



**KINGSTEIGNTON
TOWN COUNCIL**

APPENDICES

For the Wors, Services & Planning Committee Meeting

To be held 5 June 2024

Agenda – supplied separately

CONTENTS

- Draft minutes of WSP committee meeting held 01.05.24
- Committee Terms of Reference – for review & adoption
- Officer Report – TDC Town & Parish Planning Forum
- Officer Report – TDC Consultation on Planning Application Validation Guides, followed by the guides.



KINGSTEIGNTON TOWN COUNCIL

Minutes of the Works, Services and Planning (Planning Only) Committee
Held on Wednesday 1st May 2024 at 7:56pm
The Community Hall, Rydon Road, Kingsteignton

Present:

Chair (Mayor):	Cllr R Peart
Deputy Chair:	Cllr A Tillson-Hawke
Councillors:	Cllrs M Field, D Ripping, K Jones, J Gregson, L Goodall,
Acting Clerk/Deputy Officer:	Mrs Kim Ford
Asst to the Clerk/Events Officer:	Miss B Hooper

Apologies:

Cllr Danks (Previous Family Commitment)
Cllr Dempster (Personal Reasons)

WSP40/2024 **To elect Committee Chair and Deputy Chair**

Resolved: Councillors voted in Cllrs Peart and Tillson-Hawke as Chair and Deputy Chair respectively.

WSP41/2024 **Terms of Reference**

In lieu of decisions taken at the Annual Meeting of the Town Council prior to this meeting, it was noted that Terms of Reference will be presented for adoption at the next meeting of Works, Services and Planning.

Resolved: Cllrs noted this item would be deferred to the next meeting.

WSP42/2024 **Declaration of Interest**

None.

WSP43/2024 **Draft Minutes**

To receive and approve the minutes of the meetings held on 17th April 2024

Resolved: The minutes of the meeting held on 17th April 2024 were unanimously approved and signed by Cllr Peart.

Proposed: Cllr Tillson-Hawke
Seconded: Cllr Ripping

WSP44/2024 **Planning Applications**
To give observations.

Week ending 12th April 2024

None received.

Week ending 19th April 2024

PARISH: Kingsteignton
WARD: East
REF: 24/00578/FUL
LOCATION: 15 Rydon Avenue, Kingsteignton, TQ12 3LT
PROPOSAL: Self build dwelling in garden with detached twin garage.

Comments: Objections on the grounds of overdevelopment.
Proposed: Cllr Ripping
Seconded: Cllr Tillson-Hawke

PARISH: Kingsteignton
WARD: West
REF: 24/00617/AGR
LOCATION: Manor Farm, Preston Down, TQ12 3PP
PROPOSAL: Concreting of existing hardcore farm tracks.

Comments: Councillors noted this now shows as being agreed on the Teignbridge District Council websites' planning pages.

PARISH: Kingsteignton
WARD: West
REF: 24/00655/HOU
LOCATION: Oakford House, Broadway Road, Kingsteignton, TQ12 3EH
PROPOSAL: Alterations to an existing building to form ancillary accommodation

Comments: No objections.
Proposed: Cllr Peart
Seconded: Cllr Jones

PARISH: Kingsteignton
WARD: West
REF: 24/00576/TPO
LOCATION: 15 Broadway Avenue, Kingsteignton, TQ12 3EH
PROPOSAL: Sectionally dismantle fell and remove to ground level, row of x8 Mature and Semi Mature Alder

Comments: Object on all grounds. Concern re setting precedent, unnecessary destruction of mature trees, reducing size of already threatened copse and lack of protection of ecology of the area.

Proposed: Cllr Thorne

Seconded: Cllr Tillson-Hawke

WSP45/2024 **Correspondence**

None.

The meeting closed at 8.07pm.

Signed:

Dated:



KINGSTEIGNTON TOWN COUNCIL

Terms of Reference

Works, Services and Planning Committee

Objective

This committee will act to consider all planning applications and planning issues that may affect the town and make recommendations to Teignbridge District Council/Devon County Council.

Membership

The committee shall comprise of no more than 8 members elected at the Annual meeting of the Town Council, plus 2 ex-officio members, the Mayor and Deputy Mayor.

Chair/Deputy Chair

To be elected annually at the first committee meeting following the Annual meeting of the Town Council.

Quorum

In accordance with the Standing Orders for Kingsteignton Town Council:

“No business may be transacted at a meeting unless at least one-third of the whole number of the members of the committee are present and in no case shall the quorum of a meeting be less than three.”

In attendance

The Proper Officer and/or a delegated member of staff shall be present at the meeting.

Meetings

- Meetings will be held on the first (following the Full Council meeting) and third Wednesday of the month. A meeting will be called in August to discuss Planning Applications only if required.
- All members of the Town Council may attend all meetings of the Council and speak with the permission of the Committee Chairman but may not vote unless a member of the Committee.
- The Proper Officer or the delegated member of staff will “call” the meeting and summon members to attend in accordance with standing orders.
- Copies of the Agenda will be posted on the Town Council website.

Purpose

- As a Statutory Consultee of the Planning Authority consider all applications passed to Kingsteignton Town Council from Teignbridge District Council and make recommendations upon the suitability of the application.

- On behalf of Kingsteignton Town Council make formal representations on Local Plans, Supplementary Planning Documents and other planning policies and make decisions on all other issues relating to or arising from such plans.
- On behalf of the Town Council make recommendations regarding the planning structure of Kingsteignton Town Council and planning policy in general
- This committee is responsible for council owned bus shelters, installation of new bus shelters, Grass Cutting Contract for the Town, tackling litter problems throughout the town, road closure notices, projects using Community Infrastructure Levy (CIL) funds, signage in the town etc.
- Extra Ordinary meetings may be called in the case of contentious Planning applications.
- To consider matters deferred by the Full Council

Sub Committee – Working Groups

The Planning Committee shall be able to constitute sub-committees and working groups, each with an agreed remit, to study any aspect of the Committee's activity.

Public Participation

Meetings are open to the public in accordance with the Council's Standing Orders.

Minutes

- Minutes of all committee meetings will be recorded by the Proper Officer or delegated member of staff and circulated to all Full Council members.
- All resolutions and recommendations made to Full Council shall be recorded in the minutes of the appropriate meeting.

Review

These terms of reference are to be reviewed annually.



Kingsteignton Town Council

Councillor/Officer Briefing Report

Name:	Mrs Kim Ford	Date of Report:	29 May 2024
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Report of:	Deputy Officer		
For meeting of:	Works, Services & Planning (Planning Only)	Date of Meeting:	05 Jun 2024
Business area reporting on:	Planning		

Please use a new form for each business area in order that agenda items can be clearly labelled.

Salient Background for noting:

Please use the free text box directly below to detail your report (the box can be increased in size by just pressing the return/enter key or by you copying/pasting information into it).

Dear All

Over the last six months, we've been talking to town and parish councils to find out what matters to you and your communities, what services we should be prioritising, what's working well and what we need to change.

One of the things you've told us is that planning is an issue for you. You told us that you want more information about the planning process, to understand how decisions are made, how you can contribute to this process and how we can communicate better with you.

We've taken on board your comments and would like to invite you to a parish council planning forum in June, to discuss how we work better together and improve communications, potentially through regular forums, as well as update you on the changes that are being put in place within the department to support you in the delivery of your roles. It's also an opportunity for you to raise and discuss general issues and concerns you have around planning.

The Council's Development Management service has been dealing with some significant issues in the last 1-2 years which it recognises has had an adverse impact upon its ability to properly support the Town and Parish Councils in the delivery of your planning function as a consultee to the application process. Obviously, the Council take this matter very seriously and, as part of a broader review of the service, is in the process of introducing a number of significant changes to address this issue.

Along with changes which are being put in place to improve day-to-day communication with yourselves, one of the proposed changes is the introduction of a regular Town and Parish Council Planning Forum designed specifically to deal with Development Management issues to ensure improved communication and better support you in your role.

The purpose of this initial Forum will be to agree how you would wish to see them set up and operated moving forwards as well as update you on the changes that are being put in place within the department to support you in the delivery of your roles. As the name would suggest, the Forum is also an opportunity

for you to raise general issues and concerns you have encountered which the Council can take on board moving forwards.

Importantly, due to time constraints and the likely numbers of people who may wish to attend, it is not intended that these Forums be used to discuss the detailed merits of current applications before you. If you do have specific concerns over any current planning applications, please continue to contact the department directly in the usual manner.

As part of this initial Forum, it is also proposed to provide training in relation to legislative background, as well as provide a wider oversight of the development management function, including the opportunity to raise general questions or queries.

Obviously, planning covers a great deal of issues and is, by its nature very complex. It is recognised that this initial general training cannot hope to cover all the areas which you might wish to discuss. Accordingly, as part of the initial training sessions it is also intended that members can identify future dedicated and specific training needs or presentations which you might wish to see e.g. S106 legal agreements.

Having regard to the above therefore, we would invite you to attend one, or other of the scheduled meetings. Unfortunately, due to the numbers of people who might wish to attend, the numbers are limited to two people from each Town or Parish Council. Who you wish to attend is up to yourselves, but we would normally suggest the Chair of the Planning Committee and the Clerk.

The Forum is scheduled for two hours with the formal meeting taking place in the first hour and the training scheduled to take place in the second hour.

We will live stream the event should others from your respective Council's wish to view the Forum and, in particular, the training event.

There are two different times and dates for the Forum to take place being proposed to provide flexibility for those who may wish to attend and to accommodate the potential numbers of attendees.

The dates are as follows:

Evening Session – Tuesday 18th June from 6pm to 8pm.

Daytime Session - Wednesday 19th June from 2pm to 4pm

If you do wish to attend, could you please contact lisa.edwards@teignbridge.gov.uk and advise who will be attending. Due to the numbers of people who may wish to attend and the limitations of the venue, the choice of which event you may wish to attend will be limited by capacity and therefore will be on a first come, first served basis.

Kind regards

Tamsin Cook
Planning Support Manager

Tel: 01626 215740

Email: tamsin.cook@teignbridge.gov.uk

www.teignbridge.gov.uk

Items for:	Decision
<i>Please number the items for discussion/decision – if there are none, please leave this section blank.</i>	
Resolve to identify two members and approve accordingly.	

Please submit this your report on this form to the Town Clerk, no later than 7 days before the meeting date, thank you.



Kingsteignton Town Council

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Dear all

We are required by government to review and consult on our Validation Guide every two years. We have now completed this review and produced a draft validation guide and a draft simplified householder validation guide.

We are bringing this to your attention as you are a parish/town council or statutory consultee and we invite you to submit your comments on the [Consultation on planning application Validation Guides - Teignbridge District Council](#) which is now live on our website from today, Friday 17 May 2024, until it closes on Sunday 30 June 2024.

We will consider all comments received and amend the Validation Guides as appropriate. A summary of comments received, and changes made, will be published on our website. The guides will then be adopted by the council before coming into effect.

For further information please contact Tamsin.cook@teignbridge.gov.uk

Kind regards

Tamsin Cook
Planning Support Manager

Tel: 01626 215740

Email: tamsin.cook@teignbridge.gov.uk

www.teignbridge.gov.uk

Items for:	Decision
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Please number the items for discussion/decision – if there are none, please leave this section blank.

Members to review the two draft planning application guides and raise any comments for submission. Resolve to approve accordingly for single submission from Kingsteignton Town Council.

Please submit this your report on this form to the Town Clerk, no later than 7 days before the meeting date,
thank you.

Planning Validation Guidance

(Excluding Householder applications - see separate guide)

General information

1. Application form and fee
2. Plans required (depending on type of application)
3. Information required (depending on type of application)

General Information

This validation guide sets out the information required to validate a planning application and other consents. It includes both national and local validation requirements.

Pre-Application Advice

We offer a paid pre-application advice service www.teignbridge.gov.uk/planningguide.

