

ASH PARISH COUNCIL

Dear Councillors, you are summoned to a meeting of the Parish Council on Monday 2nd December 2024 at 7.00pm in Ash Pavilion.

Clerk to the Council.



26th November 2024

Councillors will be discussing all the items listed on the Agenda.
Members of the Public and Press are invited to attend all Council Meetings.

Equality Act 2010

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status, and any disability), Gender Equality, Crime & Disorder, Biodiversity, Health & Safety and Human Rights.

Recording of Council Meetings

The Local Audit and Accountability Act 2014 allows both the public and press to take photographs, film and audio record the proceedings and report on all public meetings (including on social media).

Any member of the public wishing to record or film proceedings must let the Chairman of the meeting know prior to, or at the start of, the meeting and the recording must be overt (i.e., clearly visible to anyone at the meeting), but non-disruptive. This permission does not extend to private meetings or parts of meetings which are not open to the public.

Members of the public exercising their right to speak during the time allocated for Public Comment who do not wish to be recorded or filmed, need to inform the Chairman who will instruct those taking a recording or filming to cease doing so while they speak.

Members of the Public and Press are invited to attend all Council Meetings
(*Public Bodies (Admission to Meetings) Act 1960*)

PUBLIC COMMENTS (15 minutes)

This section (at the Chairman's discretion may last up to 15 minutes) is not part of the formal meeting of the Council and minutes will not be produced. Public Bodies (admissions to meetings) Act 1960 s 1 extended by the LG Act 1972 s 100.

OUTSIDE REPORTS FROM REPRESENTATIVES

- ◆ Somerset Councillors – report dated 4th November to note.
- ◆ Outside bodies/groups

Ash Parish Council will be discussing all the items listed below:

Clerk to the Council: Zannette Bougourd. Tel: 01935571050
Email: clerk@ashpcsomerset.com

ASH PARISH COUNCIL

The agenda specifies the business that it is proposed to transact (Local Government Act 1972 Sch.12 para 10 (2)(b)) and the Council cannot lawfully decide any matter which is not specified in the agenda (Longfield Parish Council v Wright (1918) 88 LJ Ch 119).

2nd December 2024 AGENDA

24/149 To receive apologies for absence and to approve reasons given (LGA 1972 s85(1)).

24/150 Declarations of interests. Council members to declare any interests, including any Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33 (be).
(NB this does not preclude any later declarations).

24/151 To APPROVE and sign as a correct record the minutes of the previous meeting held on 4th November 2024
(LGA 1972 sch 12, para 41(1)).

24/152 Matters to report from a previous meeting.

- Martock SID
- Repairs to carpark entrance
- Signage Millennium Wood/play area
- Website – update from Councillors re current content and relevance.
- HMRC/payroll arrangements

24/153 Planning decisions report. No planning decisions received.

24/154 Finance – To APPROVE the regular payment schedule as detailed below, regular payments to be reviewed at the AGM or when the payment amount changes, whichever is sooner.

24/155 Finance: To discuss the payment requests as detailed below & minute decisions

24/156 Finance: To approve & sign the Bank reconciliations to date.

24/157 Finance – to approve & sign the Bank Statements October – November 2024

24/158 Finance – to consider expenditure against budget to date/draft budget for 2025/6.

24/159 – Parish Matters: storm damage/tree damage. Update re APC response.

24/160- Parish Matters: Publication and printing of the PC's Newsletter, including continuation and distribution methods.

24/161 – Parish Matters – email awareness of origins and requests.

24/162 – Parish Matter – Rights of Way update

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ASH PARISH COUNCIL

24/ 163 Parish Matters – note completion and registration of documentation re Easement for a fixed term over Glebe Access Track.

24/164 Parish Matters –note changes/development on small piece of ground, near Plants Galore.

24/165 Parish Matters– note Mendip Local Plan update

24/166 – note Planning validation consultation

24/167 – note Cllr Bevan letter

ASH PARISH COUNCIL

Schedule of Regular Monthly Payments, for report only.

