

## Uttlesford District Council Planning Application Checklist

<b>Mandatory documents</b>			
<b>Information item</b>	<b>Policy Driver</b>	<b>Application that require this information</b>	<b>Further information</b>
<b>Completed application form (1APP) and relevant fee (where required)</b>	The Town and Country (Development Management Procedure) (England) order 2010 Article 6 or as amended.	All applications for planning permission and associated consents	Completed application form 1APP with all relevant certificates (included within form) signed and dated. This can be done electronically or on paper. Where paper is used the original plus two copies must be submitted.  Cheques should be made payable to Uttlesford District Council. Credit/Debit Card payments can be made by calling 01799 510510 or make a payment on line at <a href="http://www.uttlesford.gov.uk">www.uttlesford.gov.uk</a> .
<b>Notice(s) of ownership</b>	The Town and Country (Development Management Procedure) (England) Order 2010  Article 7 or as amended.	All applications	Must be served in accordance with Article 11 of The Town and Country (Development Management Procedure) (England) order 2010.  Owners are freeholders, and leaseholders with at least 7 years of the leasehold left unexpired.
<b>Declaration that notices</b>			

## Uttlesford District Council Planning Application Checklist

<p><b>required as per Article 6 when certificates B, C or D have been given or published</b></p>			
<p><b>Agricultural Holding Certificate</b></p>	<p>The Town and Country (Development Management Procedure) (England) order 2010</p> <p>Article 7 or as amended.</p>	<p>This certificate is not required if the applicant is making an application for reserved matters, renewal of temporary planning permission, discharge or variation of conditions, tree preservation orders, or express consent to display an advertisement.</p>	<p>This certificate is required whether or not the site includes an agricultural holding.</p> <p>All agricultural tenants must be notified prior to the submission of the application.</p>
<p><b>Design and Access Statement</b></p>	<p>The Planning (Listed Buildings and Conservation Areas) Regulations 1990 (as amended)</p> <p>The Town and Country Planning (Development Management Procedure)(England) Order 2010 (as amended)</p>	<ol style="list-style-type: none"> <li>1. Any application for listed building consent, except where regulation 3(1A) applies shall be accompanied by a statement (“a design and access statement”).</li> <li>2. Development which is Major</li> <li>3. Where any part of the development is in a designated area (i.e. Conservation Area etc), development consisting of</li> </ol>	<p>Report to accompany and justify the proposal in a structured way. The level of detail required will depend on the scale and complexity of the application.</p> <p>See regulations for what the design and access statement should cover</p>

## Uttlesford District Council Planning Application Checklist

		<ul style="list-style-type: none"> <li>i. The provision of one or more dwelling</li> <li>ii. The provision of a building or buildings where the floor space created by the development is 100sqm or more</li> </ul>	
<p><b>Site location plan</b></p> <p>Scale 1:1250 or 1:2500 which is up to date and includes the direction of north</p>	<p>The Town and Country (Development Management Procedure) (England) order 2010 Article 6 or as amended.</p>	<p>All (except Removal/Variation of conditions and Renewals)</p>	<p>Should include</p> <ul style="list-style-type: none"> <li>• At least two named roads (where possible)</li> <li>• All the surrounding buildings, roads and footpaths on land adjoining the site (where possible).</li> <li>• Show application site boundaries and all land necessary to carry out the proposed development i.e. land required for access to the site from a road, outlined in red.</li> <li>• A blue line around all other land owned by the applicant close to or adjoining the application site.</li> </ul>
<p><b>Block Plan</b></p> <p>Scale 1:200 or 1:500 which includes the direction of north and shows the proposed development in relation to the site boundaries and other existing buildings on the site, with written</p>	<p>The Town and Country (Development Management Procedure) (England) order 2010  Article 6 or as</p>	<p>All (except outline applications with all matters reserved; Removal/Variation of conditions and Renewals).</p>	<p>Should include the following unless they would not influence or be affected by the proposed development</p> <ul style="list-style-type: none"> <li>• All buildings, roads and footpaths on land adjoining the site including access arrangements</li> <li>• All public rights of way crossing or</li> </ul>