Submitting an application

Applications should be submitted online via the Planning Portal
www.teignbridge.gov.uk/planningapply

What is a Major application?

The following types of application are classed as 'major'

- Residential applications for 10 or more houses or for Outline Consent on a site of 0.5 hectares or more, *or*
- Commercial development site of 1 hectare or more or involving floor space of 1000m² or more

Outline/Reserved Matters Applications

Where full information within part 3 has been submitted at outline stage this information is not required again at reserved matters stage.

What is Validation?

Validation is the process of checking that all relevant documentation has been provided. The onus is on the applicant/agent to provide the specific information required to validate your application at the outset. Without this the application will be invalid which will delay the statutory start date. This guide should be read together with the relevant guidance notes for each type of application, available to view on the Planning Portal when you submit your application online. Some of the requirements are National Requirements and some are Local Requirements which have been adopted by the Council. For simplicity, no differentiation is made in this document between the two types of requirements.

What happens if my application is invalid?

We will email you and advise you that you did not submit the correct documentation for a valid application. We will hold the application open for 21 days and ask you to submit the necessary documentation within the 21 day period. If we do not receive the information within this timeframe, we will close our file and take no further action on the application. Your application fee will be returned after deduction of an administration charge. If you wish to continue after this stage, you will need to start again and resubmit a new application with all the correct documentation/information.

Validation disputes

If you disagree with our reasons for invalidating a planning application and negotiation with us has failed, you may send a notice to us setting out your reasons for refusing to supply the information under Section 12 of the Development Management Procedure Order 2015. You must have submitted all the other information needed to validate the application together with the fee. We will then either agree and validate the application or disagree and issue a Non-Validation Notice against which you may then appeal under Section 78 of the Town and Country Planning Act 1990.

Diversity

Our Diversity Policy promotes inclusion for all sectors of the community and applications/supporting information, along with any representations received from the public, will be checked for any inappropriate comments. Only planning related matters can be considered, and any comments regarding disability, race or ethnicity, religion or belief, sexual orientation or gender reassignment or that are defamatory, prejudiced or otherwise likely to cause offence to the subject of the comments or any other reader will be removed. Any comments that are considered to constitute hate incidents or hate crimes may be passed to the police.

Data Protection

All applications and supporting documentation will be published on the website. Private telephone numbers, private email addresses and signatures will be removed prior to publication. We are committed to ensuring that your privacy is protected by adhering to the EU General Data Protection Regulation (GDPR). Any personal information provided will be used by us solely for the purpose of processing your application and contacting you regarding this. The data will be processed in accordance with our full [privacy policy](#).

1. Application Form - Required for all applications

- All applications must be made on the correct form.
 - Ownership certificate A, B, C or D on the application form must be completed stating the ownership of the application site. This also incorporates the Agricultural Land Declaration.
 - complete Certificate A if you own all of the land (freehold or leasehold of more than 7 years) and do not have agricultural tenants
- or**
- complete Certificate B, C or D if you do not own all the land or if you have agricultural tenants on the land. This includes situations where the development overhangs the boundary with the adjoining property/land
 - Certificate B - Complete this if you know who the owners/agricultural tenants are. State the names and addresses of these people on the application form. You also need to serve 21

daysâ€™ notice on them, before you submit the application

- Certificate C - This is a combination of the circumstances described in Certificates B and D and should be completed accordingly
- Certificate D - Complete this if you do not know any of the owners. Specify the steps you have taken to find the owners e.g., land registry search. You must advertise the application in a local newspaper at least 21 days before submission
- The application form must be signed and dated and all questions on the form must be answered fully and accurately.
- The correct full fee must be submitted with the application. [Schedule of fees and fee calculator](#)

2. Plans Required

All plans must:

- be to a recognised metric scale (e.g., 1:50 etc) which is marked clearly on the plan.
- include a scale bar so that the scale can be checked for accuracy
- be clearly marked with the direction of North
- have the size of the plan (A3, A2 etc) marked on the plan
- have a unique drawing number shown on the plan
- have an appropriate description/title marked on the plan
- belong to you as copyrighted plans cannot be accepted
- be submitted as a single PDF of one page (not packaged together), correctly orientated for on-screen display
- be of a quality and resolution that will be clear to view by the public when uploaded onto the website

2.1 Site Location Plan - existing (this is the plan that outlines the site in a red line with any other owned land in blue line)

Required for all applications.

1. must be up to date
2. normally at a scale of 1:1250 (or 1:2500 if appropriate)
3. showing the full site, all site boundaries, adjoining properties and, where possible, at least two named roads
4. the properties shown should be numbered or named so that the exact location is clear
5. the proposed site **must be clearly edged with a red line** to include all land necessary to carry out the proposed development (e.g., land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings)
6. a blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site

Please note that we cannot accept copies of land registry plans due to copyright issues. There are many companies that provide site location plans, or the Planning Portal has an [accredited supplier for planning maps](#)

- **Block Plan - must provide an existing block plan and a proposed block plan**
Required for all applications showing

1. at a scale of 1:500, 1:200 or 1:100 depending on the size of the site
2. the proposed development
3. all site boundaries, existing buildings, roads, tracks, footpaths and access arrangements on the site
4. any buildings to be demolished
5. all buildings, roads, tracks, footpaths and access arrangements on land adjoining the site
6. all public rights of way crossing or adjoining the site
7. existing and proposed parking provision
8. the position of all trees on the site, including those on adjacent land that could influence or be affected by the development; with proposals for removal/retention/new planting indicated
9. the position of all hedges on the site, including boundary hedges, other vegetation, ponds, watercourses, walls, banks & historic features with proposals for removal/retention indicated
10. the extent and type of any hard surfacing
11. boundary treatment including walls or fencing where this is proposed
12. ground levels across the site and floor levels, existing and proposed including any retaining walls
13. route line of all existing and proposed services

2.3 Elevation drawings - must provide both existing elevation drawing and proposed elevation drawing.

Required for all applications for new, altered, replacement or extended buildings.

1. at a scale of 1:50 or 1:100
2. showing all affected elevations in full
3. showing proposed building materials, style and finish of the building and windows and doors
4. showing any other buildings that are attached to the elevation and where possible the main features of that adjoining building (e.g., details of doors, windows on the same elevation of an adjoining terraced or semi-detached dwelling)
5. label orientation of elevations e.g., north, south etc.
6. for developments of more than one house, each house type to be on a separate pdf

2.4 Floor Plans - must provide both existing floor plan and proposed floor plan.

Required for all applications for new, altered, replacement or extended buildings.

1. at a scale of 1:50 or 1:100
2. explaining the proposal and usage in detail
3. showing the entire floor area for any existing building as well as the proposed development
4. showing new buildings in context with adjacent buildings
5. showing any buildings or walls to be demolished
6. for developments of more than one house, each house type to be on a separate pdf
7. for developments of more than one house, provide a schedule of Gross Internal Area for each floor/house for CIL purposes

2.5 Existing and proposed site sections and finished floor and site levels

Required for all proposed new buildings or where there are variations in site levels. Levels may be evident from floor plans and elevations, but particularly in the case of sloping sites it will be

necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified

1. at a scale of 1:50 or 1:100
2. showing a cross section(s) through the proposed building(s)
3. where the proposal involves a change in ground levels, showing both existing and finished levels fixed to a datum point off site and also show the proposals in relation to adjoining buildings

2.6 Roof plans - must provide both existing roof plan and proposed roof plan.

Required where there are new roofs or alterations to existing roofs

1. at a scale of 1:50 or 1:100
2. showing the shape of the roof and roofing materials

2.7 Street Scene Plans

Required where the proposal will significantly affect a road frontage, or where there are concerns regarding the height and appearance of new buildings.

1. at a scale of 1:100 or 1:200
2. illustrating the proposed development alongside neighbouring properties for a sufficient length of the street to judge the impact of the development

2.8 Specialist Plans

May be required to show specific details in a larger scale.

1. at a scale of 1:5, 1:10 or 1:20
2. where certain issues such as the detail of window joinery is required e.g., for Listed Buildings

2.9 Phasing Plans

Where there is a requirement for the planning permission, if granted, to expressly provide that the development be carried out in phases. Normally required for self-build applications of more than one dwelling. Plan must clearly identify the separate phases.

2.10 Photos of site and immediate environment

Required - up to date photographs showing the site and the immediate vicinity to assist in the understanding of the site and development when processing the application.

2.11 Advertisement Consent plans

Required for Advertisement Consent applications.

1. at a scale of 1:20 or 1:50
2. showing the size of the advertisement
3. showing position on land or building in question, the height above ground level and the projection from any building

4. showing the materials and colours to be used
5. detailing of the method and colour of any illumination

2.12 Non-Material Amendment applications and Minor Material Applications (Variation of condition Section 73 applications)

These types of applications must include a plan/set of plans that are annotated to clearly identify the changes proposed to the original approved drawings.

2.13 Title Register and Title Plan

Required for all major applications.

- **Additional Information Required**

3.1 Affordable Housing Statement

Required for:

- Major residential development
- Rural Exception site proposals
- Applications for 5 or more dwellings in a rural area

Guidance, Policy background and further information sources

An Affordable Housing Statement should set out how the scheme will comply with the Affordable Housing policy in the adopted Teignbridge Local Plan 2013-2033. Additional information on emerging policy in relation to Affordable Housing and Design and Layout is provided in the policies of the Teignbridge Local Plan 2020-2040 Update Part 1 - whilst this is emerging guidance, if met it will ensure greater likelihood of support for proposals. Any departure from the adopted and emerging affordable housing guidance should be explained in the statement and cross-referenced to viability report if necessary.

The Affordable Housing Statement may be included as a section in the Planning Statement but should in any event address the following:

Outline and Full applications (not Reserved Matters)

A statement of compliance setting out the proposals Affordable Housing Provision

Residential Allocations

Each application for development which is in an area of housing allocation must meet the affordable housing requirement set out in the allocation. If the application is part of a phased scheme the planning statement should clarify how the affordable housing contribution of each phase contributes to the overall agreed delivery of affordable housing. Applications for < 10 dwellings in an allocation area are not exempt from affordable housing (cf NPPF63) as the application forms part of a major development.

Development within Major Towns and settlements

The Teignbridge Local Plan 2013-2033 sets three tiers of affordable housing levels for the (1)

Newton Abbot and Kingsteignton, (2) Dawlish and Teignmouth and (3) other areas. Development within the settlement limits of the Major Towns should meet those requirements.

A Draft Heads of Terms in relation to affordable housing should be submitted using the Teignbridge standard s106 template sets for the required form of obligation for affordable housing.

Housing Need

The affordable housing targets set out in the Council's planning policy are based on viability testing; the true scope of affordable housing need is much greater. The Housing Enabling service can provide up to date information on the Devon Home Choice identified need of home size and tenure splits for settlements in Teignbridge. The Teignbridge Housing Service can provide further information on the affordable housing need in an area including housing size and tenure requirements. The Council's preference will be for a 70/30 tenure split in favour of rented housing as this is where the level of demand is highest.

Full or Reserved Matters Applications

The Affordable Housing Statement should include / reference:

- **Accommodation Schedule** listing for all affordable homes the plot/unit number, the size specification (occupancy and GIA) having reference to the size requirements below.
- **Layout Plan** showing all affordable housing plots and details such as allocated parking spaces, sheds, etc. Consideration should be given outlining areas where inset maintenance agreements will be expected from Affordable Housing providers.
- **Floor Plans** - see following reference to dwelling size.
- **Flatted Development** - floor plans should highlight any common facilities and services (such as shared laundry areas)/

Fixtures and Fittings

- Some AHPs have standard packages of white goods which have implications for layouts of kitchens/utilities. Early engagement with AHPs and selection of delivery partner will enable identification of any potential issues.