Monthly	S Davey	Virtual Landline	£6.50	SO Report
Monthly	R A Evis	Ground Maintenance Sept	£458.33	SO Report
Monthly	KL Bungay	Pavilion cleaning	£102.00	SO Report

Signed: Date:

Payment requests as at 02nd December 2024

14/11 24	Battens solicitors	Glebe tract access documents	£45.00	
05/11/24	Ham & Doultling Stone	Carpark boulders	£300.00	
30/10/24	Water business/10267739	Ash Pavillion	149.27	
29/10/24	Pinnacle	Payroll	49.20	
08/07/24	Pinnacle	Payroll	49.20	

Signed:.....Date:

Payments authorised/DD between 04/10/24 – 02/12/24

28/11/24	British Gas	Utility	£103.38	

Signed: Date:

Somerset Council Report

Ash Parish Council 4th November 2024

1-Somerset News

1.1 -Somerset Council and Lendology can help homeowners keep the heat in

Somerset homeowners are encouraged to take steps towards more energy-efficient homes and lower energy bills with a Somerset Council-backed Lendology loan.

With energy prices rising this winter, Lendology CIC, a Social Enterprise lender and Somerset Council, are reminding residents about their council-backed, fixed rate loans that help homeowners and landlords with repairs, energy efficiency improvements, and renewable energy upgrades like insulation, windows, solar panels, and air source heat pumps. These can help to save money, improve comfort and wellbeing, increase property value, and reduce carbon emissions.

Lendology has been a trusted partner with Somerset Council and the former district councils since 2005. They work with a diverse range of homeowners and landlords, offering a fixed interest rate for everyone, regardless of the loan amount, term, or financial circumstances.

Loan decisions are made on a case-by-case basis, making it accessible for those who might struggle to borrow elsewhere, such as the self-employed, benefit recipients, or retirees.

The Lendology scheme was funded by the former Somerset district councils and this original pot of money is recycled. This means that every time a Somerset homeowner makes a monthly repayment, the money becomes available for another Somerset homeowner.

Residents who are interested in making energy saving improvements to their homes can see how much a loan would cost with the Lendology [Loan calculator](#).

Lendology also partners with local organisations like [The Centre for Sustainable Energy](#) to provide impartial energy advice, grant eligibility assessments, and home retrofit support and the Councils Home Improvement Agency Somerset Independence Plus (SIP) SIP can assist with any essential repairs to the home, applying for various benefits that you may be eligible for and advising on how to save energy.

Emma Lower, CEO at Lendology, added: “We’ve worked with the former Somerset district councils and Somerset Council for almost 25 years and are a trusted partner and lender across the county. We are seeing more and more homeowners contacting us to spread the cost of energy efficiency measures such as new windows, air source heat pumps and renewable energy measures such as solar panels. With the UK having the oldest housing stock in Europe, the cost of maintaining homes is also increasing and we continue to support homeowners with larger jobs such as replacing roofs.”

For more information about Lendology loans, visit their website at www.lendology.org.uk.

Somerset Council can also help with energy saving advice support through Somerset Independence Plus.

You can also [loan a free thermal imaging camera](#) through Somerset libraries to help you find out exactly where your home leaks heat.

-1.2-Winter Coat Exchange expands across Somerset

Somerset Council is pleased to expand its coat exchange to 12 of Somerset’s libraries.

Now in its second year, the scheme is open to everyone and designed to support the community by providing access to warm coats to everyone, and especially those in need.

The libraries service is pleased to support this initiative in the following libraries: Taunton, Priorswood (Taunton), Wellington, Dulverton, Bridgwater, Yeovil, Minehead, Shepton Mallet, Glastonbury, Street, Langport, Chard.

Last year the scheme ran in seven libraries, with Wellington, Minehead, Shepton Mallet, Street and Langport the new additions for 2024.

