

LOCAL INFORMATION REQUIREMENTS FOR COUNTY MATTER DEVELOPMENT APPLICATIONS

Information Item	Policy Drivers	Relevant Proposals	Locational Criteria	Item Content	Further Information
Air Quality Assessment	<ul style="list-style-type: none"> • PPS 23 <i>Planning and Pollution Control</i> - Annex 1 • Environment Act 1995 - Part IV (Local Air Quality Management) • DEFRA Policy Guidance LAQM.PG(03) - Chapter 7 • Possible Local Development Framework Policies on air quality • Kent Waste Local Plan 1998 Saved Policy W18 	Any application that will result in emissions to air from waste management processes, significant or cumulative impacts from traffic generation and proposals likely to generate dust emissions	Sites within Air Quality Management Areas or generating additional traffic in such areas, and within or adjacent to nature conservation designations, (SACs, SPAs, RAMSARs, SSSI's LNRs etc)	Air Quality Assessment	<ul style="list-style-type: none"> • PPS 23 Planning and Pollution Control - Annex 1 • Environment Act 1995 - Part IV (Local Air Quality Management) • DEFRA Policy Guidance LAQM.PG(03) - Chapter 7 • Possible Local Development Framework Policies on air quality
Best Practicable Environmental Assessment	<ul style="list-style-type: none"> • PPS 10 <i>Planning for Sustainable Waste Management</i> • EU Waste Framework Directive • Waste Strategy for England 2007 	Until the adopted Kent Waste Local Plan (March 1998) is replaced by a new Waste Development Framework, in which any sites and locational criteria that are included have been subject to a Sustainability Appraisal and Strategic Environmental Assessment, the Companion Guide to PPS10 makes it clear that whilst there is no policy expectation for a BPEO (Best Practical Environmental Option) assessment something akin to such an exercise may help gather the necessary information to enable proposals to be tested for consistency with PPS10.	All waste proposals	Waste planning applications to be accompanied by an assessment which addresses proposed waste types and sources, existing and emerging options for dealing with the waste stream(s) at both strategic and more local level, technological options for the waste stream(s), regional and sub-regional self sufficiency, the proximity principle (where waste disposal is involved) and alternative sites. In preparing an assessment you may find it helpful to refer to PPS10 (e.g. paragraphs 3, 21, 24 and 25), and its Companion Guide	<ul style="list-style-type: none"> • Planning for Sustainable Waste Management: A Companion Guide to Planning Policy Statement 10 - DCLG (2006)

Biodiversity	<ul style="list-style-type: none"> • PPS 9 Biodiversity and Geological Conservation • Planning for Biodiversity and Geological Conservation: A Good Practice Guide - ODPM (2006) • Biodiversity and Geological Conservation - Statutory Obligations and Their Impact within the Planning System - DCLG Circular 06/05 • Possible Local Development Framework Policies on biodiversity • Kent Waste Local Plan 1998 Saved Policy W21 	<p>Proposals affecting internationally, nationally and/or locally designated nature conservation sites (SACs, SPAs, RAMSARs, SSSIs, LNRs, and/or LWSs, SLNCVs and SNCIs)</p> <p>Proposals affecting natural or semi-natural vegetation/habitat (eg. woodland, hedgerows, ponds and grassland, etc.).</p> <p>Proposals where protected species are known or likely to occur, for example bats in trees to be removed, land with ponds or terrestrial habitats where great crested newts may be present or the presence of protected plants</p>	Potentially any site countywide, but especially within or adjacent to designated nature conservation areas	<p>Ecological Site Assessment should provide up to date information on habitats on site and links to other habitats, species present or likely to be, records search, likely impacts, mitigation and enhancement opportunities, with reference to any Ancient Woodland, Important Hedgerows or Biodiversity Action Plan priority habitats on or adjacent to the site.</p> <p>Ecological Surveys are needed if proposals directly or indirectly affect protected species and/or any designated sites, with advice sought from Natural England or Kent Wildlife Trust as appropriate (standing advice available).</p> <p>Protected Species Surveys are needed if the site or surroundings may contain species such as bats, badgers or great crested newts to establish their presence/absence, the population levels, likely impacts and scheme of mitigation and compensation.</p> <p>Where survey information is required, there should be an initial assessment of the site, a full ecological report (including likely impacts and proposed mitigation), full assessment of likely effects and avoidance/mitigation where international/national sites are affected (with scoping advice form Natural England), and assessment/survey information where protected species, locally designated sites or priority habitats are affected.