

Non-householder development

Along with [national validation requirements](#), you will need to submit local requirements:

1	Air quality assessment
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When required

For any planning application where the proposal is likely to give rise to significant air quality impacts on the surrounding area. For example large scale housing developments, large scale sewage treatment or applications involving landfill sites or large scale industrial.

What is required

The assessment should provide sufficient information to allow the Council to understand the likely impact on local air quality, including cumulative impacts. It should also indicate the number of receptors which will be exposed to poor air quality as a result of the development, and show their location on a map.

Further help

The Council monitors air quality across the District, more information on air quality (including the most recent Annual Air Quality Report) can be found [here](#)

2 Archaeological desktop assessment

When required

For all planning applications involving groundworks (e.g. new foundations) in areas within an identified Area of Archaeological Potential (AAP) as shown on the Council's policies. A copy of the planning policy map can be found [here](#)

What is required

A desktop archaeological report taking into consideration all known historic records relating to the site and gauge the archaeological potential of a site and its significance and assess the level of harm to the heritage asset that would result from the development.

Further help

- Please see the [Council's policy map](#) to determine if a site is within an Area of Archaeological Potential
- Please see [KCC's Historic Environment Records](#) and refer to this in the assessment
- Guidance on conserving and enhancing the historic environment can be found [here](#)

3 Block plan

When required

All development proposals

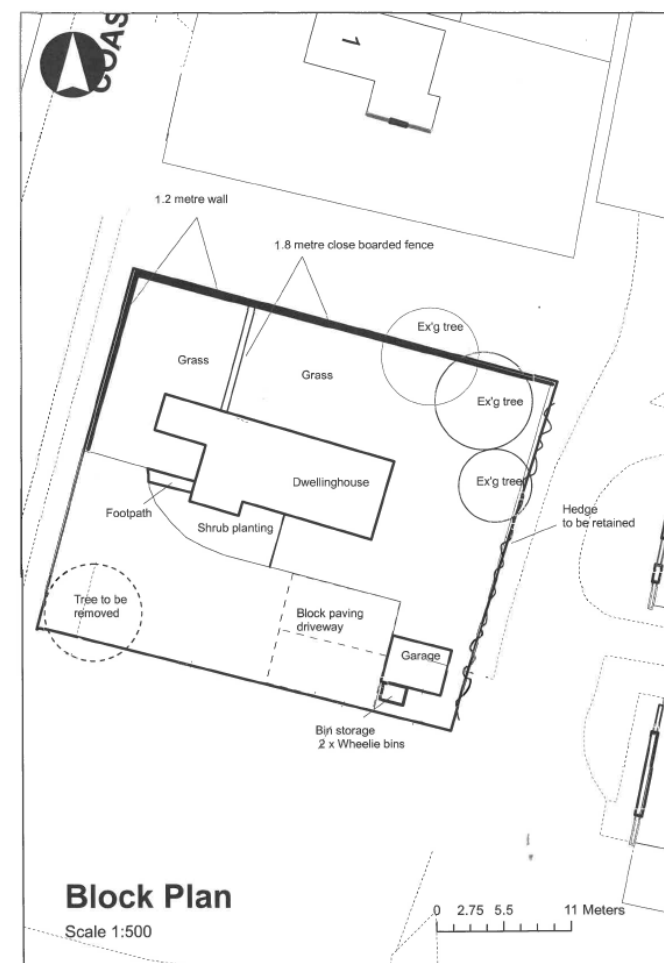
What is required

Existing and proposed block plans showing:

- Boundary treatments (walls/fences etc.)
- Buildings / outbuildings within the site (e.g. sheds/garages)
- Parking area/space
- Neighbouring properties (including location of windows, doors or other openings that may be affected by the development)
- Trees
- Landscaping strategy
- Waste / recycling provision

Further help

- Example block plan:
- Bin sizes and requirements can be found on our website [here](#)



4	Community Infrastructure Levy (CIL) additional information form
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When required

All planning applications for new dwellings (including subdivision, change of use, self-contained holiday lets and HMOs (House of Multiple Occupation) and sheltered accommodation for any development that falls within a C3/C4 class and large retail developments over 280sqm net retail selling space except in Folkestone where all retail development is CIL liable.