The Winter Coat Exchange also helps to support a green and sustainable Somerset. November marks 'Buy Nothing New' month, a campaign led by Keep Britain Tidy. From the water and energy used in production, to the fuel used in delivery, every new item we buy comes with an environmental price tag. The campaign highlights that 'Recycling is good, but we can do better'. Reusing, swapping, renting, and buying second hand are all great ways to waste less.

With more libraries on board than ever before, the expansion makes it even easier to avoid buying new. Across the 12 libraries 546 coats have already been donated – with more than 200 already finding new homes.

There's still time to donate pre-loved coats, each of the 12 libraries accept donations, however, Shepton Mallet, Wellington and Dulverton have received smaller number of coats.

The scheme is simple:

- You can take a coat without making a donation.
- You can donate a coat without taking one.
- All donations must be of good quality and in a clean condition.
- Coats of any shape or size, for adults or children are accepted.

Donors are asked to hand items directly to a member of staff at one of the participating libraries.

For more information or to participate in the Coat Exchange scheme, please visit your nearest participating library, on Facebook @somersetlibrariesuk or contact librariesmail@somerset.gov.uk

- 1.3- A blockbusting 12 months for Screen Somerset

Film and television production spent nearly £3m in Somerset in the last year, the latest [Screen Somerset](#) estimates have revealed. A series of high-end TV shows and feature films have chosen to set key scenes in the county, supported by Somerset Council's film office, with major shoots in Cheddar Gorge, Street, Shepton Mallet. Minehead and Norton St Philip.

Along with the many smaller TV shows and documentaries, this has seen an estimated £2.8m of production spend to the county, compared to an estimated £1.1m in the financial year 2023-24. And Somerset's accommodation providers are being urged to make the most of this blockbusting trend by putting themselves forward as lodgings for crew.

Crew often stay locally when filming and Visit Somerset is compiling a list of 'film friendly' accommodation to help productions quickly find suitable lodgings.

Film friendly accommodation needs to be open to discounted group rates, flexible around changing schedules and anti-social hours, and have good parking and IT connectivity. Accommodation providers can put themselves forward for the Visit Somerset [listing](#), completely free of charge, by emailing info@visitsomerset.co.uk

Supported by funding from the Government's UK Shared Prosperity Fund (UKSPF), Screen Somerset is working to capitalise on the UK's world-class film and TV industry. It aims to make Somerset as 'film friendly' as possible, assisting filmmakers in finding their perfect location in the county and helping shoots run smoothly so they are keen to come back. Screen Somerset provides a single point of contact, local knowledge, and works with the Council's highways, parking and property services.

It is proactively promoting the county to regional, national and international location managers, working closely with Creative England's Filming in England Partnership which is responsible for promoting filming outside London.

Film and television production brings big economic benefits and supports jobs, in the short-term through the spend in the local area - particularly in the hotel and hospitality sector - and in the longer-term through screen tourism when the county appears on screen.

In 2023-24, the estimated High End TV and feature film spend across all English regions outside London was £213m, with the South West region benefiting to the tune of around £22m.

Charlotte Wood, Production Liaison Manager for the South West region at Filming in England, said: "We are incredibly proud to work closely with Screen Somerset as part of the Filming in England Partnership. Their achievements over the past year demonstrate how vital regional filming is to the UK's thriving screen sector.

"Production activity in Somerset, and the wider South West, not only showcases the region's stunning locations and film-friendliness, but also highlights the economic and cultural benefits that filming can bring to local communities. We look forward to continuing our partnership with Screen Somerset to support the growth of this key industry outside of London."

John Turner, CEO of Visit Somerset, said: "Film location work and film tourism as we know brings considerable amounts of money and interest into our county. I am delighted that finally Somerset is being recognised by potential film production teams for its incredible locations, history, and heritage.

"The whole film location movement is really helping to ensure Somerset is seen in a new light. Visit Somerset is committed in its partnership with Screen Somerset to make sure that as many businesses within the county can gain as much from these investments as much as our visitors enjoy the added value experiences that film tourism brings."

- 1.4 - A repair revolution: Long live our stuff!