## Uttlesford District Council Planning Application Checklist

<p>dimensions including those to the boundaries or a scale bar</p>	<p>amended.</p>		<p>adjoining the site</p> <ul style="list-style-type: none"> <li>• The position of all trees on the site and adjacent land</li> <li>• The extent and type of any hard surfacing</li> <li>• The type and height of boundary treatment (e.g. walls, fences etc.)</li> </ul>
<p><b>Elevations existing and proposed</b></p> <p>Scale 1:50 or 1:100 with written dimensions to show overall size of any new buildings or extensions or scale bar</p>	<p>The Town and Country (Development Management Procedure) (England) order 2010</p> <p>Article 6 or as amended.</p>	<p>All applications proposing new buildings or alterations to the exterior of existing buildings (except outline applications with all matters reserved Existing not required for buildings to be demolished photos will be sufficient.</p>	<p>These should show clearly the proposed works in relation to what is already there. This must show</p> <ul style="list-style-type: none"> <li>• All sides of the proposal and (where possible) the proposed building materials and the proposed style, materials and finish of windows and doors</li> <li>• Where a proposed elevation adjoins or is in close proximity to another building, drawings must clearly show the relationship between the buildings and detail positions of the openings on each property.</li> </ul>
<p><b>Floor plans, existing and proposed</b></p> <p>Scale 1:50 or 1:100 with written dimensions to show overall size of any new buildings or extensions</p>	<p>The Town and Country (Development Management Procedure) (England) order 2010</p> <p>Article 6 or as</p>	<p>All applications proposing new or amended floorspace and/or proposals to alter existing buildings (except outline applications with all matters reserved.)</p>	<p>This should explain the proposal in detail, showing</p> <ul style="list-style-type: none"> <li>• Where existing buildings or walls are to be demolished (if applicable)</li> <li>• Details of the layout of existing building(s) as well as those for the proposed development.</li> <li>• Floor plans of existing – even buildings to be demolished - are required. Can be used to justify the size/scale of the proposal.</li> </ul>

## Uttlesford District Council Planning Application Checklist

	amended.		
<p><b>Existing and proposed site sections and finished floor and site levels</b></p> <p>Scale 1:50 or 1:100</p>	<p>The Town and Country (Development Management Procedure) (England) order 2010</p> <p>Article 6 or as amended.</p>	<p>Required for all applications (except outline with all matters reserved) which involve a change in ground levels or where development is proposed next to changing ground levels.</p> <p>On sloping sites it will be necessary to show how proposals relate to existing ground levels where ground levels may be modified.</p> <p>Levels should also be taken into account in the formulation of design and access statements.</p>	<p>Plan drawn to show a cross section through the proposed building(s).</p> <ul style="list-style-type: none"> <li>• Where a proposal involves a change in ground levels, drawings must show both existing and finished levels. Drawings must include details of floor levels, building height and relationship to site boundaries. Full information should also be submitted to demonstrate:</li> <li>• How proposed buildings relate to existing site levels and neighbouring development</li> <li>• Plans showing existing site levels and finished floor levels (with levels related to a fixed datum point off site) and also in relation to adjoining buildings</li> </ul>
<p><b>Roof Plans</b></p> <p>Scale 1:100 or 1:200</p>		<p>Required where a roof would be created or altered by the proposed development (except outline applications with all matters reserved, access reserved matter, landscaping reserved matter and layout as a reserved matter)</p>	<p>Showing the shape of the roof and details of the roofing materials and any features such as chimney positions or windows.</p>

## Uttlesford District Council Planning Application Checklist

**Local Authority requirements: The information and reports referred to below are shown in alphabetical order; please refer to column 3 for the threshold criteria application type.**

<p><b>Affordable Housing Statement / Viability Statement</b></p>	<p>NPPF 47-54, 159, 173-177</p> <p>UDC Adopted Local Plan 2005 H9 UDC Draft Local Plan 2012</p> <p>UDC Housing Strategy 2012 – 2015 Developer Contributions Guidance (March 2014)</p>	<p>Application for new residential development where</p> <p>Please refer to the latest documentation regarding Developer Contributions Guidance.</p>	<p>The statement must set out</p> <ul style="list-style-type: none"> <li>• How the applicant proposes to meet the affordable housing requirements</li> <li>• Number and size of residential units</li> <li>• The mix of units (tenure)</li> <li>• Plans showing the location of units</li> </ul>
<p><b>Agricultural Appraisal</b></p>	<p>UDC Adopted Local Plan 2005</p> <p>H12, ENV5, S7</p> <p>UDC Draft Local Plan 2012 Policy H08</p>	<p>Required for all applications proposing new agricultural workers dwellings and all planning applications for removal of agricultural occupancy conditions on existing dwellings.</p>	<p>Should include both functional and financial evidence to demonstrate that there is an agricultural need for a permanent dwelling and that there are no suitable dwellings available in the locality.</p> <p>For removal of condition applications evidence should be submitted to show there is no long term need for an agricultural workers dwelling in the locality. This should include evidence to show that the property has been publicised for sale and let to other</p>

