

telecommunications

section twelve



12 Telecommunications

'The Government's policy is to facilitate the growth of new and existing telecommunications systems whilst keeping the environmental impact to a minimum.' (PPG8: Telecommunications)

12.1 Antennae and Masts

409. Telecommunication masts can be obtrusive but for operational reasons must be located in positions that give a direct clear line of sight between antennae. They can have a dominant impact on the surrounding townscape and their siting is therefore crucial. The Council's overall objective is to ensure that the positioning of telecommunications minimises their impact on the environment without prejudicing the progress of the telecommunications industry.

410. Where located on buildings, antennae should be set well back from the frontage so that their impact is minimised, respect the scale of the building and be appropriately coloured to blend with their surroundings. Larger masts and towers should be reserved for shared use by several operators and should if possible, be sited on industrial land where they will have significantly less impact.

411. Antennae disguised as street furniture tend to be the least obtrusive. However, care should be taken to ensure that they match, in terms of style, height and colour, the other street furniture in the vicinity.

412. The siting of associated equipment cabins must also be carefully considered so as to minimise the visual impact and not hinder sight lines and pedestrian movement. They must be powder coated a dark colour and screened with landscaping where appropriate.

12.2 Satellite Dishes

Policy Link - Saved BLP Policy C9 - Satellite Antennae

413. With the growing popularity of satellite television and the increasing use of satellite technology in business the number of satellite dishes being installed is steadily increasing. Satellite dishes are often unsightly and can have a significant detrimental impact on townscape. In many cases

planning permission is not required to install the dish on a residential property (1 per house or block of flats, subject to conditions). However, it must be sited so as to minimise its visual impact on the external appearance of the building and on the streetscene. Satellite dishes on commercial properties will require planning permission. For larger residential and commercial buildings consideration should be given at an early stage to the integration of satellite facilities as part of the overall building design so that they do not appear in an unattractive ad hoc way after completion. Residents of flatted blocks will normally be required to share satellite equipment.

Siting

414. The position of the dish should respect the character and architectural features of the building. Satellite dishes will not be allowed on the front elevations of properties in conservation areas. If a dish is poorly sited and could reasonably be positioned less conspicuously elsewhere, the Council may require you to re-site it. (Siting on elevations not visible from the street is preferable).

415. Possible suitable locations for the siting of satellite antennae could be:

- Within roof valleys
- On the roofs of rear extensions
- On a lower roof or a garage
- Where the antennae is shielded from public view by roof parapets, chimney stacks or other projections
- On walls not fronting the street
- In rear gardens

The impact of satellite dishes may also be reduced by:

- Blending the colour of the antennae with the colour of the background. (Black or a dark colour is likely to be the best option for brick properties where as white may be more appropriate for rendered properties.)
- Not siting the antennae where it is readily visible against the sky.
- Installing a communal satellite dishes for flatted blocks.

For further information see Planning Advice Note 4 Satellite Dishes which is available on the Council's website www.southend.gov.uk

making an application

section thirteen



13 Making an Application

13.1 Pre-Application Discussions

416. Pre application discussions with the Planning Department can make a significant positive difference to the application process. It is widely acknowledged that successful pre-application discussions often lead to better schemes. They can be an opportunity to clarify information requirements and to discuss the key issues and constraints relating to the development site as well as consider alternative design approaches and details. Southend Borough Council encourages all applicants to partake in pre application discussion particularly for major developments. Where no pre-application discussions take place the Council will determine the application as submitted and will not negotiate on amendments in order to meet its Government targets.

417. Pre application discussions can be booked through the Development Control Team who will endeavour to ensure that all the relevant technical officers required will be in attendance. The applicant / agent will usually be asked to provide written drawings and/or written details prior to a pre application meeting being arranged so that the Council Officers can give a full response to the proposal at the meeting. (If these are not provided beforehand there may be a delay in giving complete feedback on the scheme.) This service is currently free of charge, although the service may introduce charges for some pre application meetings in the future.

13.2 What to include in your Application

13.2.1 National and Local Lists

418. As part of the Government's drive to provide a quicker, more predictable and efficient planning service new information requirements have been introduced for the validation of planning applications and to discharge conditions. These changes include the introduction of a National List which is a list of statutory information that is required to accompany all applications, a Local List which is a list of additional information which local planning authorities can require to validate an application and new fees for the discharge of planning conditions. Further

information about which documentation will be required for each type of application can be found on the Council's website. For larger schemes or schemes in a sensitive location (e.g. a conservation area or a flood risk area) additional documentation may be required. It is recommended that exactly which statements are needed is confirmed with the Council before an application is made. Applications without the correct information will be deemed invalid and will be delayed.