What is required

A completed copy of the CIL additional information form. The measurements must be in gross internal area (GIA) (see definition below).

Further help

- Find out more information about CIL [here](#)
- A copy of the CIL additional info form can be found on the [Planning Portal website](#)
- GIA is the area of a building measured to the internal face of the perimeter walls at each floor level – a more detailed definition can be found on the [RICS website](#)

5	Contaminated land desktop study and site walkover
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When required

For planning applications of sites for sensitive use such as residential developments, allotments, hospitals, schools, nurseries and children's play areas of all scales on land, or adjacent to land, that is known or suspected of being contaminated (e.g. domestic garage blocks, industrial sites, farmyards, former landfill sites).

This is **not required** for replacement dwellings, dwellings in gardens, flat conversions with no land associated (other than hardstanding for parking).

What is required

A desktop study which assesses the nature and extent of any contamination on the site and any relevant surrounding land including risks to human health and ground water. A desk study should typically include a site history, site walkover, potential contaminants and receptors should be identified and a conceptual site model should be developed for the site. This should be undertaken by a suitably qualified person in this field.

6 | Daylight / sunlight assessment

When required

For planning applications of new residential development or new build development adjacent to existing residential properties which fail the basic BRE (Building Research Establishment) tests as set out in policy HB8 of the Places and Policies Local Plan (45 degree and 25 degree tests).

What is required

Daylight and sunlight assessments to be carried out in accordance with BRE guidance. The impact should be assessed in terms of existing occupants and future occupants.

For daylight impacts the tests are: vertical sky component, no sky line tests & average daylight factor

For sunlight impacts the tests are: annual probable sunlight hours & sun on ground

Further help

Guidance on daylight and sunlight assessments can be found in *Site layout planning for daylight and sunlight: a guide to good practice (BR 209)*

7	Details of extraction units
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When required

For planning applications involving change of use to, or creation of new A3 (restaurant) or A5 (hot food takeaway) uses or A4 (drinking establishment) when cooking of food will take place and require ventilation.

What is required

This should include drawings of the position and appearance of ventilation and extraction equipment and a report detailing the design, including odour abatement techniques, acoustic noise characteristics and anti-vibration mountings.

Further help

We advise you contact the Environmental Health team prior to submitting an application to discuss their requirements under Environmental Health legislation. They can be contacted on 01303 858660 or by emailing environmental.health@folkestone-hythe.gov.uk

8	Draft heads of terms
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When required

For major applications where planning obligations will be required.

What is required

A report identifying types and levels of obligations required to meet adopted policy and / or mitigate against the harm of the development.

Further help

- A link to a draft copy of a Section 106 agreement can be found [here](#)
- Please see government guidance on [planning obligations](#)
- Please refer to Places and Policies Local Plan policies C3 (open space provision), C4 (play space) and Core Strategy Policy CSD1 (affordable housing)

9 Preliminary Ecological Appraisal

When required

For proposals where the existing habitats on the site includes meadow / grassland, pasture, rough grassland, scrubland, hedgerows and the demolition of buildings that have the potential for bat activity / roosting.

Or for development in or likely to affect the following areas:

- Special Area of Conservation (SAC)
- Special Protection Area (SPA)
- Ramsar
- Site of Special Scientific Interest (SSSI)
- Ancient woodland
- Local Nature Reserves (LNR)
- Local Wildlife Sites (LWS)

What is required

A Preliminary Ecological Appraisal must be carried out by a suitably qualified person. This assessment may require further surveys to be carried out (see ecology / protected species surveys below).

Further help

Further information can be found on the Chartered Institute of Ecology and Environmental Management (CIEEM) [website](#) and within the Natural England Standing Advice which can be found [here](#).

10 Ecology / protected species surveys

When required

When the preliminary ecological appraisal (above) recommends further surveys are needed in regard to specific protected species / habitats / sites (such as SSSI / Ramsar). This should be carried out by a suitably qualified person.

