive the request for a screening opinion we will consult with relevant organisations and reply to the request within 21 days.

If we consider that the proposal could have significant effects on the environment we will require an Environmental Impact Assessment to be submitted with the planning application. We will let you know the outcome of the screening opinion in writing.
Scoping Opinion

If you are sure that a proposal is an Environmental Impact Assessment Development (by virtue of either Schedule 1 or Schedule 2 of the Regulations) or from the results of a screening opinion, then you may submit a scoping opinion.

You will need to include the following information with your request:

- site location plan (1:1250 or 1:2500)
- description of the proposal and its possible effects on the environment

The request should provide sufficient information so that we can agree the scope of the Environmental Impact Assessment.

We will consult all relevant specialists and the developer as part of the process. We must issue the scoping opinion within 5 weeks. This period may be extended if the developer agrees in writing.

We will then confirm what we consider to be the main effects of the development and the topics that the environmental statement should cover. This does not prevent us from requesting additional information as part of the EIA process.

Environmental Statement

The developer should describe the likely significant effects of the development on the environment and set out the proposed mitigation measures, for example, with an air quality assessment or transport assessment.

A planning application proposing EIA Development has a target decision date of 16 weeks to allow the Local Authority and all interested parties greater opportunity to consider the impacts of the proposed development.
External Lighting Assessment

Used to assess the impact of any proposed external lighting on neighbouring properties or upon dark countryside skies.

When required

All proposals, including equestrian related development, involving floodlighting in the vicinity of residential property, a listed building or a conservation area, ecologically sensitive areas or watercourses, where external lighting would be provided or made necessary by the development.

Guidance

Details should include the following information:

- hours of operation
- an isolux contour map showing light spillage to 1 lux
- light levels
- column heights; layout plan with beam orientation
- a schedule of equipment
- a description of the measures such as hoods and cowl that have been provided to avoid glare
- impact on nearby dwellings or roads and use of planting to mitigate effect

Policies


Flood Risk Assessment

Used to assess the potential impact of a development on the local water environment and to identify flood risk on site any potential increased flood risk to nearby land and properties.

When required

- all development* in Flood Zone 3
- all development* in Flood Zone 2
- all development over 1 hectare in Flood Zone 1
- all development in Flood Zone 1 in an Area with Critical Drainage Problems (ACDA) as notified by the Environment Agency
- all development involving works or operations in the bed of or within 8 metres of the top of the bank of a Main River
- all development on land identified in a Strategic Flood Risk Assessment as being at increased flood risk in the future (For example, as a result of climate change)
- all development on land that may be subject to other sources of flooding, where its development would introduce a more vulnerable use

*Although there is a requirement for flood risk assessment and sequential test for all development within Flood Zones 2 & 3, there will be some proposals that will have no flood risk implications (e.g. Replacement windows or shopfront, installation of plant or machinery on an existing building or change of use to a less flood-sensitive use). If you feel this is the case, please submit a brief explanation why you do not feel the information is necessary.

Requirements will be based on the most current national policy and have regard to any local guidelines.

Flood Risk Assessment Template

Please use this template for householder, change of use and commercial developments under 250m2 where the site lies in a flood risk area. For more complex development you should employ a suitably qualified professional to prepare a flood risk assessment.

Flood risk assessment template

Guidance

A flood risk assessment should address the following issues:

- where appropriate, demonstrate that a sequential approach has been applied to the proposed development, with the aim of carrying it out in an area with the lowest probability of flooding
- where appropriate, demonstrate that an exception test has been undertaken and include the results
• identify and assess the risks from all forms of flooding to the proposed development
• identify and assess the risks of all forms of flooding of other land arising from the proposed development
• demonstrate how these risks will be managed and identify opportunities to reduce the probability and consequences of flooding
• demonstrate how the likely consequences of climate change have been taken into account

For advice on Flood Zones and Flood Risk Assessments please refer to the Environment Agency.

Policies

Policy CS8.8 South Lakeland Core Strategy
Foul Drainage Assessment

Used to ensure a satisfactory standard of foul drainage.

When required

Mains foul drainage assessment

For Major Developments incorporating foul drainage into the public sewer, we advise early discussions with United Utilities to determine whether or not a load or flow assessment should be submitted with the planning application, in order to demonstrate the impact of the development on the public sewer infrastructure.

Non-mains foul drainage assessment

Development involving either the installation of new non-mains drainage or the use of existing non-mains drainage (package treatment plants, septic tanks, cesspools). This includes domestic extensions if the foul sewage will be treated by existing or proposed non-mains system.

Please use this where the application site is served by a non mains drainage and/or non mains water supply.

Non mains drainage and water supply assessment template

Guidance

Where new waste water treatment infrastructure or the replacement or upgrade of a septic tank is proposed, consideration must be given to the proximity of existing systems and the need to avoid adverse impacts on the operation of those systems.

In order to demonstrate that the development can be effectively served by a non-mains foul drainage system without inadvertently affecting the environment, amenity or public health, a foul drainage assessment form should be submitted.

The applicant must provide details of the responsibility, means of operation and management of the non-mains foul drainage system for its lifetime to ensure the risk to the environment is low.

If a new non-mains foul drainage system is proposed, its position together with any associated soakaways and pipework must be shown within the application site (the red line) on the site location plan.

Percolation Tests

Percolation test results will be required where a new non-mains drainage system is proposed.
Percolation test method to calculate area of drainage field for Septic tanks or sewage treatment systems:

1. Excavate a test hole 300mm square x 300mm deep below proposed invert level of the drainage field trench bottom.
2. Fill the test hole with water and allow drain away over night.
3. Refill to a depth of 300mm and note time taken in seconds to drain away from 75% full to 25% full (that is 150mm drop in level from 225mm to 75mm).
4. Repeat the procedure in two more test holes and calculate the average of the three results as follows. Test one + test two + test three = average three time taken.
5. Calculate the Vp (average time in seconds for the water to drop 1mm) as follows:

For example: If average time above took 2,700 seconds

(i) Divide 2,700 seconds by 150mm depth of water

(ii) \( 2,700 \div 150 = 18 \) Vp

(iii) Area of trench = number of persons to use property x Vp x 0.25. Therefore: 5 persons x 18 x 0.25 = 13.5m² of effluent drain required.

(iv) To calculate actual length of trench divide 13.5 by width of the trench required therefore 13.5m² = 22m (minimum permitted area is 30m 0.6m wide long x 0.6m wide).

Vp should range between 12 and 100 to be successful; otherwise the system should be designed by a drainage specialist.

If connection to non-mains drainage requires pipework to cross land outside the applicant’s ownership, other than the public highway, the correct ownership certificate B, C or D should be completed and a notice served on the owner(s) of that land.

Policies


Policy AS12 Arnside and Silverdale Area of Outstanding Natural Beauty (AONB) Development Plan Document (DPD); Water Quality, Sewerage and Sustainable Drainage.
Hard and Soft Landscaping or Planting Schemes

Landscaping plans will be needed where extensive hard or soft landscaping is proposed.

- metric scale 1:500 (Layout plans) and 1:200 or 1:100 (Planting schemes)
- for residential development, plot nos. should be identified.
- topographical site survey showing spot levels, contours, structures, walls, fences, existing trees (Root protection Areas), significant shrubs and vegetation; service runs and easements; buildings on site and building edges off-site.
- planting plan should include positions, species/variety, density of planting, maximum size at maturity, grille and guard specifications, weed control measures, slope stabilisation methods, protective measures (from vehicle and pedestrian movements, grazing animals, vandalism etc.)
- management plans, including objectives and after care maintenance
- hard landscaping plans should include details of surfacing, footways, boundary walls/fences, retaining walls; protective measures against vehicle impact, pedestrian shortcuts, vandalism (bollards, tree guards, permanent fencing, low walls etc.); lighting, street furniture, special features (art work etc.), refuse storage structures, utility routes, sub-stations etc.
Section 106 Heads of Terms

Section 106 Heads of Terms template

Please use this template when the development includes the provision of affordable housing, public open space, sustainable urban drainage (SUDS) or any financial contributions on or off site.

S.106 Template

S.106 agreements or planning obligations are private agreements negotiated between us, Cumbria County Council and persons with an interest in the property or piece of land.

When required

Schemes involving:

- affordable housing
- other developments where there are any off-site mitigation measures identified, for example, within a transport assessment
- the management and maintenance of surface water drainage systems
- the provision, management and maintenance of open spaces

Guidance

The Section 106 heads of terms template must include the following details:

- details of the proposal
- details of what the Agreement is for
- title deeds and Land Registry information
- names and addresses of the interested parties
- name and address and contact details of the instructed solicitor

If the developer considers that it is not financially viable to enter into a S.106 Agreement or that they wish to make reduced payments, a financial viability assessment must be submitted.

The Financial Viability Assessment must include the following information:

- schedule of both gross and net internal floor areas
- land purchase price, including proof, and the estimated market value of the site
- date of land purchase
- schedule of development costs (normal)
- schedule of development costs (abnormals)
• proof of development costs (abnormals)
• reasons why full costs (including abnormals) were not reflected in the purchase price
• expected sale price of dwellings/buildings, including the expected dates of sale
• intended profit levels, including profit type in relation to affordable housing provision,
  the Financial Viability Assessment should include all of the above information and
details of the % of affordable housing that could be provided against a diminishing
scale of profit levels, up to the level of 100% affordable housing provision.

Viability Appraisals should take into account a land value that reflects the market value of
the site at the time of the application, that is, the cost of the land reflecting current planning
policy and all development costs, and not the actual price paid.

Only costs that were unforeseeable at the time of purchase will be considered abnormal for
the purposes of affordable housing negotiations.

Known costs, such as site clearance, site preparation, piling, erection of retaining walls,
infrastructure provision and/or diversion, works to the highway, flood mitigation measures,
archaeology, decontamination or remediation will not be considered as abnormals.

Where abnormal costs can be clearly demonstrated, a reduction in the affordable housing
provision may be agreed on an individual site basis.

How we monitor and enforce Section 106 Heads of Terms agreements.

Fee for viability appraisals

The fee will be calculated on a case by case basis. Please contact us for a quote
development.management@southlakeland.gov.uk

There is a separate fee, payable in addition to the standard planning fee, for applications
requiring a viability assessment.

The fee is to cover our costs in appointing an independent professional to evaluate the
assessment submitted.
Heritage Statement of Significance and Impact

To protect and enhance the valuable historic environment in the district.

We have a special duty to preserve or enhance the special features and setting of a listed building and the character of a conservation area.

This statement should identify the particular significance of the historic asset and especially those parts that would be directly affected. It should explain how that significance would be affected and how any adverse impacts have been minimised or avoided. It should justify the proposal, explaining why such changes are essential or desirable and also identify what public benefits might arise from the proposal.

When required

Heritage assets are buildings, monuments, sites, places, areas or landscapes that are identified as being significant and valued components of the historic environment.

Heritage assets include:

- listed buildings
- scheduled monuments
- conservation areas
- registered parks and gardens of special historic interest

A Heritage Statement of Significance and Impact will be required for the following:

- applications for listed building consent
- applications within the curtilage of a listed building, and those that affect its setting
- applications in a conservation area and those that affect its setting
- applications affecting a scheduled ancient monument and those that affect its setting
- applications affecting a registered park or garden of special historic interest and those that affect its setting
- applications affecting an archaeological site and those that affect its setting
- applications affecting a non-designated heritage asset, and those that affect its setting. Non-designated heritage assets may include buildings, monuments, sites, places, areas or landscapes, identified as having a degree of heritage merit worthy of consideration in planning decisions but not formally designated heritage assets

Guidance

The amount of detail required in a Heritage Statement of Significance and Impact should be proportionate to the work proposed and the individual heritage asset.

A Heritage Statement of Significance and Impact should always have three parts:

- assessment of heritage significance
• assessment of impact
• justification and mitigation strategy

Assessment of heritage significance

An assessment of heritage significance should explain what is important and distinctive about a building or site, or how the building, space or feature contributes to the character of a conservation area or historic place.