13.2.2 Statutory Requirements

419. All planning applications must include the following:

- The Completed Standard Application Form(s)
- Certificate of Ownership and Agricultural Holding Certificate (except for the approval of reserved matters, discharge or variation of conditions, work to protected trees and express consent to display an advertisement).
- The correct fee (except where exemptions apply: e.g. applications required by an Article 4 Direction, Listed Building Consent, Conservation Area Consent or for Works to Protected Trees).
- An up to date location plan at a recognised metric scale (1:1250 for smaller sites and 1:2500 for larger sites) with the site edged in red and wherever possible showing at least 2 adjacent roads.
- A block plan of the site (e.g. 1:100 or 1:200 scale) showing the site boundaries, the proposed development in relation to the road and neighbours, access, parking and boundary proposals and existing and proposed trees and landscaping areas.
- Properly numbered scale drawings of all existing and proposed floor plans, roof plans, elevations and sections (including site levels where appropriate) at either 1:100 or 1:50 scale (These plans should also include dimensions or scale bar for internet viewing.)
- Schedule of all materials.
- A Design and Access Statement where required.(See Section 6.2.3)
- Note – for larger schemes streetscene

elevations and plans which shows the relationship with the neighbours is likely to be required.

For major applications applicants should discuss with the Council beforehand how many copies of the plans and documents are needed for consultation purposes. An electronic copy of the complete application should also be included.

For further details see the Local List Guidance Notes that accompany the Application Forms and Schedule of Fees which can be found on the Council's Website www.southend.gov.uk Applications can now be submitted online.

13.2.3 Amended Plans

420. Where amended plans are required they should clearly identify on the drawings, all the changes from the original proposal. It would be helpful to list submitted and cancelled drawing numbers.

13.3 Design and Access Statement

421. A Design and Access Statement is now required for all applications. It is the applicant's opportunity to explain the design concept behind the scheme. It should describe how the design relates to its wider context (through a full context appraisal where appropriate) and include full details of the materials including surfacing of parking areas, landscaping etc. It must also give details of the access, parking and sanitary conveniences for people with pushchairs, wheelchairs and special needs.

422. All developments above 20 residential units will be assessed against the CABA Building for Life Criteria and it would therefore be helpful if the design and access statement in this case included evidence of how the scheme has addresses these issues. For further details of the Building for Life Criteria see Appendix 3

423. All Design and Access Statement should follow use following headings:

- **Assessment of Local Character** (of area and / or existing building(s) as appropriate)

- **Proposed Use(s)** (including schedule of accommodation)
- **Layout** (including position of buildings and relationship to existing townscape)
- **Scale** (including density and justification of increased height or scale as appropriate)
- **Appearance** (including response to local character and schedule of materials)
- **Landscaping** (including commitment to biodiversity)
- **Amenity Space** (including justification of provision (see criteria in Section 5) and design) Residential and Mixed Use schemes only
- **Parking** (including schedule of provision and relationship to building)
- **Pedestrian and Vehicular Access and Transport Links**
- **Waste and Recycling Provision**
- **Commitment to Inclusive Access**
- **Commitment to Secured by Design**
- **Commitment to Lifetime Home Standards** Residential and Mixed Use schemes only
- **Commitment to Sustainable Development** (including explanation of the Core Strategy Requirement for 10% renewable energy generation on site)

424. The written statement should be illustrated as appropriate by:

- Plans and elevations
- Photographs of the site and its surroundings
- Other illustrations, such as perspectives and montages
- Sketch maps to illustrate the context appraisal.

425. A design statement should accompany all applications where design is a key issue.

For further advice on writing Design and Access Statements see CABA Guidance at www.caba.org.uk.

For further details on access requirements see Building Regulations Part M which can be viewed at www.communities.gov.uk

Additional Visual Information

426. Additional visual representations of the existing situation (e.g. photos) and the proposed scheme in context (streetscene drawings, sections

and site level diagrams, photomontages and 3D modelling, models) can help to show how the proposed development can be successfully integrated into the streetscene, and although not a statutory requirement, are always useful in determining an application. These may be requested by the case officer. An agreement on what types of drawings considered necessary should be reached at the pre-application meetings.