## Uttlesford District Council Planning Application Checklist

			relevant interests in the locality.
<b>Air Quality Impact Assessment</b>	NPPF 124 UDC Adopted Local Plan 2005 GEN4 Draft Local Plan 2012 Policy EN6	Any developments within the Local Air Quality Management Areas that generate additional traffic movements or introduce new receptors, or Developments of 10 or more residential units or 500sqm or more of non-residential floorspace within the 'Air Quality Management Areas'. (see the website for details)	The Poor Air Quality Zones identified in the Local Plan need Air Quality Impact Assessments to demonstrate that the development is acceptable
<b>Ecological/Biodiversity surveys, statement and mitigation plans</b>	NPPF Para 109 NPPF Para 118 UDC Adopted Local Plan 2005 GEN2, GEN7	A Biodiversity Checklist will be required for all development proposals unless the development is for <ul style="list-style-type: none"> <li>• Removal or variation of a condition</li> <li>• Advertisement consent</li> <li>• Change of use or internal subdivision of an existing building</li> <li>• Minor operations (e.g. erection of a fence, wall or gate, dropped kerb)</li> <li>• A lawful development</li> </ul>	If you answer Yes on the checklist then you should submit details to either explain why you don't need to submit a survey or submit a survey/report.  If your site contains, is adjacent to, or potentially affects any designated wildlife sites, protected species, habitats or features listed in the Checklist a Biodiversity Statement OR Preliminary Ecological Appraisal and any additional ecological surveys must be submitted with your application. A Biodiversity Statement and Mitigation Plan must also be submitted if there is a 'reasonable likelihood' that the development will affect (directly or indirectly) a designated site, Priority habitat or protected/Priority

## Uttlesford District Council Planning Application Checklist

		<p>certificate</p> <ul style="list-style-type: none"> <li>• Prior notification of agricultural or forestry development</li> </ul>	<p>species.</p>
<p><b>Environmental Impact Statement (EIS)</b></p>	<p>The Town and Country Planning (Environmental Impact Assessment Regulations 2011)</p> <p>NPPF 192</p>	<p>Required in connection with all development identified within Schedule 1 or 2 of the regulations and which in accordance with Schedule 3 would constitute EIA development.</p>	<p>Prior to making an application, applicants are encouraged to apply for a screening opinion to determine whether the proposed development requires an Environmental Statement.</p> <p>An application for a Scoping Opinion can be made to determine the content and scope of the Environmental Statement.</p> <p>Where required the EIS should be set out as per the form in Schedule 4 of the regulations.</p>
<p><b>Flood Risk Assessment</b></p>	<p>NPPF 93-108, 166, 192</p> <p>UDC Adopted Local Plan 2005 Policy GEN3</p> <p>UDC Draft Local Plan 2012 Policies EN3 and EN4</p>	<p>Flood Zone 1 (site of more than 1 hectare)</p> <p>All new development within Flood Zone 2 and 3.</p>	<p>The FRA should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account.</p> <p>The FRA should identify opportunities to reduce the probability and on sequences of flooding. The FRA should include the design of surface water management systems including</p> <p>Sustainable Drainage (SUD's) and address the requirement for safe access to and from the development in areas at risk of flooding. Please see the Environment Agency website <a href="http://www.environment-agency.gov.uk/research/planning/82587.aspx">http://www.environment-agency.gov.uk/research/planning/82587.aspx</a></p>