International repair day returned this week and this year a new Somerset repair group in Minehead joined the celebration. Based at Sacred Heart Church, Minehead, Minehead Repair Café opened its doors for the first time on Saturday, joining the thriving network of more than 20 volunteer-run repair groups in Somerset. During their first repair café, Minehead repairers welcomed many visitors, alongside local MP Rachel Gilmour and Deputy Mayor Cllr Anne Lawton.

Volunteer repairers helped to repair 22 items from a clock to the foot plate of a wheelchair and a vacuum cleaner. Repair events bring people together and offer practical help when commercial repair costs are prohibitive.

To find out more information about Somerset's repair network, including an interactive map showing all the active groups, visit: www.somerset.gov.uk/somerset-repair-groups/

Repair is not only good on the wallet, but also is better for the environment than buying new. The things we use every day contain precious materials, such as metals and when items are repaired rather than replaced it stops the materials going to waste.

ASH PARISH COUNCIL

Minutes of the meeting held on 4th November 2024 @ 7pm at Ash Pavillion, Ash Parish.

Present: Councillors Steve Davey, Chairman, Caz Halfhide, Vice Chairman, Zac England, Tim Groves, Antoinette Groves, Lesley Andrew, Alan Britten. Clerk Z Bougourd.

OUTSIDE REPORTS FROM REPRESENTATIVES.

Apologies were noted from Councillor E Pearlstone.

◆ Somerset Councillors – report dated 8th October to note. This report was noted. The report for November had been sent after the meeting papers had been issued and therefore could not be included for comment during the meeting. A request for earlier submission for future reports was noted. Clerk will circulate November report to Councillors. Councillor J Bailey noted that within the November report the following matters were of note.

- Somerset Council and Lendology can help homeowners keep the heat in. Somerset homeowners are encouraged to take steps towards more energy-efficient homes and lower energy bills with a Somerset Council-backed Lendology loan.
- Winter Coat Exchange expands across Somerset: Somerset Council is pleased to expand its coat exchange to 12 of Somerset's libraries.
- A repair revolution: Long live our stuff!. To find out more information about Somerset's repair network, including an interactive map showing all the active groups, visit: www.somerset.gov.uk/somerset-repair-groups/

It was also noted that vehicles passing and accessing the School may not be keeping to the speed limit. It was also noted that there appeared to be lights on at weekends when the school was not open. Cllr T Groves will contact the school for clarification.

Cllr Bailey also noted that the redundancy policy currently being implemented through Somerset Council has intended consequences – reduced costs – but staff reductions also negatively impact services.

Cllr T Groves noted that businesses in and around Ash appeared enthusiastic regarding posting notices advertising their business but may be somewhat tardy with their removal.

Roadworks signs appeared to be relevant and appropriate with timings and information.

Tenders are being sought to deal with the overhanging trees in Millennium Wood.

◆ Outside bodies/groups. There were no representatives present.

24/129 To receive apologies for absence and to approve reasons given.

No apologies were received.

24/130 Declarations of interests. There were no declarations of interest noted.

24/131 To APPROVE and sign as a correct record the minutes of the previous meeting held on 7th October 2024. There was a minor addition, noting the location of the Service to the Community awards event, minutes were approved and signed. The clerk noted that the draft minutes on the website should be replaced with the approved minutes. Clerk will redact the signature, retain the date, and send the revised copy to Cllr A Groves.

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24/132 Matters to report from a previous meeting.

- **Dog control in Millennium Wood (MW):** It was noted that the manager of MW considered that a new notice noting the following should be sufficient to remind dog owners and walker of their responsibilities:

1. Our dog-walking code of conduct

- Ensure your dog is trained in basic recall. If not, please keep them on a lead at all times.
- If your dog is off the lead, please keep them in sight and under control.
- Be respectful of other wood users, including other dogs. If the dog approaching is on a lead, put yours on a lead too. Ask people for their consent before allowing your dog to approach them.
- Stick to paths when walking your dog to protect precious ground flora and tree roots.
- Clear up after your dog and put waste in the bin provided.
- If the weather's warm, please provide your dog with water

After some discussion, noting that it is difficult to gauge actual “bad behaviour” with out of control dogs and even setting up a dedicated email address may not elicit a definite response, it was agreed that Cllr A Britten will obtain quotes for new signage, including a “No Dogs” sign at the play ground area.