Affordable Dwelling Size

- The draft revised Teignbridge Local Plan 2020-2040 expects all homes proposed to meet nationally escribed space standards (NDSS) with regard to gross internal floor areas and storage. This is emerging guidance but sets an expectation for homes in the district.
- Homes England has an expectation is that affordable homes should meet the NDSS, and many affordable housing providers have their own space standards which are increasingly geared toward NDSS. To ensure best value sale transfer agreement for affordable dwellings we recommend the NDSS is the basis for minimum accepted standard. Within TDC there are many examples of major market led developments achieving this space standard. Where this cannot be met for exceptional reasons, there can be some flexibility but in no case can a dwelling < 85% of NDSS be accepted as an affordable home.
- Where standard house types are being used, consider that AH tenants and landlords generally prefer additional floorspace/storage space to unnecessary ensuite facilities.
- Floorplans should **include reference furniture in the bedrooms** so that the effective

occupancy (number of bed spaces/persons) can be judged; where reference furniture (beds, wardrobes, desks/tables) works effectively a slight reduction on NDSS may be considered by some AHPs.

- [Technical housing standards - nationally described space standard - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

3.2 Agricultural Appraisal

Required for:

- New agricultural dwelling
- Other building in countryside for farming purposes

Guidance, Policy background and further information sources:

Three years of accounts must be provided along with your justification for requiring an agricultural dwelling/building. This may best take the form of a professional Agricultural Appraisal.

This will be considered as part of the application process and where appropriate we will appoint an independent assessor to review the evidence regarding the need and viability. The results of the review will be displayed on the website. The applicant will be required to provide payment for the cost of this review in advance.

Agricultural development of:

- an agricultural building to house livestock (primarily beef and dairy cattle, pigs or poultry); and/or
- any new or expanded pit, tank or lagoon for storing slurry
- any anaerobic digester; and/or
- any combustion plant within 10km of SSSIs and Habitats sites should be accompanied by a [Simple Calculation of Atmospheric Impact Limits \(SCAIL\) assessment](#)

Teignbridge contacts:

Email planning@teignbridge.gov.uk

3.3 Air Quality Assessment

Required for:

Proposals which:

- Increase congestion (an increase in periods with stop start driving)
- Significant change in traffic volumes e.g., a change in the Annual Average Daily Traffic
- Alter traffic composition e.g., increase in HGVs
- Are in an AQMA
- Include new car parking 100 spaces outside AQMA or 50 spaces in AQMA
- Involve significant dust emissions
- May impact on nearby residents (e.g., construction)

Guidance, Policy background and further information sources

Application proposals that impact upon air quality or are potential pollutants must be supported by

an air quality assessment indicating the change in air quality resulting from the proposed development and outlining appropriate mitigation measures as necessary. An Air Quality Assessment should be prepared by a suitably qualified expert.

Applications for dwellings or other vulnerable uses such as Residential Homes or Nurseries which fall within an Air Quality Management Area (AQMA) will require also require an Air Quality Assessment.

There are AQMAs within Newton Abbot, Kingsteignton and Teignmouth.

Development may result in the need for a Section 106 contribution as shown in the criteria set out in Appendix 4 of [Teignbridge District Council Air Quality Action Plan](#)

Further information:

[air-quality-planning-guidance.pdf \(iaqm.co.uk\)](#)

[Air Pollution Information System](#) - Provides advice on habitats, ecosystems and species.

[DEFRA Magic map](#) - Impact Risk Zones for Sites of Special Scientific Interest

Teignbridge contacts:

Website - [Air quality page](#)

Email - Environmental Health - envc@teignbridge.gov.uk

3.4 Arboricultural Survey and Tree Protection Plan

Required where:

the answer to the Trees and/or Hedges questions on the application form is 'Yes'.

Guidance, Policy background and further information sources:

An arboriculturalist should undertake a survey and appraisal of trees on the application site and adjoining land and produce the following information, consistent with the standards set out in British Standard 5837:2012.

- Trees to be felled and trees to be retained should be clearly marked on a plan. An accompanying schedule should provide full information on the amenity value of each tree together with details of species, size, age and condition.
- A tree constraints plan should show root protection areas and the canopy spread of the tree(s) on the application site and adjoining land.
- As well as the trees, the survey must indicate key landscape features such as ponds, hedges and wildlife corridors that may be affected by the proposed development. Trees to be felled and trees to be retained should be clearly marked. For larger applications it will also be appropriate to provide details of the landscape strategy for the site, including indications of new planting.
- An arboricultural method statement should be provided detailing the measures to be taken to protect the trees shown to be retained on the submitted drawings, accompanied by schedules of any necessary tree work and proposals for long-term maintenance.

If you are granted full planning permission, you will not need separate consent for tree works which are required to implement the planning permission.

However, works to protected trees or trees within a conservation area which are not required to implement the planning permission, will require separate consent.

Further Information

[Teignbridge District Council Trees and Development Supplementary Planning Document.](#)

[British Standard 5837:2012 Trees in relation to design, demolition and construction](#)

[Natural England standing advice on Ancient Woodland](#)

Teignbridge contacts:

Website - [Trees page](#)

Email designandheritage@teignbridge.gov.uk

3.5 Bin Storage

Required for:

All Applications for new residential development

Guidance, Policy background and further information sources:

Teignbridge District Council operates a recycling system of one wheeled bin for residual waste, two recycling boxes, a food waste caddy and a reusable sack for paper for a standard residential dwelling. The size and number of bins changes for flats, dependent upon the number of units.

Any new residential unit must have provision for off-street bin storage (shown on submitted plans).

Bin/box sizes (approximate)

Food Waste Caddy - Capacity 23 litres, Width 260mm, Depth 320mm, Height 380mm

Recycling Boxes (x 2) - Capacity 55 litres, Width 450mm, Depth 600mm, Height 370mm

Black Bin (residual waste) - Capacity 180 litres, Width 470mm, Depth 770mm, Height 1110mm

Green Bin (garden waste) - Capacity 240 litres, Width 585mm, Depth 740mm, Height 1110mm

Collections are made from the adopted highway and where there are private roads/access then a bin collection point for bins to be collected from on collection day must be provided no further than 10 metres from the adopted highway and clearly marked on the block plan.

For new roads/estates a swept path analysis must be provided so that we can ensure that the waste and recycling vehicles (which are a maximum of 2.3m wide by 9.2m long by 3.5m high) can safely travel and manoeuvre around the estate.

The Green Waste collection service is a voluntary paid for service but space for a bin needs to be allocated where there are gardens.

Not required for outline applications where layout is a reserved matter.

Commercial waste is not collected directly by the Council however you should contact environmental health at ehealth@teignbridge.gov.uk for advice on bin requirements for hot food takeaways, restaurants etc.

Teignbridge contacts:

Email ts@teignbridge.gov.uk for advice on calculating number/size of bins for flats etc.

3.6 Biodiversity - Appropriate Assessments - within 10km of Exe Estuary SPA/Dawlish Warren SAC

Required for:

Dawlish Warren SAC or Exe Estuary SPA: -

- all development within, or adjacent to, the SAC or SPA
- all new dwellings and new tourist accommodation within 10km of SAC or SPA as shown on [10k Buffer Zone](#)
- developments that generate noise, light, increased recreational use or disturbance in or close to the SAC or SPA
- developments that generate surface water or other discharges that will flow into the Exe Estuary or Exminster Marshes
- development of land outside the SPA or SAC, but that provides supporting habitat for the species that form the special interest of the SPA or SAC (functionally linked land)

Guidance, Policy background and further information sources:

Where a development may affect the Dawlish Warren Special Area of Conservation (SAC) or the Exe Estuary Special Protection Area (SPA) either directly or indirectly, alone or in-combination with other developments, the Council must undertake an Appropriate Assessment of the impacts under the [Conservation of Habitats and Species Regulations 2017](#)

The applicant/agent must submit evidence including:

- the type and extent of the impact(s), including up-to-date survey where appropriate.
- mitigation measures proposed and how they will be delivered and maintained.
- how the mitigation will fully offset the impacts on the SPA/SAC.
- on-going monitoring to prove the effectiveness of the mitigation, where appropriate.

It may be necessary to undertake wildlife or site-user surveys over an extended period prior to submission of any application. All wildlife surveys must be up to date and undertaken by suitably qualified and licensed ecological consultants. See our [Biodiversity and Development web page](#) for more information and contacts.

Information on lighting, noise, sewage/surface water discharge and any other potentially harmful matters may also be required. Your ecological consultant and subject-specific professionals should be involved in assessing possible impacts and proposing appropriate mitigation measures.

To mitigate impacts of surface water discharge a suitable Sustainable Urban Drainage scheme (SUDS) may be appropriate.

Residential/Tourist Units

All new dwellings and new tourist accommodation proposed within 10km of the Exe Estuary SPA/Dawlish Warren SAC must provide adequate mitigation for recreational impacts on the SPA/SAC.

To help mitigate recreational impacts, applicants must pay a Habitats Mitigation Contribution for each new house or holiday unit. This money will then be used to deliver mitigation for recreation impacts on the European sites.

Applicants/agents may either make a payment in advance (which can be refunded if application refused, subject to terms and conditions) or sign a Unilateral Undertaking (and pay legal fee) agreeing to pay the relevant sum prior to commencement of works.

Contribution amounts (as at 1 April 2024 - index linked annually) are as follows:

Dwellings within 10km of the Exe Estuary SPA AND Dawlish Warren SAC

Dwellings = £1157 per dwelling

Tourist accommodation - serviced = 56% of above amount per room

Tourist accommodation - self-catering = 52% of above amount per unit

Tourist accommodation - touring pitches = 32% of above amount per pitch

Dwellings within 10km of the Exe Estuary SPA alone

Dwellings = £324 per dwelling

Tourist accommodation - serviced = 56% of above amount per room

Tourist accommodation - self-catering = 52% of above amount per unit

Tourist accommodation - touring pitches = 32% of above amount per pitch

In a few cases the standard mitigation may be insufficient. The Council will discuss bespoke mitigation with applicants where necessary.

Additionally, larger housing/tourist developments may need to provide a Suitable Alternative Greenspace to help attract additional recreation use away from the Exe/Warren. The council will be able to advise about SANG provision.

Other Development

A financial contribution may also be appropriate where a use may generate additional recreational pressure on the European-designated sites, for example, new tourism facilities. Mitigation will also be required for all other likely harmful impacts on the special interests of the designated sites or their functionally linked land.

Devon County Council (DCC) checklist

Please note that DCC have a checklist on their website re whether or not a wildlife report should be submitted with a planning application, but it does not cover our criteria and so a negative outcome

on this checklist cannot be accepted as a reason not to submit a survey where this validation guide requires one.

Further information

[DEFRA Magic Map](#)

Teignbridge Contacts:

Website - [Biodiversity and Development web page](#)

Email - designandheritage@teignbridge.gov.uk

3.7 Biodiversity - Appropriate Assessments - Within South Hams SAC Zones

Required for:

Within a South Hams SAC Sustainance Zone or Landscape Connectivity Zone applications involving: -

- New build or change of use on, or adjacent to, greenfield sites, vegetated brownfield sites, woodland, hedges, rivers or streams.
- Loss of or changes to farmland, woodland or scrub
- Removal of hedges/trees
- Wind turbines
- Floodlighting
- Other external lighting

Guidance, Policy background and further information sources:

Where a development may affect the South Hams Special Area of Conservation (SAC) or the greater horseshoe bats that constitute the SAC's 'special interest', either directly or indirectly, alone or in-combination with other developments, the Council must undertake an Appropriate Assessment of the impacts under the [Conservation of Habitats and Species Regulations 2017](#)

The applicant/agent must submit evidence including:

- The use made of the area by greater horseshoe bats, with up-to-date survey evidence.
- the type and extent of the impact(s) from the development, including habitat loss, flight path severance and increased lighting levels.
- mitigation measures proposed and how they will be delivered and maintained.
- how the mitigation will fully address the impacts on the SAC and greater horseshoe bats.
- on-going monitoring of the effectiveness of the mitigation.