A Heritage Statement of Significance and Impact should demonstrate an understanding of the historical, archaeological, artistic and architectural interest of the heritage asset and its setting, in particular, the significance of those parts of the building or site affected by the proposed works. For example, if the front elevation of a building or the interior is particularly notable, explain how the proposed works affect those features.

Photographs are a useful way to provide information.

Copies of historic documents or maps that provide references to the historic asset and demonstrate any historic changes.

Assessment of Impact

An assessment of the impact of the proposal upon the heritage asset should:

• demonstrate a clear understanding of the heritage asset's significance, including all those parts that would be affected by the proposal, the contribution made by its setting, whether it is a non-designated or designated asset and the amount of any change involved
• explain how the asset and its setting will be affected by the proposed development and demonstrate how any harm would be minimised or avoided
• present a justification for the proposal that explains why any resulting harm is considered to be necessary or desirable
• identify what public benefits might arise from the proposed works

The assessment should include:

• an assessment of the extent and degree of any harm that would be caused to the significance of the heritage asset
• an assessment of any benefits, including works that would enhance or conserve the significance (For example, the removal of a previous inappropriate extension)
• a structural survey and method statement

Where development includes demolition, significant re-building or repair to a listed building, a structural survey and method statement will be needed. These should be prepared by a structural engineer or an architect experienced in working with historic buildings and should include the following:
the structural stability and condition of the building
an options appraisal that looks at the range of solutions that may be viable and which identifies the one which cause the least impact to the heritage asset
a schedule and method statement of the proposed works and repairs
a statement explaining how the stability and condition of the building and any adjoining buildings or structures will be safeguarded during the development
a statement explaining how internal and external finishes, joinery and archaeological or architectural features will be protected during the development
a demolition statement (if applicable)

Justification and Mitigation Statement

A justification and mitigation statement should explain:

- why the proposed works are desirable or necessary. It should include any public benefits which would outweigh any resulting harm or loss of significance
- the steps that have been taken to avoid, minimise or mitigate any harm to the significance of the heritage asset

The following should be considered:

- minimal intervention. Are all the works necessary and is the work designed so it could be removed at a later date, without causing damage to any significant fabric of the building or archaeological remains
- alternative methods of development. Are there alternative options that would meet the applicant’s objectives. Could the proposed works be relocated, so as to cause less harm to the heritage asset
- sensitive design and choice of materials
- recording – either a drawn or a photographic record of archaeological or architectural features or remains that would be obscured, damaged or destroyed as a result of the proposed works

Policies

Policy CS8.6 South Lakeland Core Strategy; Historic Environment
Policy DM3 South Lakeland Local Plan Development Management Policies Development Plan Document; Historic Environment
Landscape and Planting Schemes

Used to demonstrate how landscaping schemes will contribute positively to the streetscape and local character of an area and to help to create pleasant, safe and attractive environments.

When required

Landscaping plans will be needed where extensive hard or soft landscaping is proposed or where screening is required.

Guidance

Trees and planting have a softening effect on the appearance of the hard materials of buildings and streets, and can help to better integrate new buildings into the surrounding area and reinforce local distinctiveness.

Landscape and planting schemes should include:

- metric scale drawings 1:500 (layout plans) and 1:200 or 1:100 (planting schemes)
- for residential development, plot numbers should be identified
- topographical site survey showing spot levels, contours, structures, walls, fences, existing trees (root protection areas), significant shrubs and vegetation; service runs and easements; buildings on site and building edges off-site
- planting plans should include positions, species and variety, density of planting, maximum size at maturity, grille and guard specifications, weed control measures, slope stabilisation methods, protective measures (from impacts like vehicle and pedestrian movements, grazing animals or vandalism)
- management plans, including objectives and after care maintenance.

Hard landscaping plans should include:

- details of surfacing, footways, boundary walls and fences and retaining walls
- protective measures against vehicle impact, pedestrian shortcuts and vandalism (bollards, tree guards, permanent fencing or low walls)
- lighting, street furniture, special features (for example, art work), refuse storage structures, utility routes and sub-stations
Landscape Assessment / Landscape and Visual Impact Assessment

Used to assess any potential impacts on visual amenity and landscape character.

When required

- new caravan sites or extensions to existing sites
- solar energy systems
- wind turbines
- major developments on the edge of settlements or within the open countryside
- development within the Arnside and Silverdale Area of Outstanding Natural Beauty (AONB). The level of detail should be proportionate to the scale of the proposal and the level of impact of the proposed development on the landscape. For larger or otherwise more sensitive sites or schemes, a Landscape and Visual Impact Assessment (LVIA) will be needed. This should be undertaken by a professional qualified to Landscape Institute standards and should show how impacts may be minimised or mitigated. This might be achieved through a Design and Access Statement where the proposed development is considered to be minor and/or has limited impacts
- development considered to have a potential landscape or visual impact on the setting of the Yorkshire Dales National Park, Lake District National Park and Arnside and Silverdale Area of Outstanding Natural Beauty (AONB). A proportionate landscape assessment is needed. For larger and more sensitive schemes a proportionate Landscape and Visual Impact Assessment. This might be achieved through a Design and Access Statement where development is considered to be minor and/or has limited impacts
- development which may have a significant landscape or visual impact

Guidance

A landscape and visual assessment should usually include:

Topography

An explanation of how the topography of the site has affected the design of the proposed scheme.

Current land uses

An explanation of any change of use of land and how it will affect the appearance of the landscape or adjoining land uses.
Existing trees, hedges, woodland blocks and belts, water bodies and ditches

An explanation of the effect of the proposed development on hedges, woodland, trees, reservoirs, watercourses, ponds and other features that are important for site drainage and wildlife habitat.

Man-made features

Consideration should be given to any existing visually intrusive man-made features.

Views

Identify key views from the surrounding area to the development site. Explain how the proposed development will be likely to be visible from and/or alter these views. This should include any changes to boundary treatments, access or vegetation.

Consideration should be given as to whether the proposed development is likely to be visible from surrounding areas where there are currently no views.

Landscape character

Where the proposal is located within open countryside or a small settlement, describe the landscape character of the application site and adjacent surroundings.

You should provide an analysis of the key landscape features and special qualities of the area. Include details of any historic pattern of field boundaries, woodlands and/or settlements in the surrounding area.

Settlement character

Where the proposal is located within or adjacent to an existing settlement, describe the character of the settlement.

This should include:

- the type of settlement (town, village or hamlet)
- the predominant type of building (terraced, detached, single or two storey, architectural style, age and typical building materials)
- Provide an explanation of the effect of the proposal on key views to the wider landscape from the settlement together with the effect of the proposal on local landmarks or any approach roads, gateways and footways to the settlement

Habitat character

Where the proposal is located on land or is adjacent to land that could provide priority habitats for wildlife (this may include unimproved upland, moorland, coastal wetland or limestone pavement), describe the effect the proposal may have upon the habitat character, together with any mitigation.
Heritage assets
Where the development is located within or adjacent to a heritage asset (listed buildings, scheduled monuments, conservation areas and registered parks and gardens), describe the effect the proposal may have upon any heritage assets.

Non-designated heritage assets
These may include above and below ground archaeology.
Buildings, land or features with a historic, architectural community or archaeological interest can be considered as heritage assets, even if they are not nationally designated.
Archaeological interest may apply to heritage assets, whether designated or not, when the development and history of a building may only be revealed through archaeological investigation, when modern features and additions are removed.

Recreation
Where the development is located on or adjacent to a public right of way, bridleway, national and local cycle route, open access land and key tourist destinations (beauty spots, view points) and describe measures which may enhance the enjoyment of the special qualities of the surrounding area.

Policies
Policy CS8.2 South Lakeland Core Strategy - Protection and Enhancement of Landscape and Settlement Character
Policy DM1 South Lakeland Development Management Policies Development Plan Document - General Requirements
Policy AS02 Arnside and Silverdale Area of Outstanding Natural Beauty (AONB) Development Plan Document (DPD) - Landscape
Marketing and Viability Assessment

Used to assess whether sufficient marketing of an existing site or building or business has been undertaken prior to submission of a planning application.

When required

• Loss of a site or building or business either currently in leisure or designated or allocated employment use or if the site or building or business is currently vacant and was last in leisure or designated or allocated employment use
• Removal of an occupancy condition on a dwelling in the countryside
• all applications outside town centres involving the loss of a community facility

Guidance

Marketing

An assessment or statement providing the results of the marketing exercise that was undertaken should be provided. This should be carried out by a suitably qualified professional, for example, a Chartered Surveyor and must include:

• an independent valuation
• the length of time over which the marketing has taken place (minimum of 9 months)
• details of the nature of the marketing, including publications used and distribution area of the publications
• details of all expressions of interest and all offers received, including rental interest, with explanations as to why such offers were not accepted. In circumstances where the premises are currently occupied, the assessment should indicate clearly why the occupier wishes to vacate the premises

Viability assessment report

This should be prepared in accordance with guidance issued by the Royal Institute of Chartered Surveyors and include:

• executive summary
• contents outline
• introduction and background
• description of site location
• planning policy context and description of scheme
• market information summary
• build cost and programme methodology and approach
• outputs and results
• sensitivity analysis
• summary accounts for previous three years
• concluding statement

The viability assessment must also include an appraisal of the following factors:

• gross development value
• costs
• land value
• competitive returns to landowners and developers

**Fees for marketing and viability appraisals**

The fee will be calculated on a case by case basis. Please contact us for a quote development.management@southlakeland.gov.uk

Please note there is a separate fee, payable in addition to the standard planning fee, for applications requiring a viability assessment.

The fee is to cover our costs in appointing an independent professional to evaluate the assessment submitted.
Materials Schedule

Used to provide information regarding the external materials to be used in the development.

When required

Some applications may require more detailed information about the materials to be used. These include:

- listed building applications
- major applications (10+ dwellings, site area of more than 1 hectare or commercial floor space of 1000+ square metres)
- development in a conservation area

Guidance

The details given should include information about the existing and proposed material palette, including colours, finish and type of materials.

The information may be labelled on the plans or included on a list.
Noise Impact Assessment

Used to determine whether the development will have a significant impact on existing noise levels or whether, when all appropriate forms of mitigation have been considered, the existing noise environment will adversely affect the proposed development.

When required

A noise impact and sound insulation assessment should accompany applications for:

- proposed developments that have the potential to generate noise, for example: Industrial units, installation of external air conditioning units, workshops, day nurseries, nightclubs, places of worship, public houses, restaurants/takeaways, schools/colleges or outdoor sports facilities
- proposed developments located next to an existing noise source, for example, next to an industrial site, a busy road, or railway line

Guidance

A noise impact and sound insulation assessment should include the following information:

- existing background noise levels measured over a 24-hour period (including the cumulative noise levels of all existing units)
- proposed noise levels (including the cumulative noise levels of all proposed units)
- any proposed measures to reduce noise from the proposed development
- the system manufacturer’s specification of any proposed equipment to be installed, altered or replaced
- details of the method used to compile the report and examples of the calculations and assumptions made

Please note that you cannot carry out a noise impact and sound insulation assessment yourself. It must be completed by a suitably qualified professional.

Policies

Planning Statement

A planning statement sets out relevant supporting information and justification for the proposed development and explains how the proposal meets local and national planning policy requirements.

When required

Major applications involving the provision of 10 or more dwellinghouses or on a site having an area of 0.5 hectares.

The provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more.

Development carried out on a site with an area of 1 hectare or more, and applications not in accordance with the current South Lakeland Core Strategy.

It is also strongly recommended that a planning statement is submitted where any complex planning issues are raised. This will provide an opportunity for the applicant to provide relevant supporting information and justification for the proposed development, and explain how the proposal meets local and national planning policy requirements.