## Uttlesford District Council Planning Application Checklist

			for further advice and guidance.
<b>Health Impact Assessment</b>	UDC Adopted Local Plan 2005 GEN6	All C2 and C3 development of more than 50 units	<p>Applications of this size or greater need to be accompanied by an impact assessment as to whether the scheme would require to contribute towards the provision of health care.</p> <p>Health Impact Assessment should show the impact of the development on the capacity of health services and facilities and how the design of the new development, healthy living can be promoted.</p>
<b>Heritage Statement</b>	<p>NPPF 126 – 141, 169, 170</p> <p>UDC Adopted Local Plan 2005 Policies ENV1 and ENV2</p> <p>UDC Draft Local Plan 2012 Policies HE1, HE2 and HE3</p>	<p>Applications which are likely to affect:</p> <ul style="list-style-type: none"> <li>• Designated heritage assets</li> <li>• Non designated heritage assets such as non-scheduled archaeological sites and Buildings on the Register of Buildings of Local Value</li> <li>• Applications for Listed Building Consent</li> <li>• Applications for Conservation Area Consent</li> </ul>	<p>The scope and degree of detail necessary in a Heritage Statement or Conservation Area Appraisal will vary according to each application, but it is expected that these documents will contain sufficient detail to understand the history, character and significance of the building, site or area concerned (the 'heritage asset'); demonstrate that the Historic Environment Record has been consulted, describe the extent and nature of the proposed development; the impact of that development on the significance of the heritage asset; the justification for the works, and any mitigation proposed.</p>
<b>Land Contamination Assessment</b>	<p>NPPF 120- 122</p> <p>UDC Adopted Local</p>	Major applications especially on Brownfield sites, applications subject to	The information to be submitted is site specific.

## Uttlesford District Council Planning Application Checklist

	<p>Plan 2005 Policy ENV14</p> <p>UDC Draft Local Plan 2012 Policy EN7</p>	<p>Environmental Impact Assessment regulations and small scale extensions and development if there are known Contamination issues associated with the site (e.g. If site had a former industrial use).</p>	<p>Applicants are advised to follow the guidance contained in the booklet Land Affected by Contamination which sets out a sequential approach to the assessment.</p>
<p><b>Lifetime Homes and Wheelchair Accessible Housing Standard</b></p>	<p>UDC Adopted Local Plan 2005 Policies GEN2, GEN1</p> <p>Supplementary Planning Document - Accessible Homes and Playspace Adopted November 2005 and there is mention in the new Local Draft Plan 2012 under DES1.</p>	<p>Lifetime Homes - All applications for new dwellings.</p> <p>Wheelchair Accessible Housing Standard – in new housing development for between 10 and 20 units the council will require that at least one dwelling is built to wheelchair accessible standards. In development of 20 units and over at least 5% should be built to wheelchair accessible standards.</p>	<p>Drawings should be submitted which clearly indicate that the proposal meets the requirements of Lifetime Home Standards and where applicable the Wheelchair Housing Standard.</p>
<p><b>Lighting Assessment</b></p>	<p>NPPF 125</p> <p>UDC Adopted Local Plan 2005 Policies GEN2, GEN5</p>	<p>All applications, except householder proposals, where it is proposed to incorporate external flood lighting.</p>	<p>The assessment should include a layout plan with beam orientation and lighting spill.</p>
<p><b>Noise Assessment</b></p>	<p>ENV10 and ENV11</p>	<p>For developments likely to be</p>	<p>Contact Uttlesford District Council</p>

## Uttlesford District Council Planning Application Checklist

		<p>materially affected by road, rail, aircraft noise.</p> <p>For development which are likely to be a source of noise which may cause loss of amenity to residential premises</p>	Environmental Team for further information.
<p><b>Parking and Access Arrangements</b></p>	<p>NPPF 39</p> <p>UDC Adopted Local Plan 2005 Policies GEN1 and GEN8</p> <p>UDC Draft Local Plan 2012 Policy TA1</p> <p>Uttlesford Local Residential Parking Standard Feb 2013</p> <p>ECC Parking Standards</p>	<p>All applications likely to result in a loss or gain in parking provision.</p>	<p>The existing and proposed parking and cycle storage and access arrangements for vehicles and pedestrians to be shown on the block/site plan.</p>
<p><b>Planning Statement regarding Sport/land for sport/loss of sports land</b></p>		<p>Development affecting playing field land.</p> <p>Creation or loss of major sports facilities</p> <p>Major residential development (e.g. 300+ dwellings)</p>	<p>Appendix 2 contains the list of requirements</p>
<p><b>Renewable Energy Statement</b></p>	<p><b>NPPF 87, 88,93, 97, 98,118, 123</b></p> <p>UDC Adopted Local</p>	<p>All applications for:</p> <ul style="list-style-type: none"> <li>• Air source heat pumps</li> </ul>	<p>Specification including noise levels and total capacity.</p> <p>A landscape and visual impact assessment</p>