Sites located within the South Hams Special Area of Conservation or one of the associated Greater Horseshoe Bats Sustainance Zones or large sites within the Landscape Connectivity Zone (which can be viewed on Ecology layers of the Devon County Council map viewer [South Hams SAC map](#)) may require comprehensive bat surveys, undertaken over an extended period prior to submission of the application. These surveys should comply with the latest Bat Conservation Trust's survey guidance. Site's location within the South Hams SAC Landscape Connectivity Zone may also require bat surveys. Pre-application advice should be sought. These sites can be viewed using [Devon County Council's Environment Viewer](#) (loads slowly).

The [South Hams SAC Planning Guidance](#) gives more detail on likely impacts on SAC bats, size and type of developments that might impact on them and possible mitigation measures. The guidance explains the difference between the Sustenance Zones and the Landscape Connectivity Zone.

All surveys must be up to date (less than 2 and a half years old at time of submission) and undertaken by suitably qualified and licensed ecological consultants (with licence number quoted in the report). See [Biodiversity and Development web page](#) for more information and contacts. Information on existing and proposed lighting levels, must also be provided in consultation with lighting and ecological consultants. In some cases, noise studies may also be required, again informed by consultants. Mitigation measures must be devised in consultation with ecological and subject-specific consultants.

Where a proposed development would be within or close to the South Hams Special Area of Conservation (SAC) it may affect the woodland habitat, which is part of the SAC's special interest, either directly or indirectly, alone or in-combination with other developments and the Council must undertake an Appropriate Assessment of the impacts on this habitat. The applicant/agent must submit evidence including:

- current habitat and species of the existing woodland habitat which will or may be affected by the proposal, whether within, close to or functionally linked to the SAC woodland habitat, with up-to-date survey evidence.
- the type and extent of the impact(s) from the development, including loss of or changes to habitat within the SAC and loss of or changes to nearby woodland or other functionally linked woodland habitat outside the SAC boundaries; and indirect impacts including increased lighting levels, changes to hydrology, pollution, increased recreational use, etc.
- mitigation measures proposed and how they will be delivered and maintained.
- how the mitigation will fully address the impacts on the SAC and its woodland habitat.
- on-going monitoring of the effectiveness of the mitigation.

Devon County Council (DCC) checklist

Please note that DCC have a checklist on their website re whether or not a wildlife report should be submitted with a planning application, but it does not cover our criteria and so a negative outcome on this checklist cannot be accepted as a reason not to submit a survey where this validation guide requires one.

Further Information:

[Bat Surveys for Professional Ecologists](#)

Teignbridge Contacts:

Website - [South Hams Special Area of Conservation web page](#)

Email - designandheritage@teignbridge.gov.uk

3.8 Biodiversity - Bats and Birds in Buildings Survey Reports

Required for:

Applications, including Listed Building Consent, involving:

- Works to buildings or structures known or suspected to support bats.
- Barn Conversions
- Demolition of buildings or parts of buildings
- Redevelopment of existing buildings that involves works to roofs, roof spaces, external timber cladding, hanging tiles or cellars.
- Works to underground structures other than drains/sewers
- Wind turbines or solar panels
- Floodlighting
- Illumination of and/or additional light spill onto a known or suspected bat roost or roost entrance
- Illumination of/light spill onto/removal of a hedge, tree line or woodland edge known or suspected to be used by bats when accessing their roosts.
- Illumination of and/or additional light spill onto a church, listed building or building with multiple pitched roofs
- Felling of, or works to, trees with holes, cavities, cracks or other bat roost potential.

Guidance, Policy background and further information sources:

Bat and Bird reports are required for the applications listed *unless*:

- The house was built less than 15 years ago without specific bat provision incorporated.
- Works are to a flat roof.
- Works are to a greenhouse, glasshouse or glass/perspex/transparent polycarbonate-roofed conservatory.
- Works are to an out-building with single-skin roof and single-skin walls made of wood, metal, brick, concrete block or plastic?

A licenced bat consultant will be needed to undertake the survey(s) and produce the report unless they consider that a full report is not required (e.g., no evidence of bats) when you may obtain a letter from them stating why a full report is not required and submit this with your application instead.

Bat and Bird Survey Reports must include date of survey, methodology used, evidence found, assessment of impacts on protected species, mitigation/compensation for impacts, details on how these will be delivered and a scheme for monitoring effectiveness of mitigation/compensation. The necessary surveys may need to be undertaken over an extended period prior to submission of any application.

All reports must be up to date (less than 2 and a half years old at time of submission) and produced by a licensed bat consultant (with licence number quoted in the report). See [Bat and Bird Surveys web page](#) for more information and contacts. If your bat consultant considers that Emergence Surveys or other additional surveys are needed, these must be undertaken, and the results submitted with the application.

Where surveys can only be done at certain times of the year you must make sure that the report has been commissioned and received and submitted with your application. We will not hold onto invalid applications awaiting reports.

Sites within or affecting the South Hams Special Area of Conservation (see point 3.7 of this guide) may require comprehensive bat surveys, undertaken over an extended period.

Devon County Council (DCC) checklist

Please note that DCC have a checklist on their website re whether or not a wildlife report should be submitted with a planning application, but it does not cover our criteria and so a negative outcome on this checklist cannot be accepted as a reason not to submit a survey where this validation guide requires one.

Further Information:

[Natural England Standing Advice for Bats](#)

Teignbridge Contacts:

Website - [Bat and Bird Surveys web page](#)

Email - designandheritage@teignbridge.gov.uk

3.9 Biodiversity - Ecological Reports

Required for:

Applications involving: -

- New builds or change of use on greenfield or vegetated brownfield sites.
- Developments adjacent to greenfield or vegetated brownfield sites
- Works to, or adjacent to, rivers and streams
- Loss of intertidal habitat
- Loss of trees, hedges or woodland
- Loss of ponds in the countryside
- Loss of heathland or species-rich grassland

Guidance, Policy background and further information sources:

Applications for development that has the potential to adversely affect biodiversity must be accompanied by an Ecological Report which must appraise the site itself and adjacent land. It must be produced by a suitably qualified and licensed ecological consultant and include:

- desk study
- phase 1 survey
- Natural England Biodiversity Metric calculations
- protected species surveys
- any additional habitat and species surveys advised by the ecologist.
- assessment of importance of biodiversity features
- assessment of impacts
- suite of measures to fully avoid/mitigate/compensate for impacts and losses and to provide biodiversity net gain.
- details of how these will be delivered.
- details of biodiversity enhancements/net gain that will be provided and
- a scheme for monitoring the effectiveness of mitigation/compensation.

Surveys may need to be undertaken over an extended period and the results used to inform the design of the development/compensation. Many parts of Teignbridge provide habitat and breeding grounds for legally protected species. Applicants/agents need to comply with all relevant legislation relating to these protected species.

All reports must be up to date (less than 2 and a half years old at time of submission) and produced by a suitably qualified and licensed professional ecological consultant (with licence number quoted in the report). See [Biodiversity and Development web page](#) for more information and contacts. If your professional ecological consultant considers that a report is not required, you may submit a letter from them justifying why this is the case.

Where surveys can only be done at certain times of the year you should make sure that the report has been commissioned and received and submitted with your application. We will not hold onto invalid applications awaiting reports.

Devon County Council (DCC) checklist

Please note that DCC have a checklist on their website re whether or not a wildlife report should be submitted with a planning application, but it does not cover our criteria and so a negative outcome on this checklist cannot be accepted as a reason not to submit a survey where this validation guide requires one.

Further Information

[Natural England Standing Advice for Protected Species](#)

Teignbridge Contacts:

Website - [Biodiversity and Development web page](#)

Email - designandheritage@teignbridge.gov.uk

3.10 Biodiversity Net Gain

Required for:

All applications in accordance with statement on the completed application form.

Guidance, Policy background and further information sources:

The application must be accompanied by the following information as set out in [Article 7 of The Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#):

- a statement as to whether the applicant believes that planning permission, if granted, would be subject to the biodiversity gain condition.
- where the applicant believes that planning permission, if granted, would not be subject to the biodiversity gain condition, the reasons for that belief.
- in cases where the applicant believes that planning permission, if granted, would be subject to the biodiversity gain condition“
- the pre-development biodiversity value(s), [either on the date of application or earlier proposed date \(as appropriate\)](#);
- where the applicant proposes to use an earlier date, this proposed earlier date and the reasons for proposing that date.
- [the completed metric calculation tool](#) (this will be either the Statutory Biodiversity Metric or Small Sites Metric) showing the calculations of the pre-development biodiversity value of the onsite habitat on the date of application (or proposed earlier date) including the publication date of the biodiversity metric used to calculate that value.
- a statement whether activities have been carried out prior to the date of application (or earlier

proposed date), that result in loss of onsite biodiversity value ('[degradation](#)'), and where they have:

1. a statement to the effect that these activities have been carried out.
 2. the date immediately before these activities were carried out.
 3. the pre-development biodiversity value of the onsite habitat on this date.
 4. the completed metric calculation tool showing the calculations, and
 5. any available supporting evidence of this.
- a description of any [irreplaceable habitat](#) (as set out in [column 1 of the Schedule to the Biodiversity Gain Requirements \(Irreplaceable Habitat\) Regulations 2024](#)) on the land to which the application relates, that exists on the date of application, (or an earlier date); and
 - plan(s), drawn to an identified scale and showing the direction of North, showing onsite habitat existing on the date of application (or earlier proposed date), including any irreplaceable habitat (if applicable). This should include all onsite habitat included in the calculation of the biodiversity value of the onsite habitat within the submitted biodiversity metric.

The following information must also be provided.

- Draft [Biodiversity Gain Plan](#) (BGP). Template on Gov.UK
- Draft [Habitat and Monitoring Plan](#) (HMMP) where significant onsite biodiversity net gain is proposed. Template on Natural England website
- Heads of Terms for any Biodiversity Net Gain Planning Obligations particularly where an off-site BNG site is proposed.

Teignbridge Contacts:

Website - To be added.

Email - planning@teignbridge.gov.uk

3.11 Carbon Reduction Plan

Required for:

All major applications for residential or commercial development.

Guidance, Policy background and further information sources:

Teignbridge District Council declared an [environment and climate change emergency](#) on 18 April 2020 and plays a leading role in tackling climate change. All development proposals, both major and non-major, should seek to minimise their carbon footprint both during construction and in use.

For major applications a Carbon Reduction Plan is required which shows how the overall emissions associated with the development will be limited in line with Policy S7 (Carbon Emissions Targets) of the Teignbridge Local Plan which seeks to reduce emissions from development.

Policy S7 was amended following the Executive Council meeting on 8 October 2019, in accordance with the updated 2008 Climate Change Act. Policy S7 requires a 48% reduction in emissions by 2033.

The [Policy S7 Demonstration Calculator](#) must be used to show that the proposed development complies with Policy S7.

Regulated emissions rates must be entered into the Calculator for residential and/or commercial buildings to indicate whether the proposed development complies with Policy S7. Results from the Policy S7 Demonstration Calculator must then be identified within a Carbon Reduction Plan, which must be submitted within the planning application, as required under Policy EN3 of the Teignbridge Local Plan. Further guidance is provided within the Policy S7 Demonstration Calculator spread sheet.

Further information

[Teignbridge Local Plan S7 and EN5](#) (updated to require 48% reduction by 2033)

[Carbon offsetting Calculator](#)

3.12 Community Infrastructure Levy

Required for:

- New residential units
- Residential extensions of more than 100m²
- Residential annexes
- Holiday lets (excluding hotels)
- Out of town retail development

Guidance, Policy background and further information sources:

Community Infrastructure Levy (CIL) is charged on residential and out of town retail development under the [Community Infrastructure Levy Regulations 2010](#). The levy is used to pay for improving and providing new infrastructure, including roads, education, recreation and public transport facilities.