- Planters adjacent to Ash Pavillion: The PC thanked Cllr England for his donation of a planter, however it was noted that irrigation of plants within stone planters could be challenging at times. It was suggested that the planters be lined with impermeable lining or painted with “pond paint”.

24/133 Planning decisions report. There were no planning decisions to report.

24/134 Planning applications: Ref: 24/02222/FUL

Proposal: Demolition of farm buildings, erection of 5 dwellings and construction of farm tracks

Location: Land And Buildings South of Foldhill Lane Foldhill Lane Martock Ash TA12 6PQ. It was noted that this development included derelict properties and was considered to be in keeping with the location and an improvement to the site. Clerk to send response to Planning Department.

24/135 Finance – To **APPROVE** the regular payment schedule as detailed below, regular payments to be reviewed at the AGM or when the payment amount changes, whichever is sooner. The regular payments were approved, however Cllr A Groves will query the waste charge within the lengthsman invoice.

24/136 Finance: To discuss the payment requests as detailed below & minute decisions. The payments were approved.

24/137 To approve the Bank reconciliations to date. The bank reconciliations were approved and signed.

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ASH PARISH COUNCIL

24/138 Finance – to approve the Bank Statements September – October 2024. The bank statements were approved and signed.

24/139 Policies – to review the 2024 NALC Financial Regulations. Cllrs had reviewed the 2024 regulations, Cllr A Groves queried the restriction for Cllrs using personal debit/credit cards. It was agreed that this rule could be waived should an urgent payment be required. The Regulations were approved. Clerk to finalise draft and arrange upload to website.

24/140 Parish Matters– Repairs to carpark entrance. A report and quote for repairs to the carpark were tabled. After discussion it was agreed to instruct Cllr Z England to place four strategic Hamstone boulders at a cost of £250.00. Proposed Cllr Z Halfhide, seconded Cllr A Groves. The carpark will be monitored and updates provided to future meetings. It was noted that there is a future cost to resurface/repair the carpark. It may be appropriate to ask the School for contributions, the cost will need to be budgeted over 10years as a capital project.

24/141 Parish Matters – Playground inspection - The Play Inspection Co. It was agreed to accept the quote and schedule the playground inspection for 2025.

24/142 Parish Council Matters – Domain name, website revisions, hosting, emails & uploading of PC documentation. The Clerk had provided a combined set of papers for the meeting, which were posted on the website, allowing anyone to access the calling papers and also the supporting documents. Feedback from Cllrs and members of the public was positive. Cllr A Groves reminded Cllrs to review other PC websites and bring to the next meeting any suggestions to update the current Ash PC website.

24/143 Parish Matters – To note report: Climate Adaptation Plans for your community - Somerset Wildlife Trust. Noted

24/144 Parish Matters – To note Fire & Rescue precept notice. Noted.

24/145 Parish Matters – To note Somerset Day notice. Noted.

24/146 – Parish Matters - To note Flood Warden Newsletter October 2024. Noted.

24/147 – Parish Matters – To note SC report dated 8th October 2024. Noted.

24/148 – Parish Matters – To note Yeovil Prime Foundation notice. Noted.

24/149: Matters for urgent consideration: It was noted that Cllr A Groves had received emails regarding the appearance and maintenance of the graveyard. The PC considered that the graveyard was appropriately maintained, especially with consideration to changing weather patterns. Cllr Davey will reply to the complainant.

The meeting closed @ 20.50hrs

ASH PARISH COUNCIL

Schedule of Regular Monthly Payments, for report only.