Guidance

The information provided should identify the need for the proposed development and explain how the proposal relates to national and local policies and any other material planning considerations. The statement should be proportionate to the complexity of the development.

Applicants should submit a planning statement to demonstrate how a proposal meets any exceptional circumstances to satisfy the current development plan.
Plans and Drawings

Electronic submission of applications

Please submit plans and documents in electronic format because:

- it helps us to put your application on our website quickly and easily
- we rely on digital storage for planning documents
- we carry out consultations to relevant parties by email

Major Application (10 or more dwellings, or with a site area of more than one hectare or floor area of more than 1,000 square metres) tend to be more complex and may involve multiple and large scale plans and technical information. We have assured our parish and town councils that for these type of applications, we will continue to provide them with paper copies of plans and documents. We will ask the developer to provide two sets of paper copies for Major Applications.

Portable Document Formats (PDF's) Drawings and plans

Application forms and documents must be submitted as Portable Document Formats (PDF's). We will not accept any other format. It is a file format that has captured all the elements of a printed document as an electronic image that you can view, navigate, print, or forward to someone else.

Most PDF editing/creation software offer an option called “Fast Web View” or “Optimize” that allows PDF files to display the first few pages of the PDF file when the document is opened, instead of waiting for the full file to be available.

Optimized files are also generally smaller in size and quicker to open. Large files consume bandwidth. They take time to download so it is important that files are optimized so that members of the public are able to open them quickly on home computers, smart phones and other mobile devices.

Sample plans

These are good examples of the standard of drawings we need.

- Proposed and existing floor plans
- Proposed elevations
- Proposed site plan

JPEG Photographs

This format should be limited to single files. Large numbers of images should be presented as PDF.
JPEG stands for Joint Photographic Experts Group. It is a method of compression that keeps as much information in the photo as it can (colours, digital info, etc.) while keeping the file size at a decent size for storage and email. However, quality may be lost when this file format is used.

Please do not submit forms or plans as JPEGS. We will only accept forms and plans as PDFs.

**Tagged Image File Format (TIFF) Photographs**

Tagged Image File Format (TIFF) is a better option when submitting multipaged files. It is an industry standard designed for handling raster or bitmapped images.

TIFF files can be saved in a variety of colour formats and in various forms of compression.

TIFF's use lossless compression to maintain image integrity and clarity and are often used for professional photography.

Please do not submit application forms or plans as TIFF's. We will only accept forms and plans as PDFs.

**File Size**

Keep individual files below 10MB. Large documents should be split into smaller files and clearly labelled Part 1, Part 2 and so on.

**File Naming**

Give each drawing and document a unique name and number. Store existing and proposed drawings in separate and clearly labelled files.

**Scale and print size**

Each drawing must show the scale and print size (1:50@A3 or 1:100@A1). Please do not prepare drawings larger than A1 unless absolutely necessary.

Always use the same scale for existing and proposed elevations and floor plans. Use the same orientation (landscape or portrait).

Don't use unnecessary colour. Keep colour to a minimum so as to minimise the file size and conserve download speed. The site location plan is the only plan where colour (red and blue) is essential.

Where there are multiple documents or documents are very large you may submit these on a CD or DVD. You must provide an index on the chosen media and all files and documents must be clearly named.
We cannot accept information on USB or memory stick.

**Different types of plans and drawings**

When making a planning application please be aware that the council will not accept substandard drawings. If the required type of plans and drawings do not achieve the required quality, your application will not be valid.

**Examples of acceptable plans**

**Site location plan**

This should be an up to date Ordnance Survey based plan:

- drawn to a metric scale of 1:1250. If the site is very large or remote, a smaller scale may be used (1:2500)
- scaled to fit either A4 or A3 paper
- show the direction of North
- include nearby properties, their postal numbers or addresses and at least two named roads
- the application site should be accurately edged in red

The red line should include all the land necessary to carry out the proposed development.

- for access to the site from the public highway
- for installation of non-mains drainage (including pipework and soakaways)
- visibility splays
- landscaping
- car parking/vehicle turning areas
- open areas around buildings

If any of this land within the red line is outside the ownership of the applicant, Certificate B should be signed and the relevant notice served on the landowner(s).

Any adjacent land or property within the applicant’s ownership or control should be edged in blue.

**Existing and proposed site layout plan (block plan)**

A site layout plan shows a detailed layout of the whole site and the relationship of the proposed works within the boundary of the site, adjacent roads and neighbouring buildings.

Most applications will need both an existing and a proposed site layout plan.

It should show the proposal in relation to site boundaries, other buildings and trees on or adjacent to the site and meet the following requirements:
• drawn to a suitable metric scale (For example 1:200 or 1:500)
• show the direction of North
• the footprint of the proposed extension or new building etc. should be clearly identified (hatched or coloured). It should be shown in relation to site boundaries and existing buildings on the site with written metric dimensions of the extension/building and distances to all adjacent boundaries

As more members of the public (especially neighbours), parish councillors and other interested parties view the plans on line, we have had many comments that it is difficult to scale plans on line without some technical knowledge. We acknowledge that it is much easier for neighbours etc. to assess the impact of the proposal on their property if written metric measurements are included.

The following should also be identified on this plan unless these would not influence or be affected by the proposal:

• all the buildings, roads and public footpaths on land adjoining the site, including access arrangements
• all public footpaths/bridleways crossing or adjoining the site
• positions of all trees on the site or on adjoining land
• the extent and type of any hard surfacing (parking areas, turning areas, pathways and location of refuse and recycling facilities) and boundary treatment (walls, fences or hedges)
• any buildings to be demolished

Existing and proposed elevations

Elevation drawings show what a building will look like from the outside. Most applications will need both existing and proposed elevations.

• metric scale of 1:50 or 1:100
• drawings must be clearly annotated (Existing and proposed) and (Front, rear etc. or north, south etc.)
• show all elevations of the building to be erected, altered or extended
• show the whole of the existing building in relation to the proposed extension or alterations
• where a property is attached to or is adjoining another building, show the elevations of that building so the proposed works may be clearly assessed
• show the property boundary
• show external building materials (for example walls, roof, window frames or doors)

Existing and proposed floor plans

Floor plans show the internal layout of a building. Most applications will need existing and proposed floor plans:
• metric scale of 1:100 or 1:50
• drawings must be clearly annotated (Existing and proposed)
• show all floors of the building to be erected, altered or extended in relation to the rest of the building
• label each room and include the positions of, for example, windows, walls, doors or stairs
• label each floor
• show any property boundary and parts of adjacent properties
• state whether there will be any encroachment (foundations etc.) onto adjoining property
• identify any areas to be demolished

Existing and proposed site sections and finished floor/site levels

Site section plans or topographical survey plans should be provided for all applications where the application site is sloping or uneven. They will also be needed when the application site adjoins land on a different level or where any change in ground levels is proposed.

The plans should demonstrate how proposed buildings relate to existing site levels and neighbouring buildings and land.

Floor and site levels:
• metric scale 1:500 or 1:200
• show existing and proposed site levels and the relationship of the proposed development to adjacent sites and buildings (with written metric measurements as appropriate)
• include spot ground levels at prominent features and/or contours
• specify a fixed and identifiable datum point
• demonstrate how the proposed development will sit within the site
• show north point

Cross sections:
• show finished floor and ridge levels of buildings
• show existing and proposed ground levels where significant engineering or cut and fill operations are proposed
• show the points where the cross-sections have been taken on a site layout plan

Street scene or contextual drawings

Drawings showing elevations in the context of the street scene may be required to show the integration of the proposed design into the existing neighbourhood. These are usually only required for new buildings that are visible from the road.
Existing and proposed roof plans

Roof plans show the design of the roof from above and are needed when roof alterations are proposed. Existing and proposed roof plans are normally required.

- metric scale 1:50 or 1:100
- show positions of, for example: valley gutters, roof lights, solar panels, sun tunnels or chimneys

Photographs and photomontages

Photographs can often provide useful extra information but they cannot be used as a substitute for metric scaled drawings and plans.

For applications for wind turbines and certain major applications it will be necessary to provide photo visualisations/photo montages. Please check with the planning team if these will be necessary.

They should be prepared to the full technical specification outlined in the Scottish National Heritage, Visual representations of windfarms.

Although this document has been prepared specifically for wind turbine/farm submissions, the technical information given is relevant for all major development.
Private Water Supply Assessment

The private water supply assessment should demonstrate that the intended private water supply is feasible, adequate and does not compromise the adequacy of other private water supplies in the area.

When required

A private water supply assessment is required for any proposal where property(s) will be served by a private water supply or private distribution system.

Guidance

For all development to be served by a private water supply please complete the non-mains drainage and water supply assessment form.

Private drinking water supplies are water supplies which are not provided by the statutory water undertaker, but are the responsibility of their owners and users.

The quality of private water supplies can be variable. Some have adequate treatment and are well managed, but others undoubtedly present a risk to health due to the quality of the water. If you own or use a private supply it is important that you are aware of the quality of the supply and the risks associated with it.

A private water supply assessment should include:

Source layout

A constant, reliable water source in a suitable location should be identified on a metric scaled plan. Many private water supplies can have problems regarding adequacy and quality in periods of prolonged dry weather.

Proposed layout plan

A detailed metric scaled layout plan of the intended water supply, including the water source, tanks, pipework and treatment plant is required.

Details of any foul drainage or sewers, septic tanks or cesspools should be provided and the sizes of all tanks and pipes should be included.

Risk assessment

A full risk assessment for the proposed supply must be provided.
Responsibility for regulating private water supplies rests with local authorities, but there is much that owners and users can do to protect themselves.

- ensuring the source is protected from contamination by grazing animals or material washing down from upstream
- installing and maintaining appropriate treatment that is capable of treating water to a consistently satisfactory quality
- ensuring the water is adequately disinfected prior to use
- making sure that water is stored and distributed in a way that avoids it becoming contaminated after treatment and disinfection but before it is consumed

If you own or use a private water supply, and are looking for advice, you should go to our environmental protection team. They can also arrange testing of your supply.

Policies

Policy DM7 South Lakeland Development Management Policies Development Plan Document; Addressing Pollution, Contamination Impact and Water Quality

Policy AS12 Arnside and Silverdale Area of Outstanding Natural Beauty (AONB) Development Plan Document (DPD); Water Quality, Sewerage and Sustainable Drainage
Statement of Community Involvement

A Statement of Community Involvement is a written statement which sets out the level and nature of consultation that has been undertaken with the community in the formulation of a development proposal prior to the submission of a planning application.

When required

Applicants will be expected to demonstrate appropriate community engagement has been undertaken in the formulation of the development proposals prior to the submitting their scheme for the following types of application:

- When the development is judged by the case officer to be locally significant.
- When the development is classified as a departure from the current development plan.
- When the proposal falls into the definition of a major application.

Major development

Major developments are defined as residential applications for 10 or more dwellings, or sites greater than 0.5ha. For all other uses, the definition is a proposed floor space of 1,000 square metres or more, or sites over 1.0 hectare.

Locally significant

A proposal which would alter the overall character of the locality either by nature of its scale, visibility or use, or because the development could set a damaging precedent.

Guidance

Our Planning Officers can advise on appropriate forms of engagement. These may include a mail shot to the local community, a display in a local venue, a public "questions and answers" session etc.
Structural Surveys

A structural survey must demonstrate that the building is structurally sound and is capable of conversion without extensive rebuilding.

When required

A structural survey will be needed where a proposed development involves the conversion of an existing building from one use to another, it is important to establish that the building is capable of conversion.

This requirement is usually only required for developments for the conversion of barns and other rural buildings.

A structural survey will also be required in support of any proposal to demolish or substantially demolish a listed building or a building in a conservation area, where justification for demolition is sought on the basis of its structural condition.