A [CIL Additional Information form](#) must be completed and submitted with these applications.

Warning - If the application is approved, with a CIL liability, the applicant must ensure the correct forms are received by the council and the correct procedures are followed before any development including demolition takes place or the full amount including surcharges could become immediately payable and any set offs/exemptions may be forfeit.

Further Information:

[CIL Guidance](#)

[CIL Forms](#)

Teignbridge Contacts:

Email - planning@teignbridge.gov.uk

Website - [CIL web page](#)

3.13 Compliance with outstanding conditions

Required for:

Where there are related applications

Guidance, Policy background and further information sources:

Where there are previous approvals with conditions that need to be discharged prior to submission of subsequent applications. Ensure that these have been complied with before submitting the new application.

3.14 Design and Access Statement

Required for:

- All major applications.
- All Listed Building Applications.

Required for the following applications * in a Conservation Area:

- One or more dwellings
- Increase in floor space of 100m² or more (any type of development)

*except for:

- Change of Use unless it involves development
- Engineering or Mining operations or Waste development
- Section 73 applications to vary or remove conditions

Guidance, Policy background and further information sources:

A Design and Access Statement is a concise report providing a framework for applicants to explain how the proposed development is a suitable response to the site and its setting and demonstrate that it can be adequately accessed by prospective users. They aid decision-making by enabling the council and third parties to better understand the analysis that has underpinned the design of a development proposal.

The level of detail in a Design and Access Statement should be proportionate to the complexity of the application but should not be long.

Design and Access Statement for a planning application must:

- Explain the design principles and concepts that have been applied to the development
- Demonstrate the steps taken to appraise the context (particular characteristics of the site and its wider setting) of the development and how the design of the development takes that context into account
- Explain the approach to access, and how relevant Local Plan policies have been taken into account
- Detail any consultation undertaken in relation to access issues and how the outcome of the consultation has informed the development
- Explain how any specific issues which might affect access to the development have been addressed

Design and Access Statement for Listed Building Consent must:

- Explain the design principles and concepts that have been applied to the works
- Explain the approach to access, including what alternative means of access have been considered, and how relevant Local Plan policies have been taken into account
- Detail any consultation undertaken in relation to access issues and how the outcome of the consultation has informed the development
- Explain how any specific issues which might affect access to the development have been addressed
- Explain how both the design and access elements take account of
 - The special architectural or historic importance of the building
 - The particular physical features of the building that justify its destination as a listed building
 - The building's setting

Access explanations are not required for listed building consent that only affects the interior of a building.

Teignbridge Contacts:

Email - planning@teignbridge.gov.uk

3.15 Environmental Impact Assessment

Required for:

Development falling within Schedule 1 or 2 of the Town and Country Planning (Environmental Impact Assessment) Regulations 2017 (the EIA Regs)

Guidance, Policy background and further information sources:

An Environmental Statement (and non-technical summary) must be provided for any development that falls within Schedule 1 of the [Town and Country Planning \(Environmental Impact Assessment\) Regulations 2017](#) and for some Schedule 2 projects. The Environmental Statement must be prepared by persons who, in the opinion of the council, have sufficient expertise to ensure the completeness and quality of the statement. The Environmental Statement must be accompanied by a statement setting out how the requirement for sufficient expertise has been met.

Applicants/agents can seek a 'screening opinion' from the Council as to whether an Environmental Impact Assessment (EIA) is required. This is best done at the pre-application stage.

- If an EIA is required, the Council can then carry out a 'scoping opinion' to identify the matters that the EIA will need to address. The Environmental Statement must then be submitted with the application
- If an EIA is not required there is no further action needed

If a screening opinion is not sought before an application falling within Schedule 1 or 2 of the EIA Regs is submitted, it will still be validated and the Planning Case Officer will undertake a screening opinion during the first couple of weeks of the planning process. If the application requires an EIA the planning application process ('clock') will stop until the Environmental Statement is provided.

In cases where an EIA is not required environmental information may still need to be provided. See other sections of this document.

Teignbridge Contacts:

Email - planning@teignbridge.gov.uk

3.16 Fire Statement

Required for:

Development of a building 18m or 7 storeys high which consists of 2 or more dwellings or educational accommodation.

Guidance, Policy background and further information sources:

In accordance with Article 9A of Development Management Procedure Order 2015 any development resulting in a building which is 18m high or 7 storeys high and consists of 2 or more dwellings or educational accommodation must submit a Fire Statement with details as per the DMPO 2015.

- Not required for Outline or S73 Variation applications.

Teignbridge Contacts:

Email - planning@teignbridge.gov.uk

3.17 Flood Risk Assessment/Surface Water Management

Required for:

- All development within Flood Zones 2 or 3
- All Major Development (regardless of whether or not in a Flood Zone)
- Development less than 1 ha in flood zone 1, including a change of use in development type to a more vulnerable class (for example from commercial to residential)
- Development in a critical drainage area

Guidance, Policy background and further information sources:

Flood Risk Assessment (FRA) will be required if the proposed development is a major application or falls within Flood Zones 2 or 3 or is within 20 metres of the top of the bank of a main river or includes the control of any river or stream.

Use the [Flood map](#) to identify if a site is in a flood zone. The FRA should be produced using the [Environment Agency advice on FRA](#) and the [Flood risk assessment advice](#) in the Planning Practice Guidance.

Critical Drainage Area information and maps are available on the Devon County Council Website [Planning and development - Flood Risk Management \(devon.gov.uk\)](#).

They are also available spatially on the [My Neighbourhood Map](#)

The FRA should include evidence regarding the availability of any alternative sites at a lower risk of flooding to help the LPA determine whether the flood risk Sequential Test can be satisfied. The FRA must also provide sufficient information to demonstrate whether the proposal will be safe of its lifetime, not increase flood risks elsewhere and (where possible) reduce flood risks overall. Within each Flood Zone, new development should be directed to sites at the lowest probability of flooding from all sources.

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. The FRA should identify opportunities to reduce the probability and consequences of flooding. The FRA should include the design of surface water management systems including Sustainable Drainage Systems (SuDS) and address the requirement for safe access to and from the development in areas at risk of flooding.

Note - Levels on plans submitted with applications in Flood Zones 2 and 3 should be shown in mAOD.

Contacts:

Environment Agency cost-recovered pre-application advice for zones 2 and 3 from SPDC@environment-agency.gov.uk

[Devon County Council as Lead Local Flood Authority](#)

Teignbridge District Council - Planning@teignbridge.gov.uk

Surface Water Management

Required for:

- All new developments
- Any new developments where surface water is to be managed by soakaway must provide results of infiltration tests.

Guidance, Policy background and further information sources:

Surface Water Management - All new developments must have an effective and robust surface water system which should not increase flood risk to adjacent properties or land and where possible should make improvements to reduce the risk of flooding.

Applicants must demonstrate how surface water from the development will be disposed of in a manner that does not increase flood risk elsewhere, in accordance with Sustainable Drainage Systems (SuDS) principles. SuDS systems should be designed in accordance with local and national standards.

Critical Drainage Areas (Ashburton, Bovey Tracey, Dawlish Warren, Newton Abbot and Holbeam) specify particular requirements for surface water management, such as discharging surface water at a rate no higher than the equivalent 1 in 10 year return period.

If surface water is to be managed by infiltration, then groundwater will need to be monitored to ensure it will not impact on infiltration features.

Major developments must be accompanied by a Surface Water Management Plan.

Devon County Council, as the Lead Local Flood Authority, is the statutory consultee for major developments with surface water implications.

Developments in catchment for water sensitive SSSIs may be required to provide further detail. This should be discussed prior to application.

Further Information:

[Government advice on flood risk management](#)

[Section 10 of Devon County Council SuDS Guidance](#)

Teignbridge Contacts:

Email - planning@teignbridge.gov.uk

Foul Drainage Assessment (FDA)

Required for:

All development involving a non-mains drainage system.

Guidance, Policy background and further information sources:

Foul Drainage Assessment (FDA)

NPPG para 20 sets out that, foul drainage should discharge into a public sewer unless cost/practicality makes this unfeasible. Only then should non-mains sewage disposal solutions be considered.

A FDA should be submitted with all development involving a non-mains drainage system including justification as to why connection to the mains sewerage system is not feasible and sufficient information to demonstrate that the proposed system will be viable and not detrimental to the environment such as:

- Full details of proposed flows
- A plan showing location of proposed treatment plant and soakaway field/discharge point
- Percolation test results to demonstrate viability of any soakaway.

The Environment Agency have an [FDA Form](#) online.

Contacts:

Environment Agency cost-recovered pre-application advice for major applications from SPDC@environment-agency.gov.uk

Teignbridge District Council for non-major applications from planning@teignbridge.gov.uk

3.18 Green Infrastructure

Required for:

All Major Applications and any application that has a significant impact on Green Infrastructure corridors (as defined on page 25 of the Teignbridge Green Infrastructure Strategy 2014)

Guidance, Policy background and further information sources:

The [Teignbridge Green Infrastructure Strategy 2014](#) is the key document for Green Infrastructure (GI) in Teignbridge and is supported by the [Devon County Council GI Strategy](#). A list of typical GI assets can be found in the [Landscape Institute's Position Statement](#) (page 4).

Proposals should not harm the integrity of the strategic and local GI network or diminish the value of existing key GI assets. Where appropriate, the value of existing GI assets shall be enhanced, new assets created, and connectivity improved between individual assets. Particular emphasis should be placed on delivering high quality assets that provide multiple functions and benefits.

A Green Infrastructure Context Plan is required to identify the key GI opportunities for the development site and how they relate to the surrounding area and the GI network. This plan presents the evidence base for the Green Infrastructure Masterplan and is informed by an evaluation of the existing and potential assets and their potential roles and benefits.

A Green Infrastructure Masterplan is required to identify and define green infrastructure provision within the proposed development site and how these proposed GI site assets connect to the wider GI network.

A Green Infrastructure Statement is required to explain how the proposal contributes to achieving the Teign Green Network local vision and themes. It should include how the proposed GI influenced the design of the proposed development and how it delivers GI benefits.

Teignbridge Contacts: Email - forwardplanning@teignbridge.gov.uk

3.19 Ground Conditions / Instability

Required for:

- Applications in areas of land instability
- Applications within 200 metres of cliffs, chines or steep embankments

Guidance, Policy background and further information sources:

Where any instability is suspected or may occur in coastal areas or due to steep slopes, mining activities etc. a Land Stability Report must be undertaken for development and should be produced by a suitably qualified geotechnical, civil or structural engineer. A Land Stability Report is not only for coastal sites, it will also be required for inland areas of unstable land.

The report may assess local geology, the history of landslides, consider ground investigation, soil testing, slope stability analysis and reporting depending upon the level of assessment needed.

Further information

[Government guidance on land stability](#)

Teignbridge Contacts:

Email - planning@teignbridge.gov.uk

3.20 Heritage Statement (including Historical, archaeological features and Scheduled Monuments)

Required for:

Proposals that

- Affect a Listed Building

- Located in or adjacent to a Conservation Area
- Affect a Scheduled Ancient Monument
- Affect a site likely to have archaeological remains
- Affect Registered Parks & Gardens

Guidance, Policy background and further information sources:

A Heritage Statement, including a Description or Statement of Significance is required for all development affecting heritage assets. A heritage asset is defined as 'a building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. Heritage asset includes designated heritage assets and assets identified by the local planning authority (including local listing).' It should give a description of the heritage asset affected and the contribution of the setting to that significance.

- The scope and level of detail should be proportionate to the importance of the heritage asset and will vary according to the particular extent of the works involved and the circumstances of each application.
- Information gained from the [historic environment record](#), together with the impact of the proposal should be set out to explain the design concept in conjunction with the Design and Access Statement.
- It should detail the sources that have been considered and the expertise that has been consulted.