427. Photographs of the existing situation are particularly helpful even for minor applications.

13.4 Additional Supporting Documentation

428. The following information may be required to accompany application on larger development sites:

13.4.1 Environmental Statement

429. An Environmental Statement assists the Council in determining the environmental implications of the development.

430. The Environmental Statement should:
- Identify any significant wildlife habitats or features on the site
 - Provide an assessment of how the development will impact on local ecology and wildlife including long term management of retained and new areas.
 - Outline how the development contributes to local habitat links and plugging the gaps in the green grid network.

431. An Environmental Statement should be submitted for major applications and minor applications where ecology is a key issue. If you require clarification you can ask the Council for a Screening Opinion which will confirm whether an Environmental Statement is necessary (including reasons). If it is deemed necessary you can also request a Scoping Opinion which outlines what should be covered in the Environmental Assessment.

For further details see The Town & Country Planning (Environmental Impact Assessment) (England and

Wales) Regulations 1999 which can be viewed at www.communities.gov.uk See also Appendix 8 Options for enhancing Biodiversity in Development

13.4.2 Report to Inform an Appropriate Assessment

432. Under the Conservation (Natural Habitats, &c) Regulations, 1994, the Council is required to carry out an Appropriate Assessment of proposals that might have a significant effect on a European Site. Such sites are designated for their importance for European nature conservation and currently include the Borough's foreshore.

433. Where a Report to Inform an Appropriate Assessment is necessary the developer will be required to provide relevant information to enable an Appropriate Assessment to be carried out.

For further information see the Institute for European Environmental Policy (IEEP) website www.ieep.org.uk and English Nature Habitats Regulations Guidance Note HRGN1

13.4.3 Supporting Planning Statement

434. The Supporting Planning Statement should include:
- A full explanation of the proposal including any relevant background or site history
 - Identified the context and need for the proposed development including justifications for proposed change of use where appropriate.
 - An overview of how the proposal accords with BLP saved policies, Local Development Framework emerging policies and any other supplementary planning guidance or development briefs.
 - Details of any consultation undertaken with statutory consultees and the local community (A statement of community involvement may also be appropriate).

435. A Supporting Planning Statement should be submitted for all new applications (except householder applications). It may be combined with the Design and Access Statement.

13.4.4 Loss of Employment Land Justification

436. Applications for change of use from a commercial use to residential will be required to justify why the existing or another employment use is no longer viable. This should include:

- An explanation as to why the existing employment use or an alternative employment use is no longer viable on the site.
- Details of the number of jobs lost or relocated.
- Evidence that the site has been actively marketed for an employment use for a substantial period of time. (usually 12 months) Explain why the proposed change of use would be desirable for the local area.

437. A loss of employment land justification will be required whenever a development proposes the loss of an existing employment use.

For further information see the Interim Employment Land Policy 'Providing and Safeguarding Employment Land' and saved policy E2 of the Borough Local Plan. These can be viewed on the Council's website www.southend.gov.uk

13.4.5 Sunlight / Daylighting Assessment

438. A Sunlight / Daylighting Assessment should include:

- Diagrams of how the shadow of the building will impact on its neighbours for all 4 quarter of the year. Both diagrammatic and technical information may be required.

439. A Sunlight / Daylighting Assessment should accompany applications for tall buildings and proposals that break the established building grain and street pattern. Specialist consultants may be required to undertake this assessment.

For further information see 'Site Layout Planning for Daylight and Sunlight – A Guide to Good Practice' by P J Littlefair who's methods are accepted by the Council for this type of assessment.

13.4.6 Transport Assessment / Transport Statement

440. A Transport Assessment is a comprehensive

and systematic process that sets out transport issues relating to a proposed development. It identifies what measures will be taken to deal with the anticipated transport impacts of the scheme and to improve accessibility and safety for all modes of travel, particularly for alternatives to the car such as walking, cycling and public transport.

441. In some cases, the transport issues arising out of development proposals may not require a full Transport Assessment to inform the process adequately and identify suitable mitigation. In these instances, it has become common practice to produce a simplified report in the form of a Transport Statement (TS). There will also be situations where the transport issues relating to a development proposal are limited, and no formal assessment is necessary.

442. A Transport Assessment or Statement will usually be required for larger developments where it is important for the travel and transport needs of the development to be clearly understood.

443. A Transport Statement may also be required where a development is proposed in a sensitive area of parking stress, traffic congestion or where it is important that the Planning Authority has a full understanding of the travel and transport implications associated with the proposal.