Guidance

A structural survey should demonstrate that a building has sufficient structural strength to accommodate the proposed change of use, together with any necessary physical alterations. The report should include metric scaled plans that highlight the areas requiring replacement, repair or renewal. It should identify the extent to which works or repairs are necessary and the amount of new structural work needed to carry out the conversion. It must be clear which parts of the building are to remain and which parts are to be new build.

The council must be confident that the building is unlikely to collapse during the conversion.

Where the building is listed or in a conservation area, the survey must demonstrate that the building is structurally unsound and incapable of repair, either due to its structural condition or the financial cost of the work needed.
Drainage Strategy / Surface Water Drainage Scheme / Sustainable Drainage System (SuDS)

Used to ensure a satisfactory standard of surface water drainage for development and to minimise the risk of flooding.

When required

Drainage Strategy

An appropriate drainage strategy should be provided with applications.

For major developments a site specific drainage strategy is required.

In other cases, applicants should specify where this is not considered necessary, taking into account of national and local guidelines (Development Design Guide).

Applications for development on sites which form part of a wider development must demonstrate how the proposed drainage system for the individual site relates to a wider master drainage strategy for the whole development.

Surface Water Drainage

All residential, commercial and industrial development should include an appropriate Sustainable Drainage System (SuDS)

All major applications and all applications in areas at risk from flooding (Flood Zones 2 or 3) or sites within Flood Zone 1 in an Area with Critical Drainage Problems (ACDA) as notified by the Environment Agency or sites adjacent to areas at risk of flooding and applications where development adjoins a highway.

In an ACDA we expect new development to actually reduce flood risks downstream, rather than having just neutral impact.

Applications for development on sites which are part of a wider development proposal will be expected to demonstrate how the proposed drainage system for the individual site relates to a wider master drainage strategy for the whole site.

Guidance

The Lead Local Flood Authority in South Lakeland is Cumbria County Council. Cumbria County Council's development design guide includes information about surface water drainage.

Sustainable drainage systems (SuDS)
Drainage systems can contribute to sustainable development and improve the places and spaces where we live by balancing the different opportunities and challenges that influence urban design and the development of land.

Approaches to manage surface water that take account of water quantity (flooding), water quality (pollution) biodiversity (wildlife and plants) and amenity are collectively referred to as Sustainable Drainage Systems (SuDS).

SuDS mimic nature and usually manage rainfall close to where it falls. SuDS can be designed to transport (convey) surface water, slow runoff down (attenuate) before it enters watercourses, they provide areas to store water in natural contours and can be used to allow water to soak (infiltrate) into the ground or evaporated from surface water and lost or transpired from vegetation (known as evapotranspiration).

SuDS are drainage systems that are environmentally beneficial, causing minimal or no long-term damage. They are often regarded as a sequence of management practices, control structures and strategies designed to efficiently and sustainably drain surface water, while minimising pollution and managing the impact on water quality of local water bodies.

Surface water drainage scheme

A surface water drainage scheme should include the following information:

- a metric scaled plan of the existing site
- a metric scaled topographical level survey of the area to metres above ordnance datum
- metric scaled plans and drawings of the proposed site layout identifying the footprint of the area being drained (including all buildings, access roads and car parks and any green spaces draining into the drainage system)
- the existing and proposed controlled discharge rate for a 1 in 1 year event and a 1 in 100 year event (with an allowance for climate change), this should be based on the estimated greenfield runoff rate
- the proposed storage volume (attenuation)
- information on proposed SuDS measures with a design statement describing how the proposed measures manage surface water as close to its source as possible
- geological information including borehole logs, depth to water table and/or infiltration test results and interpretive report describing the suitability of the site for infiltration (especially on steeply sloping sites)
- detailed flood and drainage design drawings
- hydraulic calculations for the proposed drainage design
- evidence of third party agreement for discharge to their system (in principle/consent to discharge)
- details of overland flow routes if drainage capacity is exceeded
- a management plan for future maintenance and adoption of drainage system for the lifetime of the development
- construction phasing plan
Policies

Policy CS8.8 South Lakeland Core Strategy; Development and Flood Risk
Telecommunications Statement

Used to enable assessment of the proposal and to meet the legal requirements.

When required

All development for the installation of telecommunications equipment

Guidance

Applications for mast and antenna installation by mobile phone network operators should be accompanied by a range of supplementary information as set out in the Ofcom Code of Best Practice

- purpose of proposal in terms of operator’s network (cell maps would be helpful)
- other sites or buildings considered, including mast sharing, and reasons for rejection
- any technical reasons for particular design or array configuration to be adopted
- commentary about likely visual impact and impact upon character of conservation area or listed buildings (if relevant) supported by visual material
- commentary about relationship between proposal and nearest sensitive sites (For example, schools, day nurseries, housing) including material about likely exposure levels and visual impact
- a site specific explanation of the relationship between proposed telecommunications installation, approved development plan policies and relevant national planning guidance
- a tree survey, including implications of the impact upon trees within the application site of those adjacent to the site
Town Centre Retail and Leisure Impact Assessment

A Town centre retail and leisure impact assessment is used to maintain and enhance the vitality, viability and sustainability of our town centres.

When required

Retail Uses

- 2000 square metres gross floor space outside the town centre of Kendal
- 1000 square metres gross floor space outside the town centre of Ulverston
- 500 square metres outside the town centres of Grange-over-Sands, Kirkby Lonsdale and Milnthorpe

Leisure Uses

- 2500 square metres gross floor space outside town centres

Guidance

The assessment should justify the need and scale of the development together with an assessment of the impact upon the vitality of existing town centres and wider retail catchment locations. Details of the availability of other sites closer to a centre for the development will also be required.

It should assess the impact on existing, committed and planned public and private investment in a town centre(s) in the catchment area of the proposal.

The assessment should show that the proposed retail development will retain expenditure in the locality and prevent local trade leaking to distant destinations.

The sequential test will be applied to proposed developments for main town centre uses which are not within an existing town centre as defined on the policies map. The sequential approach will not be applied to development for small scale rural offices or other small scale rural development.

Policies

Policy CS7.5 South Lakeland Core Strategy; Town Centre and Retail Strategy
Policy DM23 South Lakeland Development Management Policies Development Plan Document; Retail Uses Outside of Town Centres
Transport Assessment, Statement or Travel Plan

Used to enable the assessment of development upon the highway network and minimise the use of private motor vehicles.

When required

For more information on the thresholds for transport assessment, travel plan and transport statement Please refer to our Planning Validation Checklist Guidance April 2019.

Guidance

Transport assessments and statements

The scope and level of detail in a Transport assessment or statement will vary from site to site but the following should be considered when settling the scope of the proposed assessment

- information about the proposed development, site layout, (particularly proposed transport access and layout across all modes of transport)
- information about neighbouring uses, amenity and character, existing functional classification of the nearby road network
- data about existing public transport provision, including provision/ frequency of services and proposed public transport changes
- a qualitative and quantitative description of the travel characteristics of the proposed development, including movements across all modes of transport that would result from the development and in the vicinity of the site
- an assessment of trips from all directly relevant committed development in the area (that is development that there is a reasonable degree of certainty will proceed within the next three years)
- data about current traffic flows on links and at junctions (including by different modes of transport and the volume and type of vehicles) within the study area and identification of critical links and junctions on the highways network
- an analysis of the injury accident records on the public highway in the vicinity of the site access for the most recent three-year period, or five-year period if the proposed site has been identified as within a high accident area
- an assessment of the likely associated environmental impacts of transport related to the development, particularly in relation to proximity to environmentally sensitive areas (such as air quality management areas or noise sensitive areas)
- measures to improve the accessibility of the location (such as provision/ enhancement of nearby footpath and cycle path linkages) where these are necessary to make the development acceptable in planning terms
- a description of parking facilities in the area and the parking strategy of the development
ways of encouraging environmental sustainability by reducing the need to travel and measures to mitigate the residual impacts of development (such as improvements to the public transport network, introducing walking and cycling facilities, physical improvements to existing roads)

In general, assessments should be based on normal traffic flow and usage conditions (e.g. non-school holiday periods, typical weather conditions) but it may be necessary to consider the implications for any regular peak traffic and usage periods (such as rush hours). Projections should use local traffic forecasts such as TEMPRO drawing where necessary on National Road Traffic Forecasts for traffic data.

The timeframe that the assessment covers should be agreed with the local planning authority in consultation with the relevant transport network operators and service providers. However, in circumstances where there will be an impact on a national transport network, this period will be set out in the relevant Government policy.

Travel plans

Travel plans should identify the specific required outcomes, targets and measures, and set out clear future monitoring and management arrangements all of which should be proportionate. They should also consider what additional measures may be required to offset unacceptable impacts if the targets should not be met.

Travel Plans should set explicit outcomes rather than just identify processes to be followed (such as encouraging active travel or supporting the use of low emission vehicles). They should address all journeys resulting from a proposed development by anyone who may need to visit or stay and they should seek to fit in with wider strategies for transport in the area.

They should evaluate and consider:

- benchmark travel data including trip generation databases
- information concerning the nature of the proposed development and the forecast level of trips by all modes of transport likely to be associated with the development
- relevant information about existing travel habits in the surrounding area
- proposals to reduce the need for travel to and from the site via all modes of transport and provision of improved public transport services
- parking strategy options (if appropriate – and having regard to national policy on parking standards and the need to avoid unfairly penalising motorists) and proposals to enhance the use of existing, new and improved public transport services and facilities for cycling and walking both by users of the development and by the wider community (including possible financial incentives)
- these active measures may assist in creating new capacity within the local network that can be utilised to accommodate the residual trip demand of the site(s) under consideration
- it is often best to retain the ability to establish certain elements of the travel plan or review outcomes after the development has started operating so
that it can be based upon the occupational and operational characteristics of the development.

- any sanctions (for example financial sanctions on breaching outcomes/ processes) need to be reasonable and proportionate, with careful attention paid to the viability of the development. It may often be more appropriate to use non-financial sanctions where outcomes/ processes are not adhered to (such as more active or different marketing of sustainable transport modes or additional traffic management measures). Relevant implications for planning permission must be set out clearly, including (for example) whether the travel plan is secured by a condition or planning obligation.

Travel plans can only impose such requirements where these are consistent with Government policy on planning obligations (Section 106 agreements).
Tree Surveys and Hedgerow Surveys

Used to assess the merits of existing trees as part of any development scheme, including tree canopies of adjacent sites which overhang the application site boundary.

When required

Where there are trees or hedgerows on the site or within 15m of the boundary of the site. Trees surveys may be needed for the following applications:

- Householder Planning Applications
- Full Planning Applications
- Outline Planning Applications
- Approval of Reserved Matters Applications
- Removal or Variation of Conditions (Minor material amendments, also know as S.73 Applications)

Guidance

Please remember, it is much easier to think about existing trees at an early stage when planning a project.

A tree survey must be submitted where there are trees within a proposed planning application site, or on land adjacent to an application site that could influence or be affected by the development (this could include trees in neighbouring gardens or street trees that are within falling distance of the application site boundary).

Information will be required on which trees are to be removed and retained and the means of protecting those to be retained during construction works.

This information should be prepared by a qualified arboriculturist in accordance with British Standard 5837: 2012 Trees in relation to design, demolition and construction recommendations.

Tree survey

The survey must include:

A topographical survey showing the exact locations of the tree(s)

A schedule to the survey including the following:

- a reference number for each tree or group to be recorded on the tree survey plan
- species listed by common name
- the approximate height
- the stem diameter measured in accordance with Annex C of BS 5837:2012
- the branch spread at four cardinal points
• existing height above ground level of the first significant branch and canopy
• life stage (e.g. young, semi-mature, early mature, mature, over-mature)
• general observations, particularly of structural and/or physiological condition
• the removal/retention category U or A to C grading (see 4.5 and table 1 and 2 of BS 5837:2012)
• an estimate of remaining contribution in years (<10, 10+, 20+, 40+)
• the preliminary management recommendations

In some cases, a full tree survey may not be necessary. It may be sufficient to submit a Tree Constraints Plan.