A Heritage Statement must be provided for each of the following:

For Listed Building Consent, it should outline the historic importance of the building and include a schedule of works, an analysis of the significance of archaeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact on the historic fabric, the special character of the listed building or structure, its setting and the setting of any adjacent listed buildings. A structural survey may also be required.

Where the proposal includes total or substantial demolition of a listed building the statement should include:

- Condition of the building and cost of repair/maintenance in relation to the importance of the building and the value derived from continued use
- Efforts made to retain the building in use including open marketing at a realistic price
- Merits of alternative proposals for the site

For substantial or total demolition in a Conservation Area Consent, where a building or structure is positively contributing towards the character of a conservation area. It should include:

- a structural survey outlining the condition of the building
- a written analysis of
 - the character and appearance of the building/structure
 - the contribution it makes to the conservation area
 - the principles of, and justification for, the proposed demolition
 - the impact of the demolition on the special character of the area.

For **applications either related to, or impacting on, the setting of heritage assets**, depending on the scale of the application, it should include:

- plans showing historic assets that may exist on, or adjacent to, the application site including listed buildings and structures, historic parks and gardens, historic battlefields and scheduled monuments
- an analysis of the significance of archaeology, history and character of the building/structure
- the principles of, and justification for, the proposed works and their impact on the special character and setting of the heritage asset

If previously unidentified heritage assets are found that are considered to be of architectural, artistic, archaeological or historic interest and their significance will need to be judged. Information on the heritage assets must be sought from the [historic environment record](#) and the effects of proposals on identified assets will need to be considered.

For **applications within or adjacent to a Conservation Area** it should include an assessment of the impact of the development on the character, appearance or setting of the area. [Conservation Area Appraisals](#) have been prepared by the Council for each of the conservation areas.

New development will need to demonstrate that it preserves those aspects of its setting that either enhances or makes a positive contribution towards the character or appearance of the conservation area.

For **applications involving the disturbance of ground on sites that are known to have or are considered likely to have archaeological interest** an applicant may need to commission an assessment of existing archaeological information as well as more intrusive archaeological investigations and submit the results as part of the Heritage Statement to allow the importance of the archaeological site to be understood along with the impact of the development upon it, and enable an informed and reasonable planning decision to be made. Such information on the recording of archaeological remains should be made publicly available, particularly where a heritage asset is to be lost. This normally involves adding the information to the [historic environment record](#) and the appropriate museum or other repository.

Further Information

[Government guidance on conserving and enhancing the historic environment](#)

[Section 128 of National Planning Policy Framework](#)

Devon County Council Historic Environment Team can advise as to the requirement and scope of any heritage statement or archaeological interest of the site.

Email: archaeol@devon.gov.uk

Teignbridge Contacts:

Email - designandheritage@teignbridge.gov.uk

Website - [Listed buildings web page](#)

3.21 Land Contamination Assessment

Required for:

On all applications where the answer to any of the 'Existing Use' questions on the application form is 'yes'

Or if the proposal is likely to pose a risk to controlled waters.

Guidance, Policy background and further information sources

A Land Contamination Assessment, completed by a competent person, must be submitted with all applications where contamination is known or suspected and also for any particularly vulnerable use. This is required to determine the existence or otherwise of contamination, its nature and the risks it may pose and whether these can be satisfactorily reduced to an acceptable level.

'Particularly vulnerable use' includes dwellings, schools, nurseries, allotments and playing fields among others. Residential extensions and conservatories are excluded unless there is a known contamination issue.

However, to ease the burden on small developers, the Council **will not** normally require an assessment: -

- For residential extensions or small residential schemes on sites which are within a residential curtilage where there is no reason to suspect nearby contamination or
- Where there is a current approval or where a contaminated land report has already been submitted as part of a previous application or
- Where the application is clearly not a risk e.g., minor change with no ground disturbance

If the proposed development is situated within 250 metres of a former landfill site there will be a requirement for specific consideration of issues with ground gas.

Teignbridge Contacts:

Email - Environmental Health envc@teignbridge.gov.uk

Website - [Contaminated land web page](#) for general information and Technical Advice notes 1 and 2

Environment Agency cost-recovered pre-application advice if the proposal is likely to pose a risk to controlled waters from SPDC@environment-agency.gov.uk

3.22 Landscape & Visual Assessment/Landscape Proposals

Required for:

- All Applications likely to have a significant landscape or visual impact
- All Applications with potential to adversely affect Areas of Great Landscape Value (AGLV), Undeveloped Coast (CPA) & Registered Historic Parks & Gardens

Guidance, Policy background and further information sources

Landscape should be considered at the inception of development schemes. This should take the form of an assessment and an analysis of the of the site and context, helping to:

- Inform an understanding of the character of the site and the site context
- Identify the key characteristics of an area to which development proposals need to respond
- Influence design decisions that would help minimise adverse effects on the landscape and visual amenity and help to create a distinctive identity

An assessment of the landscape impacts of the proposals should include its impact on landscape character and visual impact, including wider impact from public viewpoints and residential amenity. Visual impact should take account of the distance from the development, magnitude of impact, sensitivity of viewers (e.g., a notable public viewpoint) and seasonal effects of screening vegetation.

Site survey & analysis plans should include topography (contours/spot heights), existing features such as trees, hedges and other vegetation, ponds and watercourses, structures & earthworks, roads, tracks & paths, historic features and service information. Analysis should include conditions & value of site features, views and viewpoints, soils & ground conditions and microclimate.

The scope and detail of landscape assessment and design will vary and should be proportionate to the scale and impact of the development. Whilst major developments will require a full Landscape and Visual Impact Assessment, a Landscape & Visual Appraisal or Technical Note with photographs may be adequate for smaller proposals.

Images and photomontages should follow [Visualisation of Development](#) guidance.

Landscape proposal plans should indicate the location of existing and proposed trees, hedges and other vegetation to be retained/removed and of other site features identified in the survey such as boundary fences and walls along with existing and proposed levels where appropriate. Detailed proposals for hard and soft landscape works should include proposed earthworks (excavation/re-grading), water features, heights and materials for hard boundaries and surfaced areas and planting and maintenance schedules and specifications. These should include species mixes, numbers/percentages, planting distances, method, size/type of plant, cultivation, protection (e.g., stock fencing/guards) and maintenance (e.g., weeding, pruning, mulching and watering). All new planting should be covered by a 5 year establishment maintenance period. Any plant which fails to establish successfully during this period should be replaced.

Hard and soft landscaping and building design should be complementary. The design should allow sufficient space for the long-term retention of existing mature trees and hedgerows and for the planting of trees and hedges of appropriate size, allowing for their long term growth.

A Planting Strategy should accompany larger schemes: to describe the strategic purposes of different aspects of the planting, such as responding to the natural and cultural landscape context, define spatial massing and containment, create identity, screening, unity, variety and stimulation.

A Long-term Landscape/Ecological Management Plan(LEMP) will be required for larger schemes/major applications where the long-term character of vegetation is key to the suitability of development proposals.

A Heritage Statement will be required where proposals are likely to have impacts on Registered Parks and Gardens or its setting.

Further information.

Teignbridge [Landscape web page](#) has links to the following useful documents:

- Teignbridge District Landscape Character Assessment
- Devon County Landscape Character Assessment
- National Character Area Profiles
- Teignbridge Landscape Design Planning Advice Note

- Solar Photovoltaic Development in the landscape SPD
- Sensitivity to Onshore Wind Energy Developments

Native hedgerows and Devon banks

Teignbridge Contacts:

Email - designandheritage@teignbridge.gov.uk

Website - [landscape web page](#)

3.23 Lighting assessment

Required for:

Applications involving significant external lighting.

Guidance, Policy background and further information sources

All proposals involving the provision of publicly accessible developments, in the vicinity of residential property, a Listed Building or a Conservation Area, Local Wildlife Site, green link or watercourse where external lighting would be provided or made necessary by the development.

Guidance Details should include the following as relevant:

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

Teignbridge Contacts:

Email - planning@teignbridge.gov.uk

3.24 Manufacturer's details

Required for:

Applications for

- wind turbines
- solar panels
- microgeneration
- extraction devices

Guidance, Policy background and further information sources

Manufacturer's specification of device and model type.

Teignbridge Contacts:

Email - planning@teignbridge.gov.uk

3.25 Mineral Resource Assessment

Required for:

Applications located within a Mineral Safeguarding Area (MSA) or Mineral Consultation Area (MCA)

Guidance, Policy background and further information sources

For development within an MCA, Policy M2 of the Devon Minerals Plan seeks to safeguard mineral resources but does allow for non-mineral development where the applicant can demonstrate that the mineral resource is not of current or potential economic or heritage value.

The need for an MRA will be identified by DCC through pre-application consultation or on consultation following submission of a planning application.

More information:

[DCC Mineral Safeguarding SPD](#)

Contacts:

Devon County Council

3.26 Noise impact assessment

Required for:

Applications for

- Potentially noise generating developments near sensitive locations
- Noise sensitive applications near existing noise generating uses

Guidance, Policy background and further information sources

The following developments should include a noise impact assessment / noise mitigation scheme for the impact of noise on nearby residential uses:

- change of use to restaurants, cafes, takeaways or drinking establishments
- conversion of buildings to residential use
- new residential development sited on classified roads
- new residential development nearby to licensed premises
- new commercial development within Use Classes B2 or B8 adjacent to existing residential development
- any application for an entertainment and licensed premise

Other developments (including day nurseries, sports facilities, smoking areas, places of worship) can generate noise and may warrant a noise impact assessment / noise mitigation scheme, this will be determined on a site-to-site basis.

If the development includes a delivery or service yard the noise assessment should include how the noise from deliveries will be controlled.

Noise Impact Assessments should be based on physical measurement surveys rather than predictive modelling. It will normally be necessary to confirm the noise emissions of proposed new plant and equipment, either from reliable manufacturer's data or by undertaking measurements of existing facilities elsewhere, rather than relying on assumed noise emissions. A Noise Impact Assessment should be prepared by a suitably qualified acoustician. The Institute of Acoustics have a [find-a-specialist service](#)

Guidance on the production of the assessment can be found at [Institute of Acoustics ProPG: Planning & Noise - New Residential Development](#)

For commercial kitchens a noise assessment should be completed and submitted with the application demonstrating the potential impact of the proposal and the mitigation that will be used. Guidance can be found in the [Control of Odour and Noise from Commercial Kitchen Exhaust Systems](#).

Teignbridge Contacts:

Email - Environmental Health envc@teignbridge.gov.uk

3.27 Planning Statement

Required for:

- All Major applications
- Applications with economic impact

Guidance, Policy background and further information sources

A planning statement should identify the context and need for a proposed development and include:

- An assessment of how the proposed development accords with relevant national, regional and local planning policies
- Details of consultations with the local planning authority and wider community/statutory consultees undertaken prior to submission
- A separate statement on community involvement where appropriate
- Any regeneration benefits from the proposed development, including:
 - details of any new jobs that might be created or supported
 - the relative floorspace totals for each proposed use (where known)
 - any community benefits
- reference to any regeneration strategies that might lie behind or be supported by the proposal

Teignbridge Contacts:

Email - planning@teignbridge.gov.uk

3.28 Retail and Leisure Development

Required for:

All retail and leisure development

Guidance, Policy background and further information sources

Any applications which represent a departure from the local plan will require an Impact Assessment covering:

1. impact of the proposal on existing, committed and planned investment in a centre or centres in the catchment area of the proposal
2. impact of the proposal on town centre vitality and viability
3. availability of alternative sites for the development
4. accessibility of site and connections to the town centre

The level and type of evidence and analysis required to address the key considerations should be proportionate to the scale and nature of the proposal.

Further guidance

[Teignbridge Local Plan](#)

Teignbridge Contacts:

Email - planning@teignbridge.gov.uk

3.29 Section 106 Agreements

Required for:

Requirement dependant on individual site

Guidance, Policy background and further information sources

Planning obligations agreed under s106 of Town and Country Planning Act 1990 are used to deliver affordable housing and a limited amount of site-specific infrastructure.