444. A Transport Assessment should include information on:

- The existing and proposed, commercial and residential, vehicular and pedestrian movements to and from the site and a detailed examination of the way that development proposals will affect existing highway and transport infrastructure.
- Loading areas and servicing arrangements should also be identified and assessed for adequacy where appropriate.

Note:

- Developers will be expected to fund highway improvements where overloading the highway network is identified as a risk.
- Developers will be expected to fund infrastructure improvements that will assist in encouraging travel by non-car modes where minimal or

reduced parking levels are being provided.

include visit the Council's Website www.southend.gov.uk

For Further Information about when a Transport Assessment or Statement is required See Appendix 16. For further information on the content see PPG 13:Transport which can be viewed at www.communities.gov.uk and 'Guide to Transport Assessments' (March 2007) which can be found at www.dft.gov.uk

13.4.9 Planning Obligations Legal Agreement (S106) – Draft 'Head of Terms'

13.4.7 Car Parking Management Strategy

445. A Car Parking Management Strategy should:

450. Planning obligations (or "Section 106 agreements") are private agreements negotiated between local planning authorities and developers and are intended to make the impact of a development more acceptable in planning terms.

- Explain in detail the operation of the car parking facilities e.g. timed use of parking by different users, management and enforcement.

451. The Planning Obligation requirements are outlined in the Planning Obligations DPD. Applicants are advised to clarify the specific requirements for their proposal in pre application discussions. A draft 'Head of Terms' may be submitted to the Council for discussion.

446. A Car Parking Management Strategy should be submitted for all development that includes large parking areas with multiple users.

For further details on planning obligation requirements see Planning Obligations DPD which can be viewed on the Council's website www.southend.gov.uk

13.4.8 Travel Plan

447. A Travel Plan should outline how the transport implications of the development will be managed in order to ensure the minimum environmental, social and economic impacts. They must give details of how the development will encourage sustainable means of travel.

13.4.10 Flood Risk Assessment / Drainage Strategy

448. It should include:

- Measures to promote public transport.
- Measures to promote walking.
- Measures to promote cycling.
- Measures to promote Car sharing.

452. A Flood Risk Assessment / Drainage Strategy should include:

- An assessment of the existing situation
- Whether any proposed development is likely to be affected by current or future flooding from any source.
- Satisfy the Local Planning Authority that the development is safe and where possible reduces flood risk overall.
- Whether it will increase flood risk elsewhere.
- Mitigating measures proposed that will be undertaken to deal with the effects and risk of flooding
- Evidence must also be supplied to demonstrate that, where required, the Sequential and Exception Tests of PPS25 have been met.

449. A Travel Plan should be submitted for all new educational, commercial or mixed-use applications (very minor commercial alterations). It will also be required for flatted development of a significant size.

For further information about when a travel plan is required see Appendix 16.

453. A flood risk assessment may be required for development sites within Flood Zones 3 (High Probability) or 2 (Medium Probability), or in a functional floodplain or where the proposed development may lead to an increase in surface water run-off.

The Council's Travel to Work Advisors can assist applicants on producing a Travel Plan. For further information including detailed guidance on what to

454. The flood-risk assessment must be carried out by a suitably qualified competent person.

Further information on areas at risk of flooding is available from the Environment Agency. The Flood Map can be found on www.environment-agency.gov.uk For further information on the content of a Flood Risk Assessment see Planning Policy Statement 25 Development and Flood Risk Annex E which can be viewed at www.communities.gov.uk

13.4.11 Sustainability Appraisal / Energy Statement

455. A Sustainability Appraisal should outline the elements of the proposal that contribute to sustainable development.

456. This document should consider:

- Resource and Waste Minimisation
- Renewable Power Generation
- Heating
- Drainage
- Code for Sustainable Homes / BREEAM Rating and justification

457. A Sustainability Appraisal should be submitted for all new applications (Except householder applications)

For further information see PPS1: Delivering Sustainable Development, PPS9: Biodiversity and Geological Conservation, PPS10: Planning for Sustainable Waste Management and PPS22: Renewable Energy which can be viewed at www.communities.gov.uk

13.4.12 Contaminated Land Assessment

458. A Contaminated Land Assessment will initially involve a desk study and site reconnaissance (walk-over) to develop a conceptual model of the source of contamination and pathways by which it might reach vulnerable receptors, as well as the means by which the identified pollutant linkages can be broken. The desk study and site reconnaissance will assist in determining the need for and scope of further investigation.