</p>	<ul style="list-style-type: none"> • Kent and Medway Biological Records Centre • Natural England - Standing advice for protected species also gives links to guidance notes for each protected species – detailed below. • Bat Surveys - Good Practice Guidelines - Bat Conservation Trust (2007) • Great Crested Newt Mitigation Guidelines - NE (2001) • Badgers and Development - NE (2007) • Guidance on Managing Woodlands with Dormice in England - Forestry Authority (2007) • Dormouse Conservation Handbook - NE (2006) • Water Vole Guidance for Planners and Developers - NE • Reptile Survey - Froglife Advice Sheet 10 • Guidance on Survey Methodology - Institute of Ecology and Environmental Management • Planning to Halt the Loss of Biodiversity – Conservation Standards for Planning in the UK - British Institute Publication (PAS 2010:1206) • Validation of Planning Applications - Association of Local Government Ecologists (2007)
Coal Mining Risk Assessment	<ul style="list-style-type: none"> • PPG14 Development on Unstable Land, including it's appendices & annexes 	Any built development projects within Coal Mining Development Referral Areas	Any site within Coal Mining Development Referral Area in Dover and Canterbury District Council Areas	Assessment should be prepared by appropriately qualified person to cover: site specific coal mining information (past underground mining, mine gas or surface mining); mining influences on design and any mitigation; and any intrusive development of activity affecting coal mines/workings. Note: Assessment could be incorporated in any required Environmental Statement.	<ul style="list-style-type: none"> • Coal Authority website www.coal.gov.uk/services/planning • Coal Authority Planning and Local Authority Liaison Department (planningconsultaion@coal.gov.uk)

Contaminated Land Investigation	<ul style="list-style-type: none"> • PPS 23 <i>Planning and Pollution Control</i> - Annex 2 • Possible Local Development Framework Policies on ground contamination • Kent Waste Local Plan 1998 Saved Policy W18 	Any waste proposal involving, or adjacent to, potentially contaminated land.	Where previous use of the site (or adjacent site) could have caused contamination (eg. industrial processes, petrol filling stations, institutional/residential with fuel storage, agricultural chemical storage, vehicle parking/servicing, etc.)	Investigation of potential pollutants and how any contamination would be addressed, including a desktop and site walkover study, and where contamination is known or suspected a preliminary risk assessment with a conceptual model identifying pollutant sources, pathways and receptors plus options for remediation	<ul style="list-style-type: none"> • BS10175 Code of Practice for the Investigation of Potentially Contaminated Sites (2001) • BS5930 Code of Practice for Site Investigations (1999) • Contaminated Land Report 11 - Model Procedures for the Management of Land Contamination (2004) • Environment Agency Guidance on Requirements for Land Contamination Reports (2005)
Drainage – Foul Sewerage Assessment	<ul style="list-style-type: none"> • PPS 23 <i>Planning and Pollution Control Planning Requirements in Respect of Non-Mains Sewerage</i> - • DETR Circular 03/99 • Approved Document Part H of the Building Regulations 2000 • Possible Local Development Framework Policies on drainage • Kent Waste Local Plan 1998 Saved Policies W19 	All waste proposals involving significant discharges to foul drainage, especially those producing leachate requiring management prior to disposal to the drainage system.	Potentially any site countywide	Description of the type, quantities and means of disposal of any effluent, demonstrating compatibility with existing land uses and drainage capacity. Proposed connections to existing drainage systems should be detailed on the application drawings, whereas the use of soakaways will require percolation tests Scaled plans of any new or altered foul drainage arrangements will also be needed, including location plan, sections/elevations and specifications.	<ul style="list-style-type: none"> • Water Services Infrastructure Guide - Thames Water (2007)
Drainage – Surface Water Assessment	<ul style="list-style-type: none"> • PPS 1 <i>Delivering Sustainable Development</i> • PPS 25 <i>Development and Flood Risk</i> • Possible Local Development Framework Policies on flood risk • Kent Waste Local Plan 1998 Saved Policies W19 and W20 	All waste disposal operations in flood risk areas and where a known drainage problem exists and some assurance is needed that flood risk has been addressed.	Potentially any site countywide	Site specific flood risk assessments in known flood risk areas and assessments needed for developments likely to generate significant increase in water flow across and from the site, including the scope for Sustainable Urban Drainage Systems (SUDS) to control surface water run-off as near to its source as possible.	<ul style="list-style-type: none"> • PPS25 Development and Flood Risk – Practice Guide DCLG 2009 • CIRIA C522 Document Sustainable Urban Drainage Systems • Design Manual for England and Wales and Interim Code of Practice for Sustainable Drainage Systems 2004 • CIRIA C635 Document Designing for Exceedance in Urban Drainage - Good Practice 2006