S106 - Applicants/agents should clarify the Council's requirements in pre-application discussions and submit a Statement of Proposed Heads of Terms for a Section 106 Agreement or Unilateral Undertaking with their application.

Unilateral Undertakings are also required under section 3.6 Biodiversity - Appropriate Assessments - within 10km of Exe Estuary SPA/Dawlish Warren SAC, unless alternative mitigation measures are submitted, or payment is made in full in advance.

3.30 Self Build Dwellings

Required for:

All residential applications that include self-build

Guidance, Policy background and further information sources

The online application form does not currently include an option to record self-build. Therefore

proposals that include self-build must use the [Residential Dwelling Units Supplementary Information Template](#) which does include self-build. This is available as a download whilst completing the online application process.

3.31 Sport Facilities

Required for:

All applications that involve loss or change of sports facilities.

Guidance, Policy background and further information sources

Where applications will result in a loss of playing fields or loss or change of other facilities Sports England will be consulted and require:

- Plans showing extent of playing field area lost
- Justification for chosen location and alternatives considered
- Any changes in provision of sports facilities
- How replacement facilities will equal or better quality will be achieved and maintained

Further information:

www.sportengland.org

3.32 Statement of Community Involvement

Required for:

Major applications

Guidance, Policy background and further information sources

Applicants are strongly encouraged to:

- seek pre-application advice from the council and from statutory consultees
- write and regularly review a Consultation Strategy for the proposal, in consultation with the Council, taking into account the [Statement of Community Involvement](#), adopted by the Council in June 2019
- Consult the local community in accordance with the Consultation Strategy
- Consider the consultation responses received and submit a document explaining how it has influenced the planning application.

Teignbridge Contacts:

Email - planning@teignbridge.gov.uk

3.33 Structural Survey

Required for:

Conversion of existing buildings

Guidance, Policy background and further information sources

A Structural Survey, carried out by a qualified structural engineer, may be required in support of an application if the proposal involves conversion of an existing building, for example barn conversions.

Teignbridge Contacts:

Email - planning@teignbridge.gov.uk

3.34 Telecommunications Development

Required for:

Telecommunications applications

Guidance, Policy background and further information sources

Planning applications for mast and antenna development by mobile phone network operators in England should be accompanied by a range of supplementary information including the area of search, details of any consultation undertaken, details of the proposed structure, and technical justification and information about the proposed development along with evidence that all relevant Mast-Sharing and Site-Sharing opportunities have been investigated.

Planning applications should also be accompanied by a signed declaration that the equipment and installation has been designed to be in full compliance with the requirements of the radio frequency (RF) public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection (ICNIRP).

Teignbridge Contacts:

Email - planning@teignbridge.gov.uk

3.35 Transport Assessment/Travel Plan or Transport Statement

Required for:

- Schemes with significant transport implications.
- The thresholds are set out in Appendix B of [Guidance on Transport Assessment \(March 2007\)](#)
- Development of land resulting in a material increase or significant change of traffic using existing rail infrastructure (particularly level crossings) or require rail improvements.

Guidance, Policy background and further information sources

A Transport Assessment (TA) is required. The coverage and detail of the TA should reflect the scale of the development and the extent of the transport implications of the proposal. For major proposals, the TA should illustrate accessibility to the site by all modes of transport, and the likely modal split of journeys to and from the site. It should also give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal, and to mitigate transport impacts.

A Travel Plan (TP) is also required outlining the way in which the transport implications of the new development will be managed in order to ensure the minimum environmental, social and economic

impacts.

For schemes with relatively small transport impacts, a Transport Statement can be submitted instead of the TA/TP outlining the transport aspects of the application, assessing the existing and proposed conditions but without the detailed analysis of impact on the wider network.

Where a Transport Assessment or Transport Statement is submitted it must include Annual Average Daily Traffic flow (AADT) as well as peaks.

Information to be submitted should be agreed in advance as part of pre-application discussions.

Further guidance

[Travel Plans, Transport Assessments and Statements - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/travel-plans-transport-assessments-and-statements)

Teignbridge Contacts:

Email - planning@teignbridge.gov.uk

3.36 Vacant Building Credit

Required for:

5 or more dwellings where vacant buildings to be demolished and vacant building credit for Affordable Housing is being claimed.

Guidance, Policy background and further information sources

Vacant Building Credit (VBC) was introduced with the aim of stimulating the re-development of brownfield sites. It offers a financial credit based on the existing gross internal floor area of the vacant building to the development site. It does not apply to a building that has been deemed abandoned. VBC Policy is set out in NPPF (paragraph 63) and Planning Practice Guidance (paragraph 028 Reference ID:23b-028-20190315).

To apply for Vacant Building Credit a statement must be submitted as part of the planning application which provides:

- Evidence that any referenced building is a 'Vacant Building'. A 'Vacant Building' is a building that has not been in use for three years.
- Evidence a building on site is not an 'Abandoned Building' or vacated solely for the purpose of redevelopment. The council will take into account all of the following:
 - The physical condition of the building
 - The length of time that the building has not been used
 - Whether it had been used for any other purpose
 - Evidence of the owner's intentions

Layout Plans showing the footprint and Gross Internal Floor Area (GIFA) of the existing building are required along with floor plans of the proposed development showing GIFA.

The NPPF specifically excludes 'land that is or was last occupied by agricultural or forestry buildings' and buildings in residential use cannot be used for VBC for the purposes of affordable housing.

Further information

[Vacant Building Credit Advice Note](#)

Teignbridge Contacts:

Email - planning@teignbridge.gov.uk

3.37 Ventilation and Extraction Details

Required for:

All applications for:

- Restaurant and Cafes
- Drinking Establishments
- Hot Food Take-Away
- Applications within Use Class E that produce odorous emissions

Guidance, Policy background and further information sources

Details of the position and design of ventilation and extraction equipment, including height of flues from external roofs, odour abatement techniques and acoustic noise characteristics, will be required to accompany all applications for the Use Classes:

Applications for the use of premises for the following purposes:

- Restaurant and Cafes
- Drinking Establishments
- Hot Food Take-Away

May also be required for Use Class E (general business), B2 (general industrial) and other commercial developments that will cause odorous emissions for example brewing, rendering, paint spraying, leisure uses etc. where substantial ventilation or extraction equipment is proposed to be installed.

This information (excluding odour abatement techniques unless specifically required) will also be required for significant retail, business, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.

Any ventilation or extraction systems should be marked on the relevant elevation drawings.

For commercial kitchens a noise and fume assessment should be completed and submitted with the application demonstrating the potential impact of the proposal and the mitigation that will be used. Guidance can be found in the [Control of Odour and Noise from Commercial Kitchen Exhaust Systems](#).

Teignbridge Contacts:

Email - Environmental Health envc@teignbridge.gov.uk

3.38 Viability Assessment

Required for:

Major Residential applications not meeting Affordable Housing targets.

Guidance, Policy background and further information sources

If an application does not offer the appropriate level of affordable housing as set out in the adopted [local plan](#) a viability assessment is required to show that provision of the required level of affordable housing would make the development not viable. This assessment itself will be subject to a separate appraisal by an assessor approved by the Council and paid for by the developer and will be published on the website in line with guidance as set out in the Planning Practice Guidance for [Viability and decision taking](#)

Teignbridge Contacts:

Email - planning@teignbridge.gov.uk

3.39 Waste Audit Statement/Waste Management plan**Required for:**

Major applications and those involving extensive excavation.

Guidance, Policy background and further information sources

Required to detail the proposal for dealing with waste produced during construction and resulting from the development.

Major development proposals to be accompanied by a Waste Audit Statement. This is to minimise waste production and support sustainable waste management throughout the demolition, construction and operational phases of the development.

Further guidance from Devon County Council:

- [Policy W4 of the Devon Waste Plan](#)
- [Waste Management and Infrastructure Supplementary Planning Document](#)

End of document

Householder Planning Application Validation Guide

(see separate guide for all other types of planning application)

General Information

1. Application form and fee
2. Plans required (depending on type of application)
3. Information required (depending on type of application)

General Information

This validation guide sets out the information required to validate a householder planning application. It includes both national and local validation requirements.

Pre-Application Advice

We offer a paid pre-application advice service www.teignbridge.gov.uk/planningadvice

Submitting an application

Applications can be submitted online at www.teignbridge.gov.uk/planningapply

What is Validation?

Validation is the process of checking that all relevant documentation has been provided. The onus is on the applicant/agent to provide the specific information required to validate your application at the outset. Without this the application will be invalid which will delay the statutory start date. This guide should be read together with the relevant guidance notes for each type of application, available to view on the Planning Portal when you submit your application online. Some of the requirements are National Requirements and some are Local Requirements which have been adopted by the Council. For simplicity, no differentiation is made in this document between the two types of requirement.

What happens if my application is invalid?

We will email you and advise you that you did not submit the correct documentation for a valid application. We will hold the application open for 21 days and ask you to submit the necessary documentation within the 21 day period. If we do not receive the information within this timeframe we will close our file and take no further action on the application. Your application fee will be returned after deduction of an administration charge. If you wish to continue after this stage you will need to start again and resubmit a new application with all the correct

documentation/information.

Validation disputes

If you disagree with our reasons for invalidating a planning application and negotiation with us has failed, you may send a notice to us setting out your reasons for refusing to supply the information under Section 12 of the Development Management Procedure Order 2015. You must have submitted all the other information needed to validate the application together with the fee. We will then either agree and validate the application or disagree and issue a Non Validation Notice against which you may then appeal under Section 78 of the Town and Country Planning Act 1990.

Diversity

Our Diversity Policy promotes inclusion for all sectors of the community and applications/supporting information, along with any representations received from the public, will be checked for any inappropriate comments. Only planning related matters can be considered, and any comments regarding disability, race or ethnicity, religion or belief, sexual orientation or gender reassignment or that are defamatory, prejudiced or otherwise likely to cause offence to the subject of the comments or any other reader will be removed. Any comments that are considered to constitute hate incidents or hate crimes may be passed to the police

Data Protection

All applications and supporting documentation will be published on the website. Private telephone numbers, private email addresses and signatures will be removed prior to publication. We are committed to ensuring that your privacy is protected by adhering to the EU General Data Protection Regulation (GDPR). Any personal information provided will be used by us solely for the purpose of processing your application and contacting you regarding this. The data will be processed in accordance with our full [privacy policy](#).

Application form – Required for all applications

- All applications must be submitted on the appropriate Householder application form with the exception of development relating to a flat which must be submitted using a full planning application form.
- Ownership certificate A, B, C or D on the application form must be completed stating the ownership of the application site. This also incorporates the Agricultural Land Declaration.
- complete Certificate A if you own all of the land (freehold or leasehold of more than 7 years) and do not have agricultural tenants.
or
- complete Certificate B, C or D if you do not own all the land or if you have agricultural tenants on the land. This includes situations where the development overhangs the boundary with the adjoining property/land.

- Certificate B – Complete this if you know who the owners/agricultural tenants are. State the names and addresses of these people on the application form. You also need to serve 21 days' notice on them, before you submit the application
- Certificate C – This is a combination of the circumstances described in Certificates B and D and should be completed accordingly.
- Certificate D – Complete this if you do not know any of the owners. Specify the steps you have taken to find the owners e.g. land registry search. You must advertise the application in a local newspaper at least 21 days before submission.
- The application form must be signed and dated and all questions on the form must be answered fully and accurately.
- The correct full fee must be submitted with the application. [Schedule of fees and fee calculator](#)

2. Plans Required

All plans must:

- be to a recognised metric scale (e.g. 1:50 etc) which is marked clearly on the plan.
- include a scale bar so that the scale can be checked for accuracy
- be clearly marked with the direction of North;
- have the size of the plan (A3, A2 etc) marked on the plan.
- have a unique drawing number shown on the plan
- have an appropriate description/title marked on the plan
- belong to you as copyrighted plans cannot be accepted
- be submitted as a single PDF of one page (not packaged together), correctly orientated for on-screen display
- be of a quality and resolution that will be clear to view by the public when uploaded onto the website.