459. A Contaminated Land Assessment will be required where contamination is known or

suspected or the proposed use would be particularly vulnerable.

460. A Contaminated Land Assessment must be carried out by or under the direction of a suitably qualified competent person and in accordance with BS10175 (2001) Code of Practice for the Investigation of Potentially Contaminated Sites.

For further information see PPS23: Planning and Pollution Control which can be viewed at www.communities.gov.uk and Essex Contaminated Land Consortium Guidance for applicants and Developers.

13.4.13 Noise Assessment

461. Applications that raise possible noise nuisance and disturbance which could cause detriment to amenity should be accompanied by a noise impact assessment prepared by a suitably qualified acoustician.

462. A Noise Impact Assessment should be submitted for all applications where noise nuisance on residential amenity may be a consideration e.g. for sites adjacent to a railway line, a main road or MOD testing area or adjacent to noisy land uses such as service yards, industrial development or car parks.

For further details see PPG 24: Planning and Noise which can be viewed at www.communities.gov.uk Guidance on the content of Noise Impact Assessments and criteria can be obtained from the Council's Environmental Protection Section.

13.4.14 Air Quality Assessment

463. Proposals that have a significant impact on air quality or developments that are potential pollutants should be supported by an air quality assessment outlining the proposed mitigation measures.

For further details see PPS 23: Planning and Pollution Control which can be viewed at www.communities.gov.uk

13.4.15 Retail Assessment

464. A Retail Assessments should include details of the sequential test process that supports the chosen site location.

465. A Retail Assessment should be submitted for all significant retail proposals that are outside of the town centre.

For further details see PPS 6: Planning for Town Centres which can be viewed at www.communities.gov.uk

13.4.16 Recycling / Waste Management Plan

466. Developers of larger sites will need to demonstrate:

- How refuse and recycling will be stored and collected
- That the proposal will meet the current waste and recycling requirements and is flexible enough to adapt to future needs.

467. A Recycling / Waste Management Plan should be submitted for all new applications (except householder applications)

For further information see the Southend Borough Council Waste Management Guide which is available on the Council's website www.southend.gov.uk and PPS 10: Planning for Sustainable Waste Management which can be viewed at www.communities.gov.uk

13.4.17 Lighting Strategy

468. A lighting Strategy should include details of the proposed lighting scheme.

469. A lighting Strategy may be required for major leisure developments (including proposals for floodlighting), large residential developments and other applications where external lighting is a key issue. It should demonstrate that the proposal will not have an adverse impact on residential amenity.

13.4.18 Structural Survey

470. An Independent Structural Survey may be required where an application involves the substantial or total demolition and redevelopment of building for structural reasons. This will be particularly important where the building has historic value.

13.4.19 Heritage Statement / Listed Building Appraisal

471. A Heritage Statement should include:

- The significance of archaeology, history and character of the building / structure or area
- The principles of and justification for the proposed works and their impact on its special character
- Detailed schedule of the proposed work
- A Structural Survey if required

472. A Heritage Statement may be required for Listed Building and Conservation Area Applications

For further details see PPG15: Planning and the Historic Environment and PPG16: Planning and Archaeology which can be viewed at www.communities.gov.uk

13.4.20 Affordable Housing Statement

473. An Affordable Housing Statement should include:

- The number and mix of units and their proposed location
- Details of rooms and floorspace
- Details of future management
- Contact details for the chosen Residential Social Landlord (RSL)

474. An Affordable Housing Statement may be required where an element of affordable housing is required as part of the scheme. Schemes for 10 residential units or more will be required to include an element of Affordable Housing.

For further information see policy CP8 in the Core Strategy which can be found on the Council's website www.southend.gov.uk

13.4.21 Arboricultural / Tree Survey

475. A Tree Survey should contain:

- A comprehensive survey of all the existing trees
- Details of proposed works to existing trees
- Details of replacements where applicable
- Details of how retained trees are to be protected during development

476. A qualified tree surgeon report will be required for applications to fell preserved trees that it is alleged are causing structural damage. It is advisable to check whether there are any preserved trees on the site before work begins.

477. A Tree Survey may be required for major development sites and tree applications.

13.4.22 Ventilation / Extract Details

478. Ventilation and extract details will be required for applications involving restaurants, cafes hot food takeaways (Use classes A3, A4 and A5).