## Uttlesford District Council Planning Application Checklist

	<p>Plan 2005 Policies GEN2, ENV15</p> <p>UDC Draft Local Plan 2012 Policy EN1</p>	<ul style="list-style-type: none"> <li>• Solar Photovoltaic or solar thermal panels</li> <li>• Biomass plants, district / community heating and CHP plants (Note: An Environmental Impact Assessment may be required for biomass plants, district/ Community heating and CHP (plants).</li> </ul>	<p>may also be required.</p>
<p><b>Retail or Leisure Impact Assessment</b></p>	<p>NPPF 26</p> <p>UDC Draft Local Plan 2012 Policies RET1, RET2, RS2, RS3, LC3</p>	<p>Applications for any of the following:</p> <ol style="list-style-type: none"> <li>1) Retail and leisure developments over 2500 square metres.</li> <li>2) Smaller retail and leisure likely to have a significant impact on smaller centres.</li> <li>3) Applications for other main town centre uses when they are an edge of centre or out of centre location; and not in accordance with a development plan</li> </ol>	<p>The assessment should be against the following impacts on centres</p> <ul style="list-style-type: none"> <li>• impact on existing, committed and planned public and private investment in centre(s) in the catchment area of the proposals</li> <li>• impact on town centre vitality and viability, including consumer choice</li> <li>• impact on allocated sites outside town centre being developed in accordance with development plan</li> <li>• impact on trade/turnover both in centre and wider area</li> <li>• if in or on edge of town centre whether of appropriate scale</li> <li>• any locally important impacts on centres</li> <li>• All retail proposals to increase floor area should have a sequential test.</li> </ul>
<p><b>Statement of Community Involvement</b></p>	<p>Uttlesford District Council Statement</p>	<p>Large scale or potentially controversial applications</p>	<p>Public Consultation statement – should explain how the views of the community have</p>

## Uttlesford District Council Planning Application Checklist

	<p>of Community Involvement</p> <p>NPPF 66, 188, 189</p>	<p>where there is significant impact on the environment or local community or where the nature of the development is likely to attract significant local interest.</p>	<p>been sought and taken into account in the formulation of the proposal.</p>
<p><b>Structural Survey</b></p>	<p>UDC Adopted Local Plan 2005 Policies E5, H6</p> <p>UDC Draft Local Plan 2012 Policy C3</p>	<p>Applications involving barn conversions or re-use of existing rural buildings.</p> <p>Applications where it proposed to demolish part of any heritage building due to its condition.</p>	<p>A structural survey must be carried out by a structural engineer or a suitably qualified person.</p> <p>Where alteration/demolition is proposed, this must be clearly shown on the floor plans and elevations of the proposal and be cross referenced to the structural survey.</p>
<p><b>Telecommunications Development</b></p>	<p>NPPF 42-46</p>	<p>Prior approval and planning applications for telecommunication development</p>	<p>The area of search, details of any consultation undertaken, details of the proposed structure, and technical justification and information about the proposal.</p> <p>Requires a signed declaration that the equipment and installation has been designed to be in full compliance with the requirements of the radio frequency public exposure guidelines of the International Commission on</p> <p>Non-Ionizing Radiation Protection.</p>
<p><b>Transport Assessment</b></p>	<p>NPPF 32-38</p> <p>The Town and</p>	<p>All developments which are likely to generate significant amount of vehicle movement</p>	<p>Should include details as set out in the Guidance on Transport Assessments and are likely to include the existing conditions,</p>

## Uttlesford District Council Planning Application Checklist

	<p>Country (Development Management Procedure) (England) order 2010</p> <p>Article 16, Schedule 5</p> <p>UDC Adopted Local Plan 2005 Policies GEN1, GEN2</p>	<p>i.e. major developments OR Any development likely to result in a material increase in the character of traffic entering or leaving a trunk road.</p>	<p>development details, predicted person trip generation and mode splits, predicted residual vehicular trip generation based on proposed travel plan measures, distribution of residual vehicular trips, junction capacity assessments and merge / diverge assessments at opening year and ten years after the date of registration of application, and details of the proposed mitigation measures.</p>
<b>Travel Plan</b>	<p>NPPF 36</p> <p>UDC Adopted Local Plan 2005 Policies GEN1, GEN2</p>	<p>All non-residential proposals involving 50 employees or more.</p>	<p>The Travel Plan must set out how the reliance on the private motor car will be reduced.</p>
<b>Tree survey</b>	<p>UDC Adopted Local Plan 2005 Policy ENV3</p> <p>UDC Draft Local Plan 2012 Policy HE5</p>	<p>Where there are trees, within or adjacent to a planning application site that could influence or be affected by proposed development.</p>	<p>An appropriate range of information should be provided depending on the scale of development and the potential conflicts between the development and trees and hedges.</p> <p>a) All applications</p> <ul style="list-style-type: none"> <li>• Existing trees to be shown on Block Plan /drawings</li> <li>• Question 15 answered on form</li> </ul> <p>b) Applications with Preserved Trees on or</p>