Economic Statement	<ul style="list-style-type: none"> • PPS 4 <i>Economic Development</i> • Possible Local Development Framework Policies on local economy, employment and skills, agriculture, tourism, etc. 	Where any significant economic growth or regeneration benefits apply, or might be enabled, such as major waste proposals or major transport infrastructure. Unlikely to be needed for minor proposals but will almost certainly be required as part of any alternative sites assessment	Where in nationally/regionally significant areas, such as Thames Gateway or Ashford, requiring consultation with Local Enterprise Partnerships (where they are established)	Explanation of any economic growth/regeneration benefits from the proposed development, including new jobs created/supported, relative floorspace totals, any community benefits, and any supporting regeneration strategies	<ul style="list-style-type: none"> • KCC website – Economic Strategy • Unlocking Kent's Potential 2009

Environmental Information	<ul style="list-style-type: none"> PPS10 Planning for Sustainable Waste Management Kent Waste Local Plan 1998 saved Policies W3, W6, W9, W12, W17, W18, W19, W20, W21, W22, W25, W27, W31 and W32 	In cases where full Environmental Impact Assessment is not required we will still require environmental information for waste management operations.	Proposed, existing and changes to existing waste management facilities including landfill, wastewater treatment and scrap yards.	Details of amenity and environmental impacts together with mitigation and management strategies; including types of waste, processes, capacity of site, access details, impact on water resources and nature conservation interests	None
Flood Risk Assessment	<ul style="list-style-type: none"> PPS 25 Development and Flood Risk Development and Flood Risk: A practice Guide Companion to PPS25 - EA (2007) Kent Waste Local Plan Saved Policy W20 	Major developments and especially where new buildings, significant extensions and increases in areas of hard surfacing are within the floodplain or adjacent to a Main River Engineering operations, land raising or significantly increasing surface water run-off to watercourses and soakaways, etc. Less likely to be needed for minor proposals	Any development within Flood Zones 2 and 3. Any development of a site in Flood Zone 1 where the Environment Agency, Internal Drainage Body or other relevant bodies have indicated there may be a drainage problem	Assessment to establish the impact of the proposed development on the floodplain and level of risk to the occupiers, including the sequential testing of alternative sites, an exceptions test for the type of development, plus any mitigating measures and emergency evacuation procedures necessary	<ul style="list-style-type: none"> National Standing Advice on Development and Flood Risk - England- User Guidance Note (2004)
Green Belt Statement	<ul style="list-style-type: none"> PPG 2 Green Belts Possible Local Development Framework Policies in West Kent relating to the Metropolitan Green Belt 	Where any new built development, changes of use or extended uses are proposed in the Green Belt, but less likely to be needed for minor proposals where there are no impacts on the openness of the Green Belt	Any new built development or changes of use within the Metropolitan Green Belt areas in Tunbridge Wells, Sevenoaks, Tonbridge and Malling, Dartford and Gravesham Boroughs unless within existing built-up areas of settlements that have been excluded from the Green Belt in a Local Development Framework	Explanation as to whether the proposed development is 'appropriate development' in the Green Belt, and if not what 'very special circumstances' might exist to justify such development, including an exploration of alternative non-Green Belt sites and the potential impacts of the development on the openness of the Green Belt	None