13.4.23 Crime and Disorder Assessment

479. A Crime and Disorder Assessment should include:

- Details of measures proposed to minimise and mitigate the risk of crime and disorder.

480. A Crime and Disorder Assessment will be required for uses or locations where there is a risk of crime and public disorder.

For further information see Section 7.2 Secured by Design and Section 17 of the Crime and Disorder Act

13.4.24 Health Impact Assessment

481. A Health Impact Assessment (HIA) is a practical approach that seeks to assess how a proposal will impact on peoples health. Health is affected by a number of determinants including transport, housing, education, the environment and economic activity.

482. HIA must

- Identify the potential health consequences of a development
- Identify Measures proposed to encourage healthy activities such as walking and cycling
- Maximise the positive health benefits and minimise potential adverse effects on health

483. And it should connect with other statements such as Environmental Impact Assessment and Traffic Impact Assessment where appropriate.

484. The threshold for HIA screening across Essex threshold is for developments above 50 residential units and / or 100sqm commercial floorspace

For further information see www.hiagteway.org.uk

13.4.25 Statement of Community Involvement

485. A Statement of Community Involvement sets out how the applicant has complied with the requirements for pre-application consultation set out in the Council's Statement of Community Involvement and demonstrate that the views of the community have been sought and considered in the formulation of the development proposals.

486. For larger schemes the Government recommends applicants carry out professional consultations and engage the community at an early stage to help avoid potential pitfalls before it is too late to change the scheme. Working with the community can usually achieve a more successful supported scheme.

487. Details and results of any community involvement should be submitted with the application in the Supporting Planning Statement or in a separate Statement of Community Involvement.

The Statement of Community Involvement can be viewed on the Council's website www.southend.gov.uk Further guidance on Statements of Community Involvement is available in 'Creating Local Development Frameworks: A Companion Guide to PPS12 (Chapter 7).

13.4.26 Biodiversity Survey and Report

488. Where a proposed development may have an impact on wildlife and biodiversity, a Biodiversity Survey should be undertaken to show the impacts and to allow the full consideration of the impacts in the formulation of the development.

489. The report should information on:

- The location of significant wildlife habitat or features
- The location of habitats of protected species
- Assessment of the impacts of the proposal including long term maintenance

- and management
- Proposed mitigation measures including justification

490. This information may form part of the Environmental Statement where one is required.

For further information see PPS9: Biodiversity and Geological Conservation.

13.4.27 Economic Statement

491. An Economic Statement should include information on the regeneration benefits of the proposal, including:

- New jobs created or supported
- Relative floorspace for each use
- Community benefits
- Links to known regeneration strategies

13.4.28 Foul Sewerage and Utilities Assessment

492. All new buildings need separate connections to foul and storm water sewers. Where the connection is to an existing drainage system this should be shown on the application drawings. Where the development involves the disposal of trade waste or the disposal of foul sewage effluent other than the public sewer then a fuller foul drainage assessment will be required. This should include details of the method of storage, treatment and disposal.

For further information see DETR Circular 03/99 and Building Regulations Approved Document part H and BS297.

13.4.29 Landscaping Details

493. Applications for larger scheme should be accompanied by full landscaping details at application stage. Landscaping schemes for smaller schemes may be conditioned. A Landscaping Scheme should include:

- Plan of proposed design including identification of species.
- Proposals for long term maintenance and management.
- Details of existing trees to be retained and explanation as to how they are to be protected during development.

494. Where the proposal includes planting on a deck or roof the landscaping proposals should also include details of irrigation systems and drainage and a cross section of how the planting will work above ground level (i.e. green roofs, planters etc.)

13.4.30 Site Waste Management Plan

495. Proposals for large scale new development or where significant evacuation or demolition is required should be supported by a site waste management plan. The plan should provide details of the volume and type of material to be demolished / evacuated and identify opportunities for the reuse and recovery of materials.

496. The plan should

- Provide a statement detailing how the developer intends to minimise the creation of waste during construction and how the adverse environmental impact from any waste that has to be removed from the site will be minimised.
- Provide details of how the waste materials for reuse, recycling or disposal will be separated to ensure the waste is handled in the most sustainable manner possible.
- Demonstrate that where practical and when fit for purpose, sustainable sourced, recycled, reclaimed and second hand materials have been used to construct the development

13.4.31 Telecommunications Development – Supplementary Information

497. Planning applications for mast and antenna development by mobile phone operators should be accompanied by a range of supplementary information including:

- Area of search
- Details of consultation
- Details of proposed structure
- Technical justification
- Information about the proposed development
- Signed declaration that the equipment and installation has been designed to comply with the requirements of the radio frequency public exposure guidelines of the ICNIRP.