## Uttlesford District Council Planning Application Checklist

			<p>adjoining the site (TPO or Conservation Area) which may be affected by the proposal</p> <ul style="list-style-type: none"> <li>• An Arboriculture Statement in accordance with BS5837 will normally be required. This should include: <ul style="list-style-type: none"> <li>o Tree Survey</li> <li>o Tree Protection Plan</li> <li>o Arboricultural Method Statement (if development is taking place within the root protection area)</li> </ul> </li> <li>c) Major applications where there are a number of trees on site which are proposed to be removed</li> </ul> <ul style="list-style-type: none"> <li>• As (b) above</li> </ul>
<b>Ventilation/ Extraction System</b>	UDC Adopted Local Plan 2005 Policies GEN2, GEN4	A3, A4 and A5 uses and any other proposals (except householders) which will incorporate a ventilation/extraction system.	<p>Any other proposals (except householders) which will incorporate a ventilation/extraction system.</p> <p>Details of the position and design of ventilation and extraction equipment, together with odour abatement techniques (if necessary) and acoustic noise characteristics.</p>
<b>Waste Management Scheme</b>	UDC Adopted Local Plan 2005 Policy GEN2	Applications where a large amount of waste may be produced which may cause loss of amenity to neighbouring residents for example keeping horses, poultry, livestock.	Contact Environmental Services at Uttlesford District Council for additional information.

Note:

# Uttlesford District Council Planning Application Checklist

1. All drawings must be suitable for scanning and display electronically for the application to be valid. Any documents submitted by email should be pdf format.
2. There may be special circumstances for applications within the vicinity of aerodromes that require additional information to ensure aircraft safety is not compromised. Details are attached as Appendix 1.

## Appendix 1

Additional information is required for development within the vicinity of aerodromes:

1. A grid reference to at least 6 figures each of Eastings and Northings
2. Elevation of the site (to an accuracy of 0.25m AOD) together with particulars of the layout, dimensions and heights of buildings or works to which the application relates.

## Appendix 2

Statement Requirements for submission of development affecting existing or proposed play fields and development of 300+ dwellings

1. Reason for development
2. Reason for location of proposed development
3. Alternative locations considered
4. A reasoned justification to state why in the applicant's opinion development affecting a playing field should be allowed.
5. Details of the actions taken on behalf of the applicant to comply advice in paragraph 10 of Planning Policy Guidance 17 where development affects open space, sport and recreation facilities.
6. Relevant Development Plan Policies and Government Guidance.
7. History of development proposal and playing field including use of the site e.g. when and who by including any community use of a school site.
9. Area in hectares of any replacement playing field land
10. Information on any assessment considered to support a view that the open space, sports and recreation facilities affected by the development are surplus to requirements



# Uttlesford District Council Planning Application Checklist

11. With regard to cases made under criteria iii of paragraph 15 (Sports England Policy E4) providing a like for like replacement in terms of quantity and quality in an appropriate location. Details are needed to compare the quality, accessibility to users and management arrangements.

*In respect of a justification relating to criteria IV of paragraph 15 of Planning Policy Guidance Note 17 (exception E5 of Sport England Policy) i.e. to demonstrate that a new facility will be of sufficient benefit to the development of sport as to outweigh the loss of an existing playing field the following information is also likely to be required.*

13. How the development fits with

- a) The Authorities Asset Management Plan
- b) The Authorities strategic School Organisation Plan
- c) The Authorities overall plan for sports provision at its schools
- d) The Authorities playing pitch strategy / Green Spaces Strategy

14. Details of the existing and proposed management and maintenance of the sports facilities.

15. Details of the Community Use and Sports Development. Is there an existing or proposed Community Use Agreement or Sports Development Plan?

16. Evidence of support from potential users i.e. team organisations, clubs

17. A Business Plan including financial background, sources of funding etc. details of 'sinking fund' for major maintenance items e.g. STP

18. Suggestions for planning conditions

19. Details of existing and proposed changing facilities

20. Technical details including surfacing, fencing, floodlighting access

21. Details of the proposed sports, including the level they are to be played.