Heritage Statement	<ul style="list-style-type: none"> PPS 5 Planning and the Historic Environment DCLG's Historic Environment Planning Practice Guide (2010) Possible Local Development Framework Policies on heritage assets (Conservation Areas, Listed Buildings, Ancient Monuments Historic Parks and Gardens, historic landscapes, arcadian areas, etc.) 	Major waste developments, and any minor developments affecting heritage assets or the setting of such assets, plus developments involving the demolition of older buildings	Any development directly or indirectly affecting heritage assets (Conservation Areas, Areas of Archaeological Potential, World Heritage Sites, Listed Buildings, Historic Park and Gardens, Scheduled Ancient Monuments, etc.) or sites on KCC's Historic Environment Record or known or likely to contain archaeological remains	Assessment of the nature, extent and importance of any archaeological remains, heritage assets or older buildings to be removed, including a desktop evaluation of existing information and any necessary field evaluations, details of the preservation of any archaeological remains in situ or of their excavation and recording as appropriate	<ul style="list-style-type: none"> Early liaison with the County Archaeologist is advised to establish the archaeological implications, together with assistance from an appropriately qualified historic environment specialist, with pre-application liaison with Local Authority conservation officers

Landfill Statement	<ul style="list-style-type: none"> • Landfill (England and Wales) Regulations 2002 • PPS10 Planning for Sustainable Waste Management • Kent Waste Local Plan Saved Policy W12 	Any proposal involving landfilling or land raising and including re-working or reclamation of former mineral sites.	Countywide	Statement to provide capacity of proposed site, amount of material involved, rates of fill, type and source of material, expected levels of settlement and proposed methods of compaction (pre and post settlement levels) NB Where Environmental Impact Assessment is required, this information may be provided as part of your Environmental Statement.	None
Landscaping Plan	<ul style="list-style-type: none"> • PPS 1 Delivering Sustainable Development • PPS 7 Sustainable Development in Rural Areas • Possible Local Development Framework Policies on landscaping and tree and hedge protection • Kent Waste Local Plan Saved Policy W31 	All waste proposals	Any site which includes external space for visual enhancement or amenity protection though the use of either hard (fences, walls, bunds) or soft (trees, shrubs, hedges) landscaping treatment	Proposals to be an integral part of the site development plans, demonstrating how hard and soft landscaping is to be incorporated into the design including proposals for long term maintenance and landscape management	<ul style="list-style-type: none"> • KCC's Kent Design Guide (2006)
Landscape/ Townscape Assessment and Visual Impact Assessment	<ul style="list-style-type: none"> • PPS 1 Delivering Sustainable Development • PPS 7 Sustainable Development in Rural Areas • Possible Local Development Framework Policies on landscape/countryside character, Areas of Outstanding Natural Beauty, Special Landscape Areas, Conservation Areas, Listed Buildings, historic landscapes, rural lanes, etc. • Kent Waste Local Plan 1998 Saved Policy 32 	All waste proposals that will have an effect on the appearance and character of the landscape or townscape.	Sites within or visible from the open countryside or likely to affect the natural beauty or character of the rural landscape, especially Areas of Outstanding Natural Beauty. Sites visible from within or close to Conservation Areas, Listed Buildings, Historic Park or Garden or other important visual amenity	Assessment of the potential effects of major and medium scale development on the character and appearance of the landscape or townscape, including identifying the characteristics of the landscape/townscape that forms the context for the site, with special reference to any Landscape or Conservation Area Assessments or any landscape designations and Landscape Character Area Assessments. Landscape/Townscape and Visual Impact Assessments should be carried out by an appropriate professional in accordance with the 2002 Guidelines. For landfilling proposals these assessments should include Site Restoration Plans and an Aftercare Strategy. In AONB's a full assessment of the potential impacts on local landscape character using Landscape Character Assessment good practice guidelines is needed and the AONB Management Plan should be used to inform ways of maintaining landscape character and distinctiveness.	<ul style="list-style-type: none"> • Guidelines for Landscape and Visual Impact Assessment (2nd Edition) - The Landscape Institute and Institute of Environmental Management and Assessment • The High Weald AONB Management Plan (2004) • The Kent Downs AONB Management Plan 2009

<p>Lighting Impact Study/Details of Lighting Scheme</p>	<ul style="list-style-type: none"> • DCLG's Lighting in the Countryside (1997) • DCLG's Manual for Streets (2007) • Possible Local Development Framework Policies on lighting and pollution impacts • Kent Waste Local Plan 1998 Saved Policy W25 	<p>All waste developments involving external lighting, including temporary construction and security lighting</p>	<p>Any urban, suburban or rural site</p>	<p>Full details of any external lighting should be submitted with the planning application, to include details of the number, type and height of luminaires, location and intensity of the installation, spill patterns and the proposed hours of use</p>	<ul style="list-style-type: none"> • Guidance Notes for the Reduction of Obtrusive Light - Institute of Lighting Engineers (2005)