2.1 Site Location Plan - existing (this is the plan that outlines the site in a red line with any other owned land in blue line)

Required for all applications:

- Must be up to date
- normally at a scale of 1:1250 (or 1:2500 if appropriate)
- showing the full site, all site boundaries, adjoining properties and, where possible, at least two named roads
- the properties shown should be numbered or named so that the exact location is clear
- the proposed site **must be clearly edged with a red line** to include all land necessary to carry out the proposed development - normally to the boundary. Ordinarily we would expect the red-line for a householder application to include the house and all of its garden (including access to the edge of any adjacent highway), but to exclude any adjacent agricultural land for which change of use to residential has never been secured. Any other land within your ownership or control should be edged with a blue line.

Please note that we cannot accept copies of land registry plans due to copyright issues. There are

many companies that provide site location plans or the Planning Portal has an [accredited supplier for planning maps](#)

2.2 Block Plan – must provide an existing block plan and a proposed block plan

Required for all applications showing:

- at a scale of 1:500, 1:200 or 1:100 depending on the size of the site
- the proposed development
- all site boundaries, existing buildings, roads, tracks, footpaths and access arrangements on the site
- any buildings to be demolished
- all buildings, roads, tracks, footpaths and access arrangements on land adjoining the site
- all public rights of way crossing or adjoining the site
- existing and proposed parking provision
- the position of all trees on the site, including those on adjacent land that could influence or be affected by the development; with proposals for removal/retention/new planting indicated
- the position of all hedges on the site, including boundary hedges, other vegetation, ponds, watercourses, walls, banks & historic features with proposals for removal/retention indicated
- the extent and type of any hard surfacing
- boundary treatment including walls or fencing where this is proposed
- ground levels across the site and floor levels, existing and proposed including any retaining walls
- route line of all existing and proposed services

2.3 Elevation drawings – must provide both existing elevation drawing and proposed elevation drawing

Required for all applications for new, altered, replacement or extended buildings.

- at a scale of 1:50 or 1:100
- showing all affected elevations in full.
- Showing proposed building materials, style and finish of the building and windows and doors
- showing any other buildings that are attached to the elevation and where possible the main features of that adjoining building (e.g. details of doors, windows on the same elevation of an adjoining terraced or semi-detached dwelling).
- label orientation of elevations e.g. north, south etc.

2.4 Floor Plans – must provide both existing floor plan and proposed floor plan

Required for all applications for new, altered, replacement or extended buildings.

- At a scale of 1:50 or 1:100
- explaining the proposal and usage in detail
- showing the entire floor area for any existing building as well as the proposed development.
- showing new buildings in context with adjacent buildings.
- showing any buildings or walls to be demolished

2.5 Existing and proposed site sections and finished floor and site levels

Required for all proposed new buildings or where there are variations in site levels. Levels may be evident from floor plans and elevations, but particularly in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified.

1. at a scale of 1:50 or 1:100
2. showing a cross section(s) through the proposed building(s).
3. where the proposal involves a change in ground levels, showing both existing and finished levels fixed to a datum point off site and also show the proposals in relation to adjoining buildings.

2.6 Roof plans – must provide both existing roof plan and proposed roof plan

Required where there are new roofs or alterations to existing roofs.

100. at a scale of 1:50 or 1:100.
101. showing the shape of the roof and roofing materials.

2.7 Specialist Plans

May be required to show specific details in a larger scale

1. at a scale of 1:5, 1:10 or 1:20
2. where certain issues such as the detail of window joinery is required e.g. for Listed Buildings

2.8 Photos of site and immediate environment

Required – up to date photographs showing the site and the immediate vicinity to assist in the understanding of the site and development when processing the application

2.9 Non Material Amendment applications

These types of applications must include a plan/set of plans that are annotated to clearly identify the changes proposed to the original approved drawings

3. Additional Information Required (depending on type of application)

3.1 Arboricultural Survey and Tree Protection Plan

Required for:

Applications where the answer to the Trees and/or Hedges questions on the application form is 'Yes'

Guidance, Policy background and further information sources:

Trees to be felled and trees to be retained should be clearly marked on a tree constraints plan which also shows the proposed development. This should show root protection areas and the

canopy spread of the trees. The species of the trees should also be marked. This could all be included in the Block Plan.

Further Information:

[Teignbridge District Council Trees and Development Supplementary Planning Document.](#)

3.2 Biodiversity – Bats and Birds in buildings Survey Reports

Required for:

Applications, including Listed Building Consent, involving:

- Works to buildings or structures known or suspected to support bats
 - Demolition of buildings or parts of buildings
 - Works to pitched roofs including:
 - Replacing tiles, slates, or other roof covering
 - Loft conversions
 - Roof raising
 - New windows or other accesses into roofs
 - Extensions joining into existing roofs, including at gable ends or eaves
 - Solar panels
 - Works involving removal/replacement of external timber cladding or hanging tiles
 - Works to cellars or other underground structures other than drains/sewers
 - Wind turbines
 - Felling of, or works to, trees with holes, cavities, cracks or other bat roost potential
-
- Unless:
 - The house was built less than 15 years ago without specific bat provision incorporated
 - Works are to a flat roof
 - Works are to a greenhouse, glasshouse or glass/perspex/transparent polycarbonate-roofed conservatory
 - Works are to an out-building with single-skin roof and single-skin walls made of wood, metal, brick, concrete block or plastic?"

Guidance, Policy background and further information sources:

All reports must be up-to-date (less than 2 ½ years old at time of submission) and produced by a licensed bat consultant (with licence number quoted in the report). If the bat consultant considers that a full report is not required (e.g. no evidence of bats) when you may obtain a letter from them stating why a full report is not required and submit this with your application instead.

If your bat consultant considers that Emergence Surveys or other additional surveys are needed, these must be undertaken and the results submitted with the application.

Often surveys can only be done at certain times of the year and therefore you must make sure that the report has been commissioned and received and submitted with your application. We will not hold onto invalid applications awaiting reports.

See [Bat and Bird Surveys web page](#) for more information

Please note that DCC have a checklist on their website re whether or not a wildlife report should be submitted with a planning application, but it does not cover our criteria and so a negative outcome on this checklist cannot be accepted as a reason not to submit a survey where this validation guide

requires one.

3.3 Community Infrastructure Levy

Required for:

Any extension over 100m² or any residential annex

Guidance, Policy background and further information sources:

Community Infrastructure Levy (CIL) is charged on residential and out of town retail development under the [Community Infrastructure Levy Regulations 2010](#). The levy is used to pay for improving and providing new infrastructure, including roads, education, recreation and public transport facilities.

A [CIL Additional Information form](#) must be completed and submitted with these applications.

Warning - If the application is approved, with a CIL liability, the applicant must ensure the correct forms are received by the council and the correct procedures are followed before any development including demolition takes place or the full amount including surcharges could become immediately payable and any set offs/exemptions may be forfeit.

Further Information:

[CIL Guidance](#)

[CIL Forms](#)

[CIL web page](#)

3.4 Design and Access Statement

Required for:

All Listed Building Applications.

Guidance, Policy background and further information sources:

Design and Access Statement for Listed Building Consent must:

- explain the design principles and concepts that have been applied to the works
- explain the approach to access, including what alternative means of access have been considered, and how relevant Local Plan policies have been taken into account;
- Detail any consultation undertaken in relation to access issues and how the outcome of the consultation has informed the development
- Explain how any specific issues which might affect access to the development have been addressed.
- Explain how both the design and access elements take account of:
 - The special architectural or historic importance of the building;
 - The particular physical features of the building that justify its destination as a listed building;
 - The building's setting.

Access explanations are not required for listed building consent that only affects the interior of a building.

3.5 Flood Risk Assessment and Surface Water Management

Required for:

- Development in a critical drainage area.
- Development in Flood Zones 2 and 3.

Guidance, Policy background and further information sources

A Flood Risk Assessment (FRA) addressing the issue of flood risk to property and people will be required. The assessment should:

- Identify and assess the risks of all forms of flooding from the development.
- Demonstrate how the flood risks will be managed taking into account climate change.
- Identify opportunities to reduce the probability and consequences of flooding.
- Use and detail Sustainable Drainage Systems (SuDS).

Surface Water Management.

All developments must have an effective and robust surface water system which should not increase flood risk to adjacent properties or land and where possible should make improvements to reduce the risk of flooding.

Applicants must demonstrate how surface water from the development will be disposed of in a manner that does not increase flood risk elsewhere, in accordance with Sustainable Drainage Systems (SuDS) principles. SuDS systems should be designed in accordance with local and national standards.

Further information:

The [Environment Agency Flood Map](#) shows the flood zones

Critical Drainage Area information and maps are available on the Devon County Council Website [Planning and development - Flood Risk Management \(devon.gov.uk\)](#).

They are also available spatially on the [My Neighbourhood Map](#)

3.6 Heritage Statement

Required for:

Listed Building Applications

Dwellings within or adjacent to a [Conservation Area](#)

Dwellings close to a Heritage Asset i.e.

- [Listed buildings](#)
- Scheduled Ancient Monument
- Registered Park or Garden
- Site of Archaeological importance

Guidance, Policy background and further information sources:

A heritage statement is required for all development affecting Heritage assets (e.g. Listed Buildings, Conservation Areas, Scheduled Monuments, Registered Parks and Gardens, sites of Archaeological Importance)

- It should give a description of the heritage asset and the effect of the development upon the setting of the heritage asset.
- The scope and level of detail should be proportionate to the importance of the heritage asset

and will vary according to the extent of the works involved and the circumstances of each application

- It should list the sources of information used and any experts consulted. Useful information can be obtained from the [historic environment record](#) maintained by the Historic Environment Team at Devon County Council and from our [Conservation Area Appraisals](#)

For Listed Building Consent (application for works to a listed building) it should contain a schedule of works to be done, the historic importance of the building and the effect on its setting. Depending on the scale of the works you may also need a structured survey and archaeological assessment.

Where the proposal includes total or substantial demolition of a listed building the statement should include:

- Condition of the building and cost of repair/maintenance in relation to the importance of building and the value derived from continued use
- Efforts made to retain the building in use including open marketing at a realistic price
- Merits of alternative proposals for the site

For planning applications for total or partial demolition in a conservation area it should include a written analysis of the character and appearance of the building/structure, the contribution it makes to the conservation area and a statement on its structural condition. It must also give justification for the proposed demolition including the effect the demolition will have on the special character of the area.

For planning applications affecting (close to) a Listed Building, Scheduled Monument or Registered Park & Gardens it should justify the proposed works and their impact on the setting of the heritage asset. English Heritage should be consulted with regard to any development affecting a Grade I or Grade II* Listed Building, Park or Garden or Scheduled Monument.

For planning applications within or adjacent to a Conservation Area it should include an assessment of the impact of the works on the character and appearance of the area as described in the [Conservation Area Appraisals](#)

For planning applications involving the disturbance of ground on sites that are known to have or are considered likely to have archaeological remains an applicant may need to commission an assessment of archaeological information and, if required, intrusive archaeological investigations to allow the significance of the archaeology and the impact of the development on it to be understood. The results of this work will need to be included in a Heritage Statement submitted with the planning application. The results should also be added to the [historic environment record](#) at Devon County Council. Areas of archaeological potential tend to be located around known archaeological sites recorded on the Historic Environment Record, Scheduled Monuments and within [Conservation Areas](#).

Further Information

[Government guidance on conserving and enhancing the historic environment](#)

[Section 128 of National Planning Policy Framework](#)

3.21 Manufacturer's details

Required for:

Applications for wind turbines, solar panels, microgeneration, extraction devices etc.

Guidance, Policy background and further information sources:

Manufacturer's specification of device and model type