**A Tree Constraints Plan**

The Tree Constraints Plan should be a combination of the information gathered during a topographical survey (location of all trees, shrubs and hedges and other relevant features such as streams, buildings and spot level heights) and an accurate tree survey.

It is important to remember that the parts of a tree that lie below the soil surface, its roots, are just as important as those above ground (trunk, branches, leaves). Every effort should be made to ensure that the roots of retained trees are not damaged during the construction process. Root problems can lead to a decline in a tree's health resulting in the need for a tree to be removed or even structural collapse. Tree roots can be easily damaged by:

• abrasion
• crushing by vehicles/plant equipment and/or storage of building materials or soil
• compaction of the surrounding soil leading to root death by asphyxiation (lack of oxygen) or drought (inability to obtain water)
• severing and removal of roots by excavation
• poisoning from, for example, spillage or storage of fuel, oil or chemicals
• changes in soil levels around trees resulting in root death as a result of exposure or asphyxiation
• installation of impermeable surfaces leading to a decline in tree health due to lack of water

It is vital therefore that the Tree Constraints Plan should also clearly show the Root Protection Area of each tree.

The Root Protection Area can be equated to a circle, using the tree as the centre-point, with a radius that is twelve times the tree’s Diameter at Breast Height for a single stemmed tree, or alternatively ten times its basal diameter measured above the root flare for a multi-stemmed tree.
A Tree Protection Plan

Trees are particularly vulnerable on development sites and may be affected either immediately if removal or pruning is necessary to accommodate a development, or in the longer term.

This may be as a result of disturbance during the development process or following pressure to remove or prune trees from the occupants of new buildings.

The design layout should take these issues into account.

Once it has been decided which trees, hedges or shrubbery are to be incorporated into a design layout it is important to ensure that they will survive the development process.

A Tree Protection Plan is an essential aspect of tree protection with regard to development.

The Tree Protection Plan is a scale plan showing:

- any proposed or existing buildings or structures
- all retained trees both on and neighbouring the site and their corresponding Root Protection Areas and crown spreads (North, East, South and West)
- the location of protective fences or barriers (details of how these are to be constructed must also be supplied)
- proposed location of all plant and materials storage
- drainage runs, roads and driveways
- existing and new accesses
- any other surface or underground features that may affect the trees on or neighbouring the site

An Arboricultural Method Statement

British Standard 5837: 2012 Trees in relation to design, demolition and construction, recommendations

If construction or the laying of hard surfaces is allowed within the Root Protection Area of a tree, or if any part of the development process is likely to detrimentally affect any retained trees, then it is likely that an arboricultural method statement will be required.

The statement should explain the methodology for the implementation and mitigation of any aspect of development, where there is potential for the loss of or damage to a tree(s).
Ventilation, Exhaust and Extraction Report

A ventilation, exhaust or extraction report is needed so we can make sure that no nuisance, disturbance or loss of amenity is caused by odour, fumes, food droplets or noise to nearby properties.

When required

Any developments which include the installation of ventilation systems or air-conditioning units. This includes premises in Use Class A3, A4, A5 (includes the sale of food and drink for consumption on the premises or of hot food for consumption off the premises).

It covers most restaurants, cafes, pubs and premises providing hot food take-away. It may also include other businesses where the installation of externally mounted air-conditioning units is proposed.

Guidance

Adequate ventilation/extraction must be provided in food and drink premises to remove steam, cooking odours and grease-laden air. In most cases, natural ventilation is insufficient and an extract duct with a fan and filters is required to ventilate cooking fumes and remove odours without causing a nuisance to neighbouring properties.

Getting the right ventilation and extraction system for your needs can be complex, and you should contact a specialist contractor who can carry out a ventilation survey or advise on a specific aspect of your requirements.

Metric scaled floor plans (1:50/1:100) to show the layout of internal ductwork to its point of discharge are required, together with metric scaled elevations (1:50/1:100) showing external equipment (flues, vents, grilles etc.) and the technical specification of the proposed system. This should include an acoustic and vibration report.

Policies

Policy DM7 Addressing pollution and contamination impact, South Lakeland Local Plan Development Management Policies
Utilities Survey

Used to show how existing utilities will be affected by proposed development.

When required

- statements will be required to accompany all major applications (including outline) for:
  - housing development or business
  - industrial, storage
  - retail or leisure
  - developments for other uses which are of a similar scale and where sites contain significant tree cover or within an area of archaeological potential.

Guidance

Most new development requires connection to existing utility services, including electricity and gas supplies, telecommunications, water supply, connection to foul sewage and surface water drainage and disposal systems.

We must establish whether the existing services and infrastructure have sufficient capacity to accommodate the supply and service demands which would arise from the completed development. And whether the provision of services on site would give rise to any environmental impacts, for example, excavations in the vicinity of trees or archaeological remains.

Utilities statements should demonstrate:

- the availability of utility services has been examined and that the proposals would not result in undue stress on the delivery of those services to the wider community
- the proposals should incorporate any utility company requirements for sub-stations, telecommunications equipment or similar structures
- the service routes should be planned to avoid the potential for damage to trees and archaeological remains
High Speed Broadband Statement

Communications infrastructure which is up-to-date and fit for purpose is essential to meet the changing needs of businesses and individual users. New build developments can sometimes suffer from delays in the installation of internet infrastructure and poor, unreliable or low speed connectivity.

At a time when home working is increasing in popularity and enabling more sustainable travel behaviours, as well as the importance of high quality digital infrastructure for economic growth, it is vital that new build developments in South Lakeland are equipped with the best possible digital infrastructure available, and are designed to be ready to accommodate future improvements in the network.

The Connecting Cumbria website provides details of the rollout of the ‘Broadband Delivery UK’ programme in Cumbria and provides links to a range of information sources on the availability of superfast broadband in Cumbria. It also provides details of active network and broadband providers in the area.

When required

- residential development of 2 or more dwellings
- commercial development

Guidance

The statement should outline how the developer has considered facilitating superfast broadband (30Mbps) in their development, including discussions they have had with broadband and network providers before submitting a planning application. The level of detail required should be proportionate to the scale of the proposed development.

The statement should include:

- Details of engagement with broadband and network providers, including names of providers contacted, dates of contact, and summary of feedback received
- The findings of the free connectivity assessment from Openreach, including details of any cost contributions that would be required from the developer in cases where Openreach cannot offer a free service
- The current connectivity options for the site and achievable internet speeds
- The potential connectivity options for the development and potential achievable internet speeds, including a consideration of Fibre to The Premises Infrastructure (FTTP) to enable ultrafast broadband (100Mbps)
- The proposed method of ensuring superfast broadband for the site, including measures to ensure that the development is ‘high speed ready’ in cases where it is unfeasible or disproportionately costly to provide superfast connectivity at the time of the development
Policies

Policy CS7.4 South Lakeland Core Strategy: Rural Economy
Accessible and Adaptable Homes Statement

Used to ensure that new housing is accessible and can be easily adapted to meet the changing needs of their occupants over their lifetime in accordance with Policy DM11 of Development Management Policies Development Plan Document (DMDPD).

When required

All new build homes will be required to meet the operational Building Regulations requirement M4(2)(Category 2, Accessible and Adaptable Homes) and 5% of new build homes on sites over 40 units will be required to be wheelchair adaptable (Category 3a - Wheelchair User Dwellings).

Requirements

Please complete the Accessible and Adaptable Homes Statement Form (will be a link). This will demonstrate that the proposed development will meet the policy requirement.

Please make sure you check the submitted plans correspond to the requirements on the checklist. The checklist is a summary guide to the key requirements of M4(2) and M4(3). These requirements should be considered at the planning stage as they could affect the design and layout of the homes and the site.

Please ensure that submitted plans include:

- metric scaled site layout and section plans with annotated spot external ground levels and finished floor levels 1:100 or 1:200
- metric scaled elevation plans 1:50 or 1:100
- metric scaled floor plans 1:50. These should demonstrate the internal designs are capable of meeting the required standards. The furniture arrangements should be clearly shown on the floor plans for the bedrooms

Where applications require a Design and Access Statement, the access section should provide an explanation of how the development has been designed to ensure that homes are accessible and adaptable in accordance with Policy DM11 of Development Management Policies Development Plan Document (DMDPD).

Guidance

The Accessible and Adaptable Homes Statement Form is designed to act as a helpful prompt for developers.

New homes will be subject to inspection by Building Control to ensure compliance under the current Building Regulations. This will involve a detailed assessment of all the requirements of the Approved Document M of Building Regulations; Access to and use of Buildings.
The Building Regulations are entirely separate from planning regulations.

Policy

Policy DM11 Development Management Policies Development Plan Document (DMPDP); Accessible and Adaptable Homes
Retention of Community Facilities

When required

All applications outside of the town centres of Kendal, Kirkby Lonsdale, Grange-over-Sands, Milnthorpe or Ulverston, as defined on the Policies Map, involving the loss of a community facility. A community facility may include a local shop, public house, community hall or centre, sports club, library, school/college, doctor’s surgery, cultural buildings, places of worship and outdoor/indoor sports facilities etc.

Guidance

When a proposed development involves the loss of any community facility, the application must be accompanied by supporting written evidence. This should include:

- for a business, the current and projected trading performance
- for a community facility, the current and projected patterns of use
- the nature and condition of the building or site together with the cost of repairs, renovations or improvements needed to allow the continuation of the facility
- location of comparable facilities
- potential relocation of the facility to an alternative premises or site in the locality or the retention of the premises for an alternative community use or for a partial community use alongside another use
- evidence that the premises has been actively marketed by an appropriate agent, at a realistic commercial rent or sale price for a period of at least nine months. Evidence includes sales literature, details of approaches and offers (sensitive details will not be published)
- evidence of how the facility meets a local need in the locality. Applicants will be expected to engage with local communities at an early stage about the relative importance of the facility to its users, in order to demonstrate the degree to which the facility fulfils a need in the locality
- a fee is required (over and above the planning application fee). This fee will be available upon application on a case by case basis. The fee is to cover our costs in appointing an independent professional to evaluate the assessment submitted

Policies

Policy DM17 South Lakeland Local Plan Development Management Policies Development Plan Document; Retention of Community Facilities
Master planned improvements to existing caravan sites in the Arnside and Silverdale Area of Outstanding Natural Beauty (AONB)

Used to ensure cohesive and appropriate development within the developed footprint of existing Camping, Caravan and Visitor Accommodation within the Arnside and Silverdale Area of Outstanding Natural Beauty (AONB).

When required

Development within existing caravan sites inside the Arnside and Silverdale Area of Outstanding Natural Beauty (AONB)

Requirements

Proposed development should be submitted as master-planned improvements for the whole site and should be accompanied by metric scaled plans that illustrate this master plan approach.

Guidance

The proposed development within the footprint of existing caravan sites must demonstrate how it fits into a wider master-planned approach for the whole site.

Policies

Policy AS11 Arnside and Silverdale Area of Outstanding Natural Beauty (AONB)
Development Plan Document (DPD): Camping, Caravan and Visitor Accommodation
Agricultural Buildings Appraisal

Used to ensure new agricultural buildings are essential to the operational needs of an existing farm or agricultural business.

Requirements

All applications for new agricultural buildings must be accompanied by an appraisal that demonstrates there is an essential need for the building in connection with an existing farm or agricultural business.

Guidance

The appraisal should provide justification why an agricultural building is required. Evidence is required to show there is a functional need (this should be proportionate to the nature of the proposal). The evidence would usually contain details of the agricultural holding (size and type), details of uses and sizes of existing buildings, stock type and numbers and the type of agricultural activities undertaken on the site.

Policy

Accessible and Adaptable Homes Statement

Details of proposed development

1. Total number of new dwellings

2. Number of new dwellings that will meet the optional building regulations:
   - Accessible and adaptable dwellings M4(2)
   - Wheelchair user dwellings M4(3a)

   **Note:** Policy DM11 requires all new dwellings to be M4(2) compliant and 5% of dwellings on sites over 40 units to be M4(3) compliant. Further information on the standards can be found in the Building Regulations Approved Document M – Volume 1: Dwellings (2015 edition incorporating 2016 amendments).