For further information see Code of Practice on Mobile Network Development (2002)

13.4.32 Proposed Tall Building Justification

498. Where tall buildings are proposed the applicant will be required to justify why the site can accommodate a tall building and why a departure from the height of the existing townscape is acceptable. The must include a Tall Buildings Justification which demonstrates that at least one of the following conditions has been met:

- To provide variety to the roofline – only appropriate where a varying roofline is a characteristic of the area, should respect existing plot widths, small variations in height only.
- To act as a local landmark – townscape significance of the site should be explained in the design and access statement, small variation in height only.
- Define a node – usually only appropriate at the junction of two or more main routes / distributors, non-residential elements may be required to reinforce importance of junction.
- To provide presence to spaces – where the space has a clear civic or community function.
- To act as a district landmark –. Justification for significant increase in height should be provided in the design and access statement. It should be noted that there are few appropriate sites for district landmarks and where acceptable in principle, an exceptional design will be required.

499. This justification should accompany or be included in the Design and Access Statement which gives a full explanation of the design of the proposal and its relationship to local context.

500. Planning applications for tall buildings should be accompanied by accurate and realistic representations of the appearance of the building which show the proposal in all significant views - near, middle and distant, including the public realm and streets around the base of the building. Photomontages should be used to show the building accurately rendered in a range of weather and light conditions (including night-time views); 3D graphics and/or models should be used to show how the

building is modelled and how it fits into the local townscape. Shading diagrams and analysis will be required to show the impact on surrounding buildings and spaces. A Transport Assessment, Travel Plan waste Management Strategy and Sustainability Appraisal will also be required and an Environmental Impact Assessment and a flood risk assessment may also be required for certain locations.

Consultation

501. Owners and prospective applicants for tall buildings are strongly encouraged to enter into pre application discussions with the Council at an early stage to establish, in particular, the appropriateness of the site for a tall building as well as other design issues. The Council will often chose to consult an independent design review panel such as CABE on these types of proposal.

13.4.33 Executive Summary of all Supporting Documents

502. Where a number of different supporting documents are required the Council may request an Executive Summary outlining the key issues of each assessment.

13.5 Planning Briefs, Design Briefs, Concept Statements & Masterplans

503. In order to apply the above guidance (and other planning criteria) to specific sites and areas of strategic importance the Council may prepare a planning brief, a design brief, a concept statement or a masterplan, as appropriate. Development proposals will be required to comply with any such documents.

development checklist

section fourteen



14 Development Checklists

504. The following questions should be used as a quick reference to ensure that any new development or extension has addressed the key issues and that the end product is a well considered high quality design. The questions, where relevant to the scheme, should be able to be answered in a positive way. Answers to these questions should be used to inform the explanation of the development in the Design and Access Statement.

505. The CABE 'Building for Life' questions are included in the list (see questions with *). All proposals for 20+ residential units will be evaluated under the 'Building for Life' Scheme as part of the development monitoring of the Borough. Schemes will be expected to achieve a good or excellent score. Developments that rate poorly will not be considered acceptable.

Site Appraisal

- √ Have the site's assets been identified and maximised in an imaginative way? Does the scheme exploit existing buildings, landscape or topography?*
- √ Does the development's design and use complement local character? How does it respond to its context? Does the building contribute positively to street character? Does the design draw reference from local character i.e. scale, rhythm, frontage lines...?

Creating Successful Places

- √ Does the scheme integrate with existing roads, paths and surrounding development? Have opportunities for creating new links into the surrounding network of streets and spaces been taken? Are the links and entrances visible and convenient? Have negative and dead frontages been avoided?
- √ Do the building layouts make it easy to find your way around? Is the main entrance clearly identifiable from the street? Are the streets defined by a well-structured building layout? Does the building layout take priority over the

roads and car parking, so that the highways do not dominate?*

- √ Where required, is public space well designed (usable, flexible and durable) and does it have suitable management arrangements in place? Have colour, pattern, decoration, texture, public art and landscaping been used, where appropriate, to enrich the sensory experience and create a sense of place?