What is required

Individual habitat / species surveys establishing the presence or absence of protected species and if present, the population level. The survey should also assess the ecological interest of the site, the likely impact of the proposed development and a detailed scheme of mitigation. Surveys must follow best practice guidelines which can be found [here](#).

If a species translocation is required and this is to be off site, a survey of the receptor site and evidence of the agreement of the site owner that this site will be maintained free of development and retained as species habitat in perpetuity will be required. Please note a Section 106 agreement will be required to secure this and this information will be made available on the land registry documents for the receptor site.

Further help

Further information can be found on the Chartered Institute of Ecology and Environmental Management (CIEEM) [website](#) and within the Natural England Standing Advice which can be found [here](#).

11	Ecological management plan
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When required

For all ecologically sensitive sites for larger or more complex schemes, including all applications that have required protected species mitigation or translocation measures.

What is required

A report identifying short, medium and long term management objectives. Communal and adopted areas should be identified on a plan with clearly identified management responsibilities. This should be included within an overall landscape management plan to ensure a cohesive approach.

Further help

Further information can be found on the Chartered Institute of Ecology and Environmental Management (CIEEM) [website](#) and within the Natural England Standing Advice which can be found [here](#).

12	Economic statement
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When required

All major applications involving job creation/loss or the loss of tourist facilities (e.g. hotels).

What is required

For major applications an assessment should demonstrate the economic benefits of the development in terms of job creation or justification of the loss of business floorspace.

For loss of tourist facilities, this should refer to the requirements of Places and Policies Local Plan E4.

Further help

- This can form part of the Planning Statement.
- Policies in the employment chapter of the Places and Policies Local Plan will be relevant, including the Retail & Leisure chapter

13 | Flood Risk Assessment

When required

All development in flood zones 2&3 or for sites measuring over 1 hectare in flood zone 1 as identified by the Environment Agency maps which can be found [here](#)

What is required

This should include:

- a location plan showing street names, any rivers, streams, ponds, wetlands or other bodies of water
- surveys showing the existing and proposed site levels
- a cross-section of the site showing finished floor or road levels and any other levels that inform the flood risk

This should also include reference to the Council's Strategic Flood Risk Assessment (SFRA) which can be found [here](#)

Further help

- The Environment Agency maps can be found [here](#)
- More information on the Council's SFRA (including maps and the report) can be found [here](#)
- Government guidance on flooding can be found in the PPG

14 Heritage assessment of significance and impact

When required

For proposals that affect a listed building, a curtilage listed building (a building built before 1948 within the curtilage of a listed building), a scheduled ancient monument, the setting of a historic building or a building identified on the Local List of Heritage Assets or a conservation area.

What is required

This should include an assessment of the **significance** of the heritage asset(s), an assessment of the impact on significance and a justification for the proposed works. For works that affect a listed building or the setting of a listed building this should include the list description and photos.

Further help

- You can search Historic England's list of listed buildings [here](#)
- Our [interactive map](#) can show you if a building is listed
- **Significance** means "The value of a heritage asset to this and future generations because of its heritage interest. That interest may be archaeological, architectural, artistic or historic. Significance derives not only from a heritage asset's physical presence, but also from its setting".

15 | Landscape strategy

When required

For all planning applications excluding applications for a change of use or conversion of a building with no land associated.

What is required

A plan identifying areas of hard and soft landscaping, including:

- Footpaths
- Boundary treatments
- Grassed areas
- Translocation areas for reptiles where appropriate
- Planting beds
- Proposed and retained trees
- Parking areas (including their limits)

Please note a full planting schedule, implementation and maintenance details are not required at this stage other than if ecological mitigation is required.

Further help

This can be shown on the block plan (item 1) and expanded on in the Design and Access Statement if necessary.

16	Landscape Visual Impact Assessment (LVIA)
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When required

For large major applications (200 dwellings or more or 4 hectares for residential development / 10,000 sqm or 2 hectares for non-residential development) and for major applications within the AONB (Area of Outstanding Natural Beauty).