   For developments less than 40 units, progress to question 4, for 40 or more units, progress to question 3.

3. For developments of over 40 units only, please indicate which plots will be wheelchair adaptable units.

4. Please confirm that you have submitted the following plans (note this may not be applicable for some outline applications):
   - Metric scaled site layout, levels and section plans 1:100 or 1:200.
   - Metric scaled elevation plans 1:50 or 1:100.
   - Metric scaled floor plans 1:50. These should demonstrate the internal designs are capable of meeting the required standards. The furniture arrangements should be clearly shown on the floor plans for the bedrooms.

5. Have you screened your site and house design plans against the checklists provided at the end of this form? yes □ no □

   **Note:** For sites under 40 units use the M4(2) checklist, and for sites over 40 units use the M4(2) checklist for 95% of the dwellings and the M4(3) checklist for 5% of the dwellings.

6. Are you satisfied that all plots and house types meet the key requirements in the checklist? yes □ no □

   (continued overleaf)
Details of proposed development (cont.)

7. If you have selected ‘No’ on any areas of the checklist(s) please summarise the reasons why below and note which plots are affected. If you are seeking an exemption to the requirements of Policy DM11 you must submit additional evidence explaining the site specific factors that you consider justify an exemption. This will then be considered by a Planning Officer.

Declaration

I understand that it is the responsibility of the applicant to notify building control that a planning condition has been applied requiring compliance with the optional building regulations M4(2) and M4(3).

I understand that this form and checklist are a screening tool to identify any key design issues at the planning stage that would make complying with Policy DM11 difficult and that compliance with the full Building Regulations will be assessed by Building Control and does not fall within the planning process.

Signed: ___________________________ Date: ___________________________
Please screen your proposals against the following checklist. This is to help you understand the key requirements of the Building Regulations that will be required at Building Control stage, and to identify any design changes that may be required.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>yes/no</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ACCESS TO</strong></td>
<td></td>
</tr>
<tr>
<td>At the point or points at which an occupant or visitor would expect to get in and out of a car:</td>
<td></td>
</tr>
<tr>
<td>• Level access to the principal entrance or suitable alternative entrance.</td>
<td></td>
</tr>
<tr>
<td>• 900mm wide approach route.</td>
<td></td>
</tr>
<tr>
<td>• Ramps between 1:12 and 1:20.</td>
<td></td>
</tr>
<tr>
<td>• Landings 1,200mm long at the head, intermediate and base of ramps.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PARKING</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Parking bay 2.4m wide x 4.8m long. Must be capable of being increased to 3.3m wide.</td>
<td></td>
</tr>
<tr>
<td>• Communal parking to flats to have at least one bay (to above dimensions) provided close to the shared entrance. Minimum clear access zone of 900mm to one side and a dropped kerb.</td>
<td></td>
</tr>
<tr>
<td>• Parking bay must be level or, where unavoidable, gently sloping (1:60 to 1:20).</td>
<td></td>
</tr>
<tr>
<td>• Surface finishes to be firm and even with no loose laid materials.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>ENTRANCE</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Canopy at level entrance 900mm wide and 600mm deep.</td>
<td></td>
</tr>
<tr>
<td>• Dusk to dawn timer or motion detection lighting adjacent to entrance.</td>
<td></td>
</tr>
<tr>
<td>• Entrance door minimum 850mm clear opening.</td>
<td></td>
</tr>
<tr>
<td>• If a porch is included it must allow 1,500mm between the two door swings.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>CIRCULATION</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Minimum nib of 300mm to the leading edge of doors (entrance storey only).</td>
<td></td>
</tr>
<tr>
<td>• Step free to all rooms within entrance storey.</td>
<td></td>
</tr>
<tr>
<td>• 900mm unobstructed corridor widths.</td>
<td></td>
</tr>
<tr>
<td>• Living area to be included on entrance storey (living room, dining room or kitchen/dining).</td>
<td></td>
</tr>
<tr>
<td>• Stairs 850mm clear width.</td>
<td></td>
</tr>
<tr>
<td>• 1200mm minimum clear space in front of kitchen units and appliances.</td>
<td></td>
</tr>
<tr>
<td>• 850mm maximum to glazing of principal window in living room.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>BEDROOMS</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Main double bedroom to have 750mm clear zone to both sides and foot of bed (2m x 1.5m bed).</td>
<td></td>
</tr>
<tr>
<td>• Other double beds to have 750mm clear zone to one side and foot of bed (1.9m x 1.35m bed).</td>
<td></td>
</tr>
<tr>
<td>• Single beds and twins to have 750mm clear zone to one side of each bed (1.9m x 0.9m bed).</td>
<td></td>
</tr>
<tr>
<td>• All bedrooms to have clear access route 750mm from windows and doors.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>SANITARY FACILITIES</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• For 1 or 2 bedroom houses, WC within entrance storey 1600mm x 850mm or 1050mm x 1,500mm.</td>
<td></td>
</tr>
<tr>
<td>• For 3 bedroom and houses, WC within entrance storey capable of taking a future level access shower, 1,450mm x 1,800mm room size.</td>
<td></td>
</tr>
<tr>
<td>• WC doors to open outwards.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>BATHROOMS</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Every dwelling to have a bathroom including WC, basin and bath on the same floor as the main double bedroom.</td>
<td></td>
</tr>
<tr>
<td>• 1,100mm x 700mm clear access zones in front of WC and basin and to the side of a bath.</td>
<td></td>
</tr>
<tr>
<td>• Provision for future level access shower within the bathroom (1 or 2 bed houses).</td>
<td></td>
</tr>
</tbody>
</table>
### M4(3) Checklist

This checklist is for 5% of units on sites of 40+ dwellings – the items below are in addition to the M4(2) requirements which should also be met.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>yes/no</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ACCESS TO</strong></td>
<td></td>
</tr>
<tr>
<td>At the point or points at which an occupant or visitor would expect to get in and out of a car:</td>
<td></td>
</tr>
<tr>
<td>• Level access to all private entrances.</td>
<td></td>
</tr>
<tr>
<td>• Communal ramp access with a rise over 300mm must also have ambulant steps provided.</td>
<td></td>
</tr>
<tr>
<td>• 1,200mm wide approach route.</td>
<td></td>
</tr>
<tr>
<td>• Ramps between 1:15 and 1:20.</td>
<td></td>
</tr>
<tr>
<td>• Landings 1,200mm long at the head, intermediate and base of ramps.</td>
<td></td>
</tr>
<tr>
<td>• Gates to have a minimum clear opening width of 850mm and a nib to the leading edge no less than 300mm.</td>
<td></td>
</tr>
<tr>
<td>• Dusk to dawn timer or motion detection lighting on the approach route (curtilage of the site to the entrance).</td>
<td></td>
</tr>
<tr>
<td><strong>PARKING</strong></td>
<td></td>
</tr>
<tr>
<td>• Parking bay 2.4m wide x 4.8m long. Must have a minimum clear access zone 1,200mm to one side and the rear of the vehicle.</td>
<td></td>
</tr>
<tr>
<td>• Parking space must have 2,200mm clear headroom.</td>
<td></td>
</tr>
<tr>
<td>• Communal parking areas must have a clear access zone of 1,200mm to both sides.</td>
<td></td>
</tr>
<tr>
<td>• Parking bay must be level (Not exceeding 1:60).</td>
<td></td>
</tr>
<tr>
<td>• Surface finishes to be firm and even with no loose laid materials.</td>
<td></td>
</tr>
<tr>
<td><strong>PRINCIPAL COMMUNAL ENTRANCE</strong></td>
<td></td>
</tr>
<tr>
<td>• Level landing area of 1,500mm wide and deep outside the entrance.</td>
<td></td>
</tr>
<tr>
<td>• Canopy at level entrance 1,200mm wide and deep.</td>
<td></td>
</tr>
<tr>
<td>• Dusk to dawn timer or motion detection lighting adjacent to entrance.</td>
<td></td>
</tr>
<tr>
<td>• Level threshold.</td>
<td></td>
</tr>
<tr>
<td>• Entrance door minimum 850mm clear opening.</td>
<td></td>
</tr>
<tr>
<td>• Leading edge nib of 300mm minimum and extending 1,800mm beyond it.</td>
<td></td>
</tr>
<tr>
<td>• Following edge nib of 200mm minimum and extending 1,800mm beyond it.</td>
<td></td>
</tr>
<tr>
<td>• Clear turning circle of 1,500mm diameter when the door is closed.</td>
<td></td>
</tr>
<tr>
<td>• Where there is a porch or lobby there must be 1,500mm between the doors and 1,500mm clear space between door swings</td>
<td></td>
</tr>
<tr>
<td><strong>PRIVATE ENTRANCE</strong></td>
<td></td>
</tr>
<tr>
<td>As above with the addition of:</td>
<td></td>
</tr>
<tr>
<td>• 150mm nib to the hinge side of the door (letter cage).</td>
<td></td>
</tr>
<tr>
<td>• Following edge nib of 200mm reduced to 1,500mm.</td>
<td></td>
</tr>
<tr>
<td><strong>OTHER EXTERNAL DOORS</strong></td>
<td></td>
</tr>
<tr>
<td>• Doors leading to private garden, balcony, terrace, garage, carport, conservatory or storage area connected to the building shall allow for the clear width, level threshold and nibs noted above.</td>
<td></td>
</tr>
<tr>
<td><strong>WHEELCHAIR STORAGE AND TRANSFER SPACE</strong></td>
<td></td>
</tr>
<tr>
<td>• 1,100mm deep by 1,700mm wide space on the entrance storey as close to principal entrance as possible.</td>
<td></td>
</tr>
<tr>
<td>• 1,200mm accessible space required beyond the storage area.</td>
<td></td>
</tr>
<tr>
<td>• Power socket required in storage area.</td>
<td></td>
</tr>
</tbody>
</table>

cont.
**GENERAL STORAGE**
- Minimum built in storage space required depending on number of bedrooms.
  - 1 bed - 1.5m², 2 bed - 2m², 3 bed - 2.5m², 4 bed - 3.0m², 5 bed - 3.5m², 6 bed - 4.0m²

**CIRCULATION**
- Minimum nib of 300mm to the leading edge of all doors.
- Minimum nib of 200mm to the following edge of all doors.
- Step free to all rooms within entrance storey.
- 1,050mm unobstructed corridor widths.
- Where approach to a door is not head on the corridor extends to 1,200mm wide.
- 850mm clear opening to doors throughout.
- Stairs 850mm clear width.

**THROUGH FLOOR LIFT PROVISION**
- Space for a future lift can be used for other things such as storage or part of a room (however it must not be included as part of the minimum floor area for living, dining and kitchen).
- Creating the lift space should be possible without structural alteration.
- 1,100mm wide and 1,650mm long linking circulation spaces of each floor level.