<p>Listed Building and Conservation Area Statement</p>	<ul style="list-style-type: none"> • PPS 5 Planning and the Historic Environment • Possible Local Development Framework Policies on Listed Buildings and Conservation Areas 	<p>Any development proposals affecting Listed Buildings or Conservation Areas, including affecting the setting of as Listed Building or where adjacent to a Conservation Area. <i>Note that any works proposed to Listed Buildings also require Listed Building Consent from the District Planning Authority, and any proposals for the demolition of buildings within a Conservation Area might also require an application for Conservation Area consent from the District Planning Authority</i></p>	<p>Any site that includes Listed Buildings or is within a Conservation Area, or adjacent to either and likely to affect its setting</p>	<p>Listed Building Design and Access Statements should set out the design principles and concepts applied to the works and how access issues are addressed, and explain how they have been applied to scale, layout and appearance, taking account of: the special architectural/historic significance the particular physical features justifying Listing a schedule of proposed works the impact on the special interest and character the justification for the works, plus mitigation. Conservation Area Assessments should address how the proposal has been designed, having regard to the character and appearance of the Conservation Area (and could form part of the Design and Access Statement) and should include: a schedule of proposed works the impact on the character and appearance of the Conservation Area, and the impact on the setting of any Listed Buildings</p>	<ul style="list-style-type: none"> • Advice should be sought from the appropriate Council's Conservation Officer before submitting such applications

Noise Impact Assessment	<ul style="list-style-type: none"> • PPG 24 Planning and Noise • Possible Local Development Framework Policies on noise and pollution impacts 	Any development likely to generate high levels of noise, such as transport projects, highway depots, outdoor sports facilities and any facility with regular movement of commercial vehicles, such as major category developments with long periods of construction activity New residential care accommodation and gypsy/ traveller sites if adjacent to major sources of noise, such as quarries, roads, railways and industrial sources	Any location where noise generating activity could impact on residential areas, or any location already impacted by noise nuisance	Assessment of existing and predicted noise levels as a result of the development, including decibel contours and/or receptor point measurements, plus any proposed mitigation measures with the resulting noise levels following any	<ul style="list-style-type: none"> • Advice should be sought from a qualified acoustic specialist or the relevant District Council Environmental Health Officer
Open Space Assessment	<ul style="list-style-type: none"> • PPG 17 Planning for Open Space, Sport and Recreation • Assessing Needs and Opportunities: A Companion Guide to PPG17 • Possible Local Development Framework Policies on open space protection and/or provision 	Any development proposals that would result in the loss of open space, or having significant implications for Public Rights of Way	Any site comprising open space or crossed by Public Rights of Way, including all open space of public value, including rivers, canals and lakes	<p>Assessment of any open space lost or directly affected by the proposed development, with any measures to replace or compensate for such impacts.</p> <p>Assessment of any impacts on Public Rights of Way, with any proposed mitigation and any opportunities to improve facilities for walkers, cyclists, horse riders, such as adding links to the existing rights of way network</p>	<ul style="list-style-type: none"> • KCC's Countryside Access Improvement Plan 2007-2017
Parking/ Servicing Statement	<ul style="list-style-type: none"> • PPS 1 Delivering Sustainable Development • PPG 13 Transport • Possible Local Development Framework Policies on parking and servicing provisions 	<p>Major waste developments.</p> <p>Unlikely to be needed for any proposals not involving any increase in numbers of persons or vehicles</p>	Potentially any site countywide	<p>Statement of how much vehicle parking is to be provided and how to be accommodated, including provision for cycles, buses and lorry parking as appropriate, and cater for employees, residents, visitors, suppliers and servicers, plus how the design of the development ensures parking is well related to the activity/property served, and how the design ensures security such as through good surveillance.</p> <p>Proposals for significant building works should include provision for contractor's vehicles and the delivery of construction materials</p>	<ul style="list-style-type: none"> • KCC's Kent Vehicle Parking Standards (2006)