What is required

A report with photographs and CGIs (Computer Generated Image) that demonstrates the effects of changes to the physical landscape, its character and qualities and changes to views (for example from vantage points such as homes, public rights of way or heritage features) together with any mitigation proposals to enable judgements to be made about the sensitivity of the landscape and its capacity to accommodate the proposed change.

Further help

Guidance on producing LVIA's can be found in *Guidelines for Landscape and Visual Impact Assessment* published by the Landscape Institute and the Institute of Environmental Management and Assessment.

17	Levels survey / cross sections through the site
<p><u>When required</u></p> <p>Where existing or proposed site levels vary.</p> <p><u>What is required</u></p> <p>A plan showing the proposed ground floor levels relative to existing floor levels and ridge / roof heights in relation to neighbouring properties. If there are significant changes in levels across the site then full cross sections are required.</p>	
18	Lighting assessment
<p><u>When required</u></p> <p>For developments including flood lighting, external lighting for manèges, major applications in the countryside and major applications in the AONB (Area of Outstanding Natural Beauty).</p> <p><u>What is required</u></p> <p>This should include a layout plan showing the location of lights, a design of the equipment including specifications, beam orientation, light spills and lux levels.</p> <p><u>Further help</u></p> <ul style="list-style-type: none"> - The government provides advice on light pollution - The Kent Downs AONB Landscape Design Handbook can be found here on our website. 	

19	Noise assessment
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When required

For planning applications that will potentially create noise disturbance (e.g. pubs, nightclubs, factories, motor racing tracks, dog kennels) or would introduce residential development within close proximity to noisy uses (e.g. busy roads, railway lines, airfields, motor racing tracks etc.).

What is required

A noise survey is required and must be carried out in accordance with BS4142:2014 Method for rating industrial noise affecting mixed residential and industrial areas.

Where the survey identifies a need for the installation of sound insulation, this must be in accordance with BS8233:1999 Sound insulation and noise reduction for buildings.

Further help

Please see guidance relating to noise [here](#)

20 | Planning Statement

When required

All major applications and other applications that are contrary to policy (e.g. a new dwelling outside of the defined settlement boundary or housing on an allocated employment site).

What is required

- An explanation of the principles behind the proposed development
- An explanation of how the proposed development complies with the development plan policies and the NPPF
- Or a justification of the application against planning policy

- Open space assessment – for applications of 20 dwellings or more
- Play space assessment – for applications of 10 or more dwellings with 2 or more bedrooms
- Affordable housing statement – for applications of more than 10 dwellings
- Health impact assessment – for applications of more than 100 dwellings

Further help

Please see Places and Policies Local Plan policy C3 for the required provision of open space and policy C4 for the provision of children's play space

21	Retail impact assessment
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When required

For planning applications for main town centre uses outside of town centres that are not allocated for that use, where the proposed floor space exceeds 2,500 sqm.

What is required

An assessment of the impact of the proposal on the vitality and viability of existing town centre, district centres and local centres (as set out in Core Strategy policy SS4) up to 5 years from the time the application is made and demonstrates a need for the proposed development.

For large major schemes, where the full impact will not be realised in 5 years, the impact should also be assessed up to 10 years from the time the application is made.

Further help

The NPPF defines main town centre uses as: Retail development (including warehouse, clubs and factory outlet centres); leisure, entertainment facilities the more intensive sport and recreation uses (including cinemas, restaurants, drive-through restaurants, bars and pubs, night-clubs, casinos, health and fitness centres, indoor bowling centres, and bingo halls); offices; and arts, culture and tourism development (including theatres, museums, galleries and concert halls, hotels and conference facilities). Please see the link to the NPPG's advice on ensuring the vitality of town centres [here](#).

22 Sequential test for town centre uses

When required

For planning applications for main town centre uses on sites that are not allocated for that use, outside of main town centres.

What is required

The applicant is required to apply the sequential test in accordance with paragraph 24 of the NPPF: Applications for main town centre uses should be located in town centres, then on edge of centre locations and only if suitable sites are not available should out of centre sites be considered. When considering edge of centre and out of centre proposals, preference should be given to accessible sites that are well connected to the town centre.