**HABITABLE ROOMS**

**Living area**
- 850mm maximum height to glazing of principal window in living room.
- Minimum living area (kitchen, dining and living combined) in relation to the number of bed-spaces:
  - 2 bed - 25m², 3 bed - 27m², 4 bed - 29m², 5 bed - 31m², 6 bed - 33m², 7 bed - 35m², 8 bed - 37m²

**Kitchen**
- Kitchen and principal eating area to be within the same or adjoining rooms and on the entrance storey.
- 1,500mm minimum clear space in front of kitchen units and appliances.
- Minimum overall worktop length including fittings and appliances in relation to the number of bed-spaces:
  - 2 bed - 4,330mm, 3 & 4 bed - 4,730mm, 5 bed - 5,630mm, 6-8 bed - 6,730mm
- The kitchen must be capable of being altered easily without removal of structural walls, flues, drainage stacks, etc. This is to allow for:
  - Section of worktop including combined sink and drainer unit and a hob 2,200mm long.
  - Suitable space for built in oven (centre line of oven between 800-900mm above floor level).
- Minimum overall worktop length including fittings and appliances:
  - 2 bed - 6,130mm, 3 & 4 bed - 6,530mm, 5 bed - 7,430mm, 6 - 8 bed - 8,530mm

**BEDROOMS**
- One bedroom should be close to an accessible bathroom suitable for a wheelchair user.
- All other bedrooms should be wheelchair accessible.
- Every bedroom to have 1,200mm by 1,200mm manoeuvring space clear of the bed and door (when closed).
- Every bedroom ceiling is strong enough to allow for an overhead hoist to carry 200kg.
- Principle double bed preferably located on the entrance storey, but may be on upper or lower storey, with a minimum floor area of 13.5m² and at least 3m wide.
- Principal bedroom to have 1,000mm clear access zone to both sides and foot of bed and in front of all furniture. Also 1,200mm by 1,200mm manoeuvring space both sides of the bed.
<table>
<thead>
<tr>
<th>Requirement</th>
<th>yes/no</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BEDROOMS (cont.)</strong></td>
<td></td>
</tr>
<tr>
<td>• Every other double or twin beds to have 12.5m² floor area and at least 3m wide.</td>
<td></td>
</tr>
<tr>
<td>• Every other double bed can provide 1,000mm clear access to one side and the foot of the bed and in front of furniture.</td>
<td></td>
</tr>
<tr>
<td>• All single and twin bedrooms can provide 1,000mm clear access to one side of each bed and in front of furniture.</td>
<td></td>
</tr>
<tr>
<td>• Every single bed to have 8.5m² floor area and at least 2.4m wide.</td>
<td></td>
</tr>
<tr>
<td>• All bedrooms to have clear access route 1,000mm from windows and doors.</td>
<td></td>
</tr>
<tr>
<td><strong>SANITARY/BATHROOM FACILITIES</strong></td>
<td></td>
</tr>
<tr>
<td>• Provide a wet room in the entrance storey containing level access shower, WC and wash basin (unless there is an accessible bathroom already on that floor).</td>
<td></td>
</tr>
<tr>
<td>• For 2 or 3 bed-spaces – Bathroom with level access shower on same level as principal bedroom, also an entrance storey WC/cloakroom where the bathroom is not on the entrance storey.</td>
<td></td>
</tr>
<tr>
<td>• 4 bed-spaces – Bathroom with level access shower on same level as principal bedroom and entrance storey WC/cloakroom or second bathroom.</td>
<td></td>
</tr>
<tr>
<td>• 5 bed-spaces or more – Bathroom with level access shower on same level as principal bedroom and entrance storey WC/cloakroom or second bathroom (wheelchair accessible dwellings must also provide both a level access shower and a bath).</td>
<td></td>
</tr>
<tr>
<td>• Every room containing a level access shower is constructed as a wet room.</td>
<td></td>
</tr>
<tr>
<td>• Bathroom and WC/cloakroom ceilings are to be strong enough to allow for an overhead hoist to carry 200kg (not including those beyond the minimum number of facilities).</td>
<td></td>
</tr>
<tr>
<td>• WC doors to open outwards.</td>
<td></td>
</tr>
<tr>
<td>• Bathroom doors preferably open outwards or could easily be rehung (door stops planted on).</td>
<td></td>
</tr>
<tr>
<td>• Wheelchair adaptable WC/cloakroom to shower room to be 1,650mm x 2,200mm minimum.</td>
<td></td>
</tr>
<tr>
<td>• 1,100mm x 700mm clear access zones in front of WC and basin and to the side of a bath.</td>
<td></td>
</tr>
<tr>
<td>• Bathroom with a choice of bath or shower can be 2,600mm x 2,200mm or 2,450mm x 2,450mm depending on door position.</td>
<td></td>
</tr>
<tr>
<td>• Up to 4 bed-spaces it would be reasonable for a bath to be fitted over the accessible shower for future adaptation.</td>
<td></td>
</tr>
<tr>
<td><strong>SERVICES AND CONTROLS</strong></td>
<td></td>
</tr>
<tr>
<td>• A door entry phone with remote door release should be fitted in the living space and the principal bedroom.</td>
<td></td>
</tr>
</tbody>
</table>
Application for a **Flood Risk Assessment** for domestic extension, non-domestic extension less than 250m² or change of use of land or buildings


### Your details

#### Flood zone

<table>
<thead>
<tr>
<th>Flood zone 2</th>
<th>Yes □</th>
<th>No □</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flood zone 3</td>
<td>Yes □</td>
<td>No □</td>
</tr>
</tbody>
</table>

Q. How many floods have occurred in your local area and what were the flood levels in relation to your property? Your parish council or neighbours or local flood action groups may be able to provide useful information.

A.

Q. Is the property/land protected by existing river or coastal flood defences? Have these been recently improved or are any further works planned?

A.

Q. What is the source of potential flooding e.g. rivers and streams, the sea, groundwater or blocked or overloaded drainage systems?

A.

Q. What flood protection measures are proposed e.g. removable flood barriers, solid floors, and non-return valves on sewers, air brick covers, and boiler, consumer unit, electrical sockets and gas meters installed above flood level?

A.

Q. What is the existing floor level or ground level Above Ordnance Datum (AOD)? This may be found on Ordnance Survey maps.

A.

Q. What is the proposed finished floor level(s) or ground level Above Ordnance Datum (AOD)?

A.

Q. How will surface water drain away e.g. main drain, soakaway, Sustainable Drainage System (SuDs)?

A.

(continued overleaf)
You may wish to obtain the flooding history for a property in England. Email an address to the Environment Agency to get a flooding history based on their records to: enquiries@environment-agency.gov.uk. The report is free unless it takes more than 18 hours to put together. If it takes more than 18 hours, the Environment Agency may decide not to do it. If they do it, they charge £25 per hour, including for the first 18 hours. You’ll be sent the report by email within 20 working days.

Sign up to get warnings by phone, email or text message if your home or business is at risk of flooding by visiting: https://fwd.environment-agency.gov.uk/app/olr/home. You can only get warnings for properties in England or Wales. This is a free service from the Environment Agency.
Completing this form

Please complete this form if your proposal includes the installation of a new non-mains drainage system or connection to an existing non-mains drainage system. It is important that you provide full and accurate information. Failure to do this may delay the processing of your application.

You must provide evidence that a connection to the public sewer is not feasible. Non-mains drainage systems are not considered environmentally acceptable in publicly sewered areas. Please note that operating problems with the public sewer are not valid reasons for non-connection where this is reasonable in other respects.

Government guidance contained within DETR Circular 03/99/WO 10/99 ‘Planning requirements in respect of the use of non-mains sewerage incorporating septic tanks in new development’ gives a hierarchy of drainage options that must be considered and discounted in the following order:

1. Connection to the public sewer
2. Package sewage treatment plant (which can be offered to the sewerage undertaker for adoption)
3. Septic tank
4. If none of the above is feasible a cesspool

You must respond to all the following questions, if you wish to submit additional information please do so, marked clearly “Additional Information”. In some cases you will be required to provide a further assessment in accordance with the requirements of DETR Circular 03/99/WO 10/99 (see Guidance Note 1).

Applicants details

Name: 
Address: 
Postcode: Tel No.: Email: 

Non-mains connection

Please complete this form if your proposal includes the installation of a new non-mains drainage system or connection to an existing non-mains drainage system. It is important that you provide full and accurate information. Failure to do this may delay the processing of your application.

1. Existing system

Do you intend to use an existing non-mains foul drainage system? Yes  No 
If YES, does the system already have an Environmental Permit issued by the Environment Agency? Yes  No 
Please provide Environmental Permit reference number (in the case of a cesspool write N/A): 

Development Management
South Lakeland District Council
South Lakeland House
Lowther Street
KENDAL
Cumbria
LA9 4DL
Tel: (01539) 733333
Email: development.management@southlakeland.gov.uk

Non-mains foul drainage and water supply Assessment Form (PA3)
2. Discharge

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you propose to use a cesspool? If yes, go to Q4.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you intend to use a system that discharges solely to watercourse?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(see Guidance Note 2) If yes, go to Q8.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alternatively, will all, or any part of, the discharge go to soakaway?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(see Guidance Note 2) - this would include systems that combine a</td>
<td></td>
<td></td>
</tr>
<tr>
<td>soakaway with a high level overflow to watercourse?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If yes, go to Q3.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. Water abstraction

<table>
<thead>
<tr>
<th>Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the water supply from the public mains supply? If yes, go to Q5.</td>
</tr>
<tr>
<td>If not, what is the source of the water supply?</td>
</tr>
</tbody>
</table>

4. Ground conditions (for cesspools write N/A)

<table>
<thead>
<tr>
<th>Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you submitted a copy of the percolation test results with this form?</td>
</tr>
<tr>
<td>(see Guidance Note 4)</td>
</tr>
<tr>
<td>If no, please explain the justification for not undertaking or</td>
</tr>
<tr>
<td>submitting these tests.</td>
</tr>
<tr>
<td>Is any part of the system in land which is marshy, water logged or</td>
</tr>
<tr>
<td>subject to flooding?</td>
</tr>
<tr>
<td>Will the soakaway be located on artificially raised, made-up ground</td>
</tr>
<tr>
<td>or ground likely to be contaminated?</td>
</tr>
<tr>
<td>If yes, please provide details as additional information.</td>
</tr>
<tr>
<td>Have you submitted the results of a trial hole at the site to establish</td>
</tr>
<tr>
<td>that the proposed drainage field will be above any standing groundwater</td>
</tr>
<tr>
<td>(see Guidance Note 5)?</td>
</tr>
</tbody>
</table>

5. Available land

<table>
<thead>
<tr>
<th>Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the application site and any available area for a soakaway less than</td>
</tr>
<tr>
<td>0.025 hectares (250m²)?</td>
</tr>
</tbody>
</table>

6. Siting of drainage field/soakaway discharge from a septic tank or       |
package treatment plant or other secondary treatment (you may need to       |
make local enquiries to get a full answer to these questions)

<table>
<thead>
<tr>
<th>Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>Will it be at least 10m from a watercourse, permeable drain or land</td>
</tr>
<tr>
<td>drain?</td>
</tr>
<tr>
<td>Will it be at least 50m from any point of abstraction from the ground</td>
</tr>
<tr>
<td>for a drinking water supply (e.g. well, borehole or spring)? This</td>
</tr>
<tr>
<td>includes your own or a neighbour’s supply.</td>
</tr>
<tr>
<td>Are there any drainage fields/soakaways within 50m? This includes any</td>
</tr>
<tr>
<td>foul drainage discharge system (other than the subject of this</td>
</tr>
<tr>
<td>application) on either your own or a neighbour’s property.</td>
</tr>
<tr>
<td>Will it be at least 15m from any building?</td>
</tr>
<tr>
<td>Will there be any water supply pipes or underground services within the</td>
</tr>
<tr>
<td>disposal system other than those required by the system? (for cesspools</td>
</tr>
<tr>
<td>writes N/A)</td>
</tr>
<tr>
<td>Will there be any access roads, driveways or paved areas within the</td>
</tr>
<tr>
<td>disposal area? (for cesspools write N/A)</td>
</tr>
<tr>
<td>(continued overleaf)</td>
</tr>
</tbody>
</table>
6. Siting of drainage field/soakaway discharge from a septic tank or package treatment plant or other secondary treatment (cont.)

You should submit a metric scaled plan to show the position of the proposed septic tank/package treatment plant and any pipework and drainage field. Where these installations are new, these must all be included within the application site (the red line) on the associated site location plan (1:1250 or 1:2500).