Planning Statement	<ul style="list-style-type: none"> PPS 1 Delivering Sustainable Development 	For all development proposals other than those or minor works, plant and equipment	Potentially any site countywide	Statement identifying the context and need for the proposed development and how it accords with relevant Development Plan Policies and policy guidance, including details of any pre- application consultations and community engagement, plus any further supporting or background information not included on either the Application Form or in other accompanying documents (e.g. need and justification for and benefits of the proposed development)	<ul style="list-style-type: none"> Note that a separate Statement of Community Involvement will be appropriate for significant waste proposals likely to affect the local community
Planning Obligation(s) Draft heads of Terms	<ul style="list-style-type: none"> DCLG Circular 05/05 Planning Obligations 	For all major development where an Obligation (S106 Agreement) is likely to be necessary.	Potentially any site countywide	Draft Heads of Terms of Agreement, contact details of legal representative, evidence of title of confirmation that the title owner(s) will be in a position to enter into such an Agreement	<ul style="list-style-type: none"> Planning Obligations :Practice Guidance DCLG (2006) Planning Obligations :Practice Guidance DCLG (2006)
Renewable Energy Assessment	<ul style="list-style-type: none"> PPS 1 Delivering Sustainable Development PPS 22 Renewable Energy Possible Local Development Framework Policies on renewable energy 	For waste proposal involving substantial new building projects.	Potentially any site countywide	Assessment of the calculated CO2 emissions per annum, the technical feasibility of renewable energy technologies for the site, calculations of the CO2 savings as a % of site predicted CO2 emissions and how a saving of at least 10% can be achieved	<ul style="list-style-type: none"> KCC's Kent Design Guide (2006)
Statement of Community	<ul style="list-style-type: none"> PPS 12 Local Development Frameworks DCLG's Companion Guide to PPS12 	For any proposals with substantial community interest, Less likely to be needed for minor proposals	Potentially any site countywide	Explanation of how applicant has complied with the pre-application engagement requirements in the KCC Statement of Community Involvement, demonstrating how the views of the local community have been sought and taken into consideration in the formulation of the proposals	<ul style="list-style-type: none"> KCC's Statement of Community Involvement (2010)

Structural Survey/Land Stability Survey	<ul style="list-style-type: none"> • PPS 5 Planing and the Historic Environment • PPG 14 Development on Unstable Land • Kent Waste Local Plan Saved Policies W20 and W32 • Possible Local Development Framework Policies on conversion and reconstruction of buildings, especially Listed Buildings 	Any proposals involving major soil and spoil movements (including the creation of bunds), demolition or alteration of buildings, especially affecting the structural integrity of Listed Buildings Major waste development proposals on previously used land. Less likely to be needed for minor proposals	Potentially any site countywide, where buildings are to be demolished/altered, development sited on made ground.	Structural Surveys should be prepared by a professionally qualified surveyor, covering the condition of the building and whether it is capable of accommodating the proposed works Land Stability Surveys should assess: the physical capability of the land possible adverse effects of any instability possible adverse effects on adjacent land possible effects on local amenities and conservation interests, and any proposed remedial or precautionary measures.	None
Sustainable Design and Construction Assessment	<ul style="list-style-type: none"> • PPS 1 Delivering Sustainable Development • Supplement to PPS1 Planning and Climate Change • PPS 22 Renewable Energy • Possible Local Development Framework Policies on sustainable design and renewable energy 	Any new or extended building or engineering works	Potentially any site countywide	Outline of the elements of the scheme that address sustainable development issues, including the positive environmental, social and economic implications, with an indication of the BREEAM standard being worked towards, and covering methods of construction design and layout of buildings and spaces, their overall environmental performance and the type and source of building materials	<ul style="list-style-type: none"> • KCC's Kent Design Guide (2006)