Building Form

- √ Is the scale, height, massing, layout and density of the proposal compatible with local townscape and appropriate for the location?
- √ Where appropriate, has the development created a new high quality landmark building for the Borough? Does it relate well to the skyline?
- √ Is the design specific to the scheme? Does the language of architecture reflect the use and is it appropriate for the scale and location of the building(s)?
- √ Does the scheme feel like a place with distinctive character? Do the buildings exhibit architectural quality? Are the elevations well resolved with good structure, balance, articulation and detailing? Does the scheme use high quality materials that are appropriate for the location? Has the thinking behind the appearance of the scheme been explained in the Design and Access Statement?
- √ How will the building be able to adapt to changing needs of occupiers? Do internal spaces and layout allow for adaption, conversion or extension? Are the room sizes and specifications compatible with Lifetime Homes Standards?
- √ Has private amenity space and parking been provided for all residents? Are the amenity spaces of a sufficient size and

- shape to be usable?
- √ Has the landscaping scheme been designed as an integral part of the overall scheme? Have key existing trees and landscaping features been retained and protected during development? Is the proposed landscaping scheme sufficient to soften the impact of the new development, enhance the outlook for the residents and create attractive amenity areas?
 - √ Does the boundary treatment give sufficient enclosure and privacy and relate well to the streetscene and the proposed development? Are the public and private spaces and boundaries of the scheme clearly defined?
 - √ Does the development provide sufficient off street parking for its location? Is the car parking well-integrated and situated so that it supports the streetscene?*
 - √ Is the parking area well lit and landscaped so as not to appear over dominant? Are the proposed surface materials high quality and porous?
 - √ Does the proposal respect the amenities of the neighbours?
- Accessibility and Community Safety**
- √ Are the streets pedestrian, cycle and vehicle friendly?* Does the design address the needs of all including pedestrians, cyclists and those with specific needs?
 - √ Are public spaces and pedestrian routes overlooked and do they feel safe?* Do they have good lighting?
- Sustainable Development and Design**
- √ How does the scheme embrace the principles of sustainability and diversity? Has the proposal been designed to make efficient use of resources including energy and water?
 - √ Has the scheme made use of advances
- in construction or technology that enhance its performance, quality and attractiveness?*
- √ Have recycled or sustainably sourced materials been used in construction?
 - √ Do buildings or spaces outperform statutory minima, such as building regulations?*
 - √ Does the scheme have permeable surfaces for parking areas and new roads? Have other SUDS techniques been adopted?
 - √ What level of 'Code for Sustainable Homes' or BREEAM Assessment rating has been achieved?
 - √ Does the development have any features that reduce its environmental impact?*
 - √ Have renewable power generation options been considered and included wherever possible? How does the development meet the requirement for 10% of energy needs to be generated on site?
 - √ Does the proposed use / mix of uses integrate with the surrounding neighbourhood? Does the development provide community facilities such as a school, park, shops, pubs or cafes?* (Mixed Use)
 - √ Does the development have easy access to adequate public transport?*
 - √ Is there an accommodation mix that reflects the needs and aspirations of the local community?*
 - √ Is there a tenure mix that reflects the needs of the local community?*
 - √ Is affordable housing seamlessly integrated into the scheme?
- The Historic Environment**
- √ Has the special historic character of the conservation area and / or building been preserved and enhanced?
 - √ Where applicable, has the development respected the special historic character of the listed building and its setting?

- √ Have traditional materials and building techniques been used where appropriate?

Alterations and Additions to Existing Buildings

- √ Is the type and siting of extension appropriate given the constraints of the site and the character of the area?
- √ Is the extension of an appropriate scale and subservient to the parent building? Does the design of the extension, including the roof, integrate well with the existing building?
- √ Is the design of the extension well resolved? Does the design respect the character and proportions of the original building? Do the new openings have a structured relationship with the existing fenestration? Do the materials and window styles complement those of the parent building?
- √ Where appropriate to the local character, has sufficient separation been retained between the proposed extension and the neighbouring property?

Non Residential Schemes

- √ Is the advertising and signage of an appropriate design and scale for the location? Does it respect the style and architectural features of the parent building?
- √ Have the servicing, utilities and plant been hidden from public view? Are the refuse and recycling facilities convenient, off the public highway and integral to the design of the scheme?
- √ Does the shopfront design have a positive relationship with the parent building? Are the security shutters seamlessly integrated into the shopfront design and of an open nature?

**Questions taken from the Department for Communities and Local Government Housing Quality Assessment 'Building for Life', adopted as a Core Output Indicator in 2008*



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