Further help

The NPPF defines main town centre uses as: Retail development (including warehouse clubs and factory outlet centres); leisure, entertainment facilities the more intensive sport and recreation uses (including cinemas, restaurants, drive-through restaurants, bars and pubs, night-clubs, casinos, health and fitness centres, indoor bowling centres, and bingo halls); offices; and arts, culture and tourism development (including theatres, museums, galleries and concert halls, hotels and conference facilities). Please see the link to the NPPG's advice on ensuring the vitality of town centres [here](#).

23	Soil stability report
<p><u>When required</u></p> <p>For planning applications which involve ground works / excavation within areas at risk of landslip (areas D&E on the Council's mapping).</p> <p><u>What is required</u></p> <p>A statement from a suitably qualified engineer which confirms that;</p> <ul style="list-style-type: none"> • A reasonable foundation design can be achieved that is economically viable • The development would not impact on the stability of neighbouring land (including whether any retaining structures would be necessary) <p><u>Further help</u></p> <p>You can find out if a site is within land stability areas D or E by calling the customer contact centre on 01303 853538</p>	

24	Statement of community involvement
<p><u>When required</u></p> <p>For applications of 50 dwellings or more.</p> <p><u>What is required</u></p> <p>A statement which demonstrates the steps taken to involve the local community in the development of the proposed scheme.</p>	

25	Structural survey
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When required

For planning applications involving the conversion of rural buildings.

What is required

This should consider all aspects of the building structure (e.g. roof condition, integrity of the walls etc.) and highlight any building defects. The survey should be carried out by a suitably qualified engineer.

26 | SUDS (sustainable urban drainage system) strategy

When required

For all developments of 10 dwellings or more, or equivalent non-residential or mixed use development.

What is required

A surface water drainage strategy must comprise:

- A location plan
- A site layout plan
- A drainage proposal schematic or sketch
- A clear description of key drainage features within the drainage scheme (e.g. attenuation volumes, flow control devices etc.)
- Information to support any key assumptions (e.g. impermeable areas, infiltration rates etc.)
- Supporting calculations to demonstrate the drainage system's operation and drainage model network schematic
- Drainage strategy summary form (Appendix E of KCC's Drainage and Planning Policy Statement (2017))
- Consideration of key questions as summarised in KCC's Drainage and Planning Policy Statement (2017)

Details of foul drainage is only required for cesspits, cesspools & package treatment plants etc. (i.e. anything other than connecting to mains).

Further help

See NPPG guidance on sustainable drainage systems [here](#).

27	Transport statement and Travel Plan
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When required

For major applications that would generate significant amounts of transport movements.

What is required

Please see the NPPG's requirements for what should be included in transport statements and travel plans.

Further help

Guidance on Transport Assessments and Travel Plans can be found [here](#)

28	Tree survey
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When required

For applications where trees are present on or adjoining the site and in such locations that it / they will be affected by the development, including root protection areas. This includes walls / hard surfaces / excavations / land raising is to take place close to trees.

What is required

A site survey which must show the exact location of existing trees together with a report prepared by a qualified arboriculturalist in accordance with British Standard 5837: 2012 Trees in relation to design, demolition and construction.

29 Viability assessment

When required

For planning applications where the policy required levels of financial contributions for planning obligations provisions, such as affordable housing or play / open space, cannot be met due to viability issues.

What is required

An open book appraisal which sets out in detail the costs of carrying out the development (including land costs) and the anticipated return on that investment.

Further help

- Please note where overage clauses are used in any Section 106 agreement, external consultants will be used for the drafting and checking of such clauses and the applicant will be liable to pay the Council's costs to undertake this.
- Please note the applicant needs to agree to pay the Council's incurred costs for independent review. Please request a quote for such before or at submission.
- Government guidance of viability (including how to calculate values) can be found [here](#).
- Use of the Council's plans **will not be accepted** as they are produced by Folkestone and Hythe District Council under the Ordnance Survey licence agreement and carry a copyright preventing them from being copied by a third party. This also applies to maps used for TPO applications.