Transport Assessment and Travel Plan	<ul style="list-style-type: none"> • PPG 13 Transport • Kent Waste Local Plan Saved Policy W22 • Possible Local Development Framework Policies on transport management and vehicle parking 	Transport Assessments will be needed for most waste developments. Travel Plans will be needed for development likely to create significant new employment and/or significant visitors to a development.	Potentially any site countywide	Transport Assessments should indicate site access by all modes and the likely modal split of journeys, measures to improve public transport access, walking and cycling to mitigate transport impacts, plus details of construction access and lorry movements for major building projects and highway schemes, the level and location of parking and relevant Local Transport Plan and Borough Transport Strategy proposals. Travel Plans should include a package of measures to promote environmentally sustainable travel choices and reduce the level of potential traffic impact of the development, addressing commuter journeys, business travel, visitor movements and deliveries.	<ul style="list-style-type: none"> • Delivering Travel Plans Through the Planning Process Research report DfT and DCLG (2008) • Guidance on Transport Assessments & Travel Plans KCC (2008)

Tree Survey/ Arboricultural Assessment	<ul style="list-style-type: none"> • PPS 9 Biodiversity and Geological Conservation • Kent Waste Local Plan Saved Policy W22 • Possible Local Development Framework Policies on tree and hedgerow protection 	Any building or engineering works that could impact on significant trees, groups of trees or hedgerows on or adjoining the site, whether of special protection status or not	Potentially any site countywide with trees or hedgerows, but especially in Conservation Areas and covered by Tree Preservation Orders	Layout plans should identify trees and other vegetation to be retained or lost to the development, as well as on adjoining land Tree Condition Surveys are required where significant trees are affected and possibly a Biodiversity Assessment where significant trees or important hedgerows are to be removed Tree Surveys should provide information on each affected tree, including their contribution to the streetscene, visual amenity and ecological importance	<ul style="list-style-type: none"> • BS 5837 Trees in Relation to Construction (2005) • NJUG 10 Guidelines for the Planning, Installation and Maintenance of Utility Services in Proximity to Trees • APN 12 through the Trees to Development – Tree Advice Trust
Utilities Statement	<ul style="list-style-type: none"> • Possible Local Development Framework Policies on public utilities 	Major category developments Unlikely to be needed for minor developments	Potentially any site countywide	An indication of how the development would connect to existing utilities (electricity, gas, telecommunications, water supply, foul and surface water drainage), including whether existing infrastructure has sufficient capacity and whether services provided on the site would have adverse environmental effects or harm to trees or archaeological remains	None
Ventilation/ Extraction Details	<ul style="list-style-type: none"> • PPS 1 Delivering Sustainable Development • Kent Waste Local Plan 1998 Saved Policy W18 • Possible Local Development Framework Policies on ventilation 	Any new or extended building developments where substantial ventilation or extraction equipment is to be installed	Potentially any site countywide	Full details of the position and design of any ventilation or extraction equipment, including odour abatement techniques and acoustic characteristics	None
Vibration Report	<ul style="list-style-type: none"> • PPS 1 Delivering Sustainable Development 	Any waste proposals where either operational development or construction activities have the potential to cause nuisance from vibration impacts	Potentially any site countywide	Assessment of risk of nuisance from source of vibration to sensitive receptors/	None

<p>Waste Management Plan</p>	<ul style="list-style-type: none"> • PPS 10 Planning for Sustainable Waste Management • Kent Waste Local Plan 1998 Saved Policy W9 	<p>Any proposals involving demolition of buildings or structures. Unlikely to be needed for minor developments</p>	<p>Potentially any site countywide involving demolition.</p>	<p>An identification of the volume and type of material to be demolished, opportunities for the re-use and recovery of materials, and how off-site waste disposal would be minimised and managed. Site Waste Management Plans must describe the construction work, the type and quantities of all waste produced, and identify the waste management action proposed, including re-use, recycling, recovery and disposal.</p>	<ul style="list-style-type: none"> • Site Waste Management Plans Advice – NetRegs website
------------------------------	--	--	--	---	--