7. Siting of treatment plant, septic tank or cesspool

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is it at least <strong>7m</strong> from the habitable part of a building?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Will there be vehicular access for emptying within 30m?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Can the plant, tank or cesspool be maintained or emptied without the contents being taken through a dwelling or place of work?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8. Siting of treatment plant, septic tank or cesspool

Please estimate the total flow in litres per day (see Guidance Note 4).

9. Maintenance

How do you propose to maintain the system? If the development consists of multiple units discharging to a shared plant, please include details of who will be responsible for the future maintenance of the system and any related legal agreements.

Declaration

I declare that the above information is factually correct.

Name: ___________________ Signature: ___________________ Date: ____________
1. This form is for use with DETR Circular 03/99 (WO Circular 10/99) ‘Planning Requirements in Respect of the Use of Non-Mains Sewerage Incorporating Septic Tanks in New Development’ (the Circular). It is intended to help Local Planning Authorities establish basic information about your system and decide whether you need to submit a more detailed site assessment in accordance with Annex A of the Circular. If a detailed site assessment is requested but not submitted, your planning application might be refused.

2. In addition to planning permission and building regulation approval you may also require an Environmental Permit from the Environment Agency. Please note that the granting of planning permission or building regulation approval does not guarantee the granting of an Environmental Permit. Upon receipt of a correctly filled in application form the Agency will carry out investigations It can take up to 4 months before the Agency is in a position to grant a permit or not. For further information please visit our Environmental Permitting web pages.

3. The use of cesspools is an option of last resort as set out in the non-mains drainage hierarchy of preference in DETR Circular 03/99/WO 10/99. This is echoed in the Building Regulations 2000 (approved document part H). The Circular notes at Annex A paragraph 8 that cesspools give rise to environmental, amenity and public health problems as a result of “frequent overflows due to poor maintenance, irregular emptying, lack of suitable access for emptying and even through inadequate capacity.” In addition to this the requirement for frequent emptying is usually by contractor involving road transport with associated environmental costs. For these reasons, the use of cesspools cannot be considered a long-term foul sewage disposal solution. In view of the environmental risks associated with their use, any proposal to use cesspools must be fully justified to the Local Planning Authority.

4. Typical flows

<table>
<thead>
<tr>
<th>Property</th>
<th>Litres per person per day</th>
<th>Property</th>
<th>Litres per person per day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic* (see note 5)</td>
<td>180</td>
<td>Offices / Factories (without canteen)</td>
<td>50</td>
</tr>
<tr>
<td>Hotels, B&amp;Bs</td>
<td>250</td>
<td>Public Houses</td>
<td>15</td>
</tr>
<tr>
<td>Restaurants</td>
<td>25</td>
<td>Caravans (fully serviced)</td>
<td>180</td>
</tr>
<tr>
<td>Campsites</td>
<td>75</td>
<td>Caravans (not serviced)</td>
<td>100</td>
</tr>
<tr>
<td>Dayschool (without canteen)</td>
<td>50</td>
<td>Rest Homes</td>
<td>350</td>
</tr>
<tr>
<td>Boarding School</td>
<td>200</td>
<td>Hospitals</td>
<td>450</td>
</tr>
</tbody>
</table>

5. Package treatment plants and septic tanks should be designed and sized according to the advice given in Flows and Loads 3, published by British Water. Volumes for larger systems should be calculated based on expected flows arising from the development.

A treatment system for a single house with up to and including three bedrooms must be designed for a minimum population (P) of five people.

The size of a treatment system for a single house with more than three bedrooms must be designed by adding 1 P for each additional bedroom to the minimum single house value of 5 P, e.g.:  

- House with three bedrooms = minimum 5 P system  
- House with four bedrooms = minimum 6 P system (5+1)  
- House with six bedrooms = minimum 8 P system (5+3)  

For groups of small one and two bedroom houses or flats:

- Flat with one bedroom = allow 3 P  
- Flat with two bedrooms = allow 4 P  

A treatment system serving a group of houses shall be designed by adding together the P values for each house calculated independently, e.g.:  

- For a group of two houses (three and four bedrooms, respectively) the system shall be for a minimum of 11 P (5+6)
If the calculated total P for a group of houses exceeds 12 P then some reduction may be made to allow for the 
balancing effects on daily flow of a group of houses (round up not down):

- Where the total is 13-25 P multiply the total by 0.9 to give an adjusted P value, e.g. if there are four 
four-bedroom houses the total will be 24 P (4 x 6) and the adjusted P will be 22 P (24 x 0.9 = 21.6)
- Where the total is 26-50 P multiple the total by 0.8 to give an adjusted P value, e.g. if there are four 
three-bedroom houses and three four-bedroom houses the total P will be 38 P (4 x 5 and 3 x 6) and 
the adjusted P will be 31 P (38 x 0.8 = 30.4)

These are minimum recommended population (P) loads; they should not be modified downwards, and upward 
modification may be necessary because of particular characteristics of each property or groups of properties.

The above assessments of population (P) should be used for both existing and new properties.

6. You should refer to DTLR Building Regulations 2000 Section H2 Waste Water Treatment and 
Cesspools with regard to the general requirements for construction of non mains sewerage systems. Sections 
1.33 to 1.38 deal with the test requirements for trial holes and percolation tests and for convenience the text of 
these sections is repeated below:

1.33 A trial hole should be dug to determine the position of the standing ground water table. The trial hole should 
be a minimum of 1m² in area and 2m deep, or a minimum of 1.5m below the invert of the proposed drainage field 
pipework. The ground water table should not rise to within 1m of the invert level of the proposed effluent 
distribution pipes. If the test is carried out in summer, the likely winter groundwater levels should be considered. 
A percolation test should then be carried out to assess the further suitability of the proposed area.

1.34 Percolation test method – A hole 300mm square should be excavated to a depth of 300mm below the 
proposed invert level of the effluent distribution pipe. Where deep drains are necessary the hole should conform 
to this shape at the bottom, but may be enlarged above the 300mm level to enable safe excavation to be carried 
out. Where deep excavations are necessary a modified test procedure may be adopted using a 300mm earth 
auger. Bore the test hole vertically to the appropriate depth taking care to remove all loose debris.

1.35 Fill the 300mm square section of the hole to a depth of at least 300mm with water and allow it to seep away 
overnight.

1.36 Next day, refill the test section with water to a depth of at least 300mm and observe the time, in seconds, for 
the water to seep away from 75% full to 25% full level (i.e. a depth of 150mm). Divide this time by 150mm. The 
answer gives the average time in seconds (Vp) required for the water to drop 1mm.

1.37 The test should be carried out at least three times with at least two trial holes. The average figure from the 
tests should be taken. The test should not be carried out during abnormal weather conditions such as heavy rain, 
severe frost or drought.

1.38 Drainage field disposal should only be used when percolation tests indicate average values of Vp of between 
12 and 100 and the preliminary site assessment report and hole tests have been favourable. This minimum value 
ensures that untreated effluent cannot percolate too rapidly into groundwater. Where Vp is outside these limits 
effective treatment is unlikely to take place in a drainage field. However, provided that an alternative form of 
secondary treatment is provided to treat the effluent from the septic tanks, it may still be possible to discharge the 
treated effluent to a soakaway.

7. Developers may requisition a sewer from the Sewerage Undertaker to connect their development to the public 
sewer. Should this not be feasible on the grounds of cost and practicability, on site treatment in the form of 
package plants and their associated sewers (If constructed to an acceptable standard) can be offered to the 
sewerage undertaker for adoption. This approach is in support of advice from the Government described in DETR 
Circular 3/99 and WO 10/99. Developers are urged to discuss their requirements with the Sewerage Undertaker 
at the earliest possible opportunity.

8. Glossary

Package treatment plant

A package treatment plant is a system which offers varying degrees of biological sewage treatment and involves 
the production of an effluent which will be disposed of to ground via a soakaway or direct to a watercourse. 
There are many varieties of package plant but all involve settling the solids before and/or after a biological 
treatment stage and all use electricity. Package treatment plants usually treat sewage to a higher standard than 
septic tanks but are vulnerable in the event of power failures. This may make their use inappropriate in some 
circumstances e.g. holiday accommodation where occupation and maintenance are irregular.
Septic tank

A septic tank is a two or three chamber system, which retains sewage from a property for sufficient time to allow the solids to form into sludge at the base of the tank, where it is partially broken down. The remaining liquid in the tank then drains from the tank by means of an outlet pipe. Effluent from a septic tank is normally disposed of by soakage into the ground, provided that the disposal does not generate a pollution risk to surface waters or groundwater resources (underground water). The most commonly used form of soakaway is a subsurface irrigation area, comprising a herringbone pattern of land drains laid in shallow, shingle filled trenches. The soakaway drains should be located at as shallow a depth as possible, usually within 1 metre of the ground surface.

Cesspool

A cesspool is a covered watertight tank used for receiving and storing sewage and has no outlet. It relies on road transport for the removal of raw sewage and is therefore the least sustainable option for sewage disposal. Because of this, a cesspool is best regarded as a temporary measure pending a more satisfactory solution, such as the provision of mains drainage. It is essential that a cesspool is, and remains, impervious to the ingress of groundwater or surface water and has no leaks.
REGULATION 19 PUBLICATION OF PRE-SUBMISSION LOCAL PLAN

The Authority has prepared the Pre-Submission Local Plan which it has published for further consultation prior to submitting it to the Secretary of State for Communities and Local Government for examination.

This Pre-Submission Local Plan sets out the broad spatial planning, policy framework and vision for the Lake District up to 2035, as well as the necessary development sites to support this growth. It will be used to make decisions on future planning applications.

The consultation documents comprise of:

- Pre-Submission Local Plan
- Proposed site allocations

Representations at this stage should only be made on the legal and procedural compliance of the Pre-Submission Local Plan, the soundness of the Local Plan and whether the Authority is in conformity with the Duty to Cooperate.

Comments are invited on the consultation documents during the eight week consultation period commencing on Monday 8 April 2019 and concluding on Monday 03 June 2019. No late comments can be accepted.

A dedicated Local Plan webpage has been set up. Please visit http://www.lakedistrict.gov.uk/localplan to view the documents and/or give us your comments using the electronic survey form.

For further information please email localplan@lakedistrict.gov.uk

Paula Allen
Strategy Planner
Lake District National Park Authority
<table>
<thead>
<tr>
<th>No.</th>
<th>App No./Type</th>
<th>Address/Proposed Development</th>
<th>Comments To SLDC</th>
<th>Observations/Recommendations</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>FPA 0346</td>
<td>8 Thorny Hills, Kendal</td>
<td>30.05.2019</td>
<td>Variation of condition 1 (approved plans) attached to listed building consent SL/2015/0018 (Retention of replacement roof lights, replacement of glass slates with rooflights, retention of replacement satellite dish, retention of roof vent cowls, proposed boiler flues and handrail)</td>
</tr>
<tr>
<td>2</td>
<td>FPA 0349</td>
<td>23 Laurel Gardens, Kendal</td>
<td>04.06.2019</td>
<td>Two storey side and rear extension with Juliet balcony, extension into existing garage, extension of front porch and single storey rear extension</td>
</tr>
<tr>
<td>3</td>
<td>FPA 0242</td>
<td>78 Gillinggate, Kendal</td>
<td>04.06.2019</td>
<td>Alteration to ground floor rear window opening, creation of opening for bi-folding door to ground floor side elevation, replacement rear windows and door and two new Velux windows to ground and first floor west facing roof slopes.</td>
</tr>
<tr>
<td>4</td>
<td>FPA 0366</td>
<td>65 Kendal Green, Kendal</td>
<td>04.06.2019</td>
<td>Installation of new windows, roof lights, front door, guttering, down spouts and soil pipe. Formation of parking area to front and erection of fence on top of boundary wall.</td>
</tr>
<tr>
<td>5</td>
<td>FPA 0020</td>
<td>Unit 1 Parkside Business Park, Parkside Road, Kendal</td>
<td>03.06.2019</td>
<td>Proposed upgrade of existing base station installation</td>
</tr>
</tbody>
</table>