Monthly	S Davey	Virtual Landline	£6.50	SO Report
Monthly	R A Evis	Ground Maintenance Sept	£458.33	SO Report
Monthly	KL Bungay	Pavilion cleaning	£102.00	SO Report
Monthly	RA Evis	Lengthsman September 24	£235.00	TBA

Signed: Date:

Payment requests as at 04th November 2024

04/11/2024	C Halfhide	Postage/consecration	£3.80	
TBA	The Play Inspection Co	Playground equipment inspection	£126.00 inclusive of VAT	
TBA	A Groves	Defibrillator pads	£112.80	

Signed:.....Date:

Payments authorised/DD between 07/10/24 – 04/11/24

23/10/24	Fireline	Fire equipment & certification	£102.84	
09/10/24	Parish Online		£45.00	
28/10/24	British Gas	Utility	£52.22	

Signed: Date:

ASH PARISH COUNCIL

Schedule of Regular Monthly Payments, for report only.

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Signed: Date:

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2/12/24

Ash PC November 2024 Bank recs for signature						
Date	Type	Payee	Description	Money rec'd	Payments	Balance
28/10/2024	OB					5037.5
01/11/2024	SO	S DAVEY			6.5	5031
01/11/2024	SO	RA EVIS			458.33	4572.67
01/11/2024	SO	K BUNGAY			102	4470.67
01/11/2024	DD	BT GROUP			34.46	4436.21
04/11/2024	DEP	M Trusson		70		4506.21
04/11/2024	DEP	500060		30		4536.21
04/11/2024	DEP	Stones monument		100		4636.21
05/11/2024	FPO	Play inspection			126	4510.21
05/11/2024	FPO	C Halfhide	Postage		3.8	4506.41
05/11/2024	FPO	A Groves			112.8	4393.61
08/11/2024	DEP	A Wakely		285		4678.61
08/11/2024	FPO	Evis RA			305	4373.61
11/11/2024	FPO	HMRC	Sept/Oct		138	4235.61
13/11/2024	DEP	M Trusson		10		4245.61
19/11/2024	DEP	500062		25		4270.61
19/11/2024	DEP	500061		90		4360.61
25/11/2024	DEP	M Trusson		10		4370.61
				620	1286.89	
Opening Balance						
NOVEMBER	5037.5					
INCOME	620					
EXPENDITURE	1286.89					
BALANCE C/F	4370.61					
SIGNED						
NAME						
DATE						

			Expenditure to date	Exp to Y/E	Expenditure total to Y/E	Exp against budget	2025/6 Budget	
Memorial Inspection		£1,000.00	£0.00	£0.00	£0.00	£1,000.00	£1,000.00	
Ranger		£4,000.00	£1,186.05	£940.00	£2,126.05	£1,873.95	£4,000.00	
General maintenance - Grass & Grounds		£5,500.00	£3,666.84	£1,833.32	£5,500.16	£-0.16	£6,000.00	
General Maintenance - Trees		£2,000.00	£660.00	£0.00	£660.00	£1,340.00	£1,000.00	
Contingency	10% of overall budget					£0.00	£4,500.00	
Biodiversity/new trees		£1,500.00	£0.00			£1,500.00	£1,000.00	
Play area inspections & maintenance		£750.00	£126.00		£126.00	£624.00	£500.00	
fencing and play area repairs/maintenance		£500.00	£0.00			£500.00	£500.00	
Pavilion maintenance(inc. servicing & cleaning)		£1,600.00	£1,277.02	£912.00	£2,189.02	£-589.02	£2,250.00	
Parish utilities (Electric, water, WiFi)		£2,500.00	£1,162.76	£581.38	£1,744.14	£755.86	£2,250.00	
Pavilion car park and accessway maintenance		£500.00	£0.00	£0.00		£500.00	£500.00	
Defibrillator maintenance		£200.00	£94.00	£0.00		£106.00	£200.00	
TOTAL		£20,050.00					£23,700.00	
OFFICE & ADMIN								
clerks salary	Gross salary inc. pay scale increase as from April 2024(pro rat	£11,700.00	£2,660.56	£1,495.78	£4,156.34	£7,543.66	£6,000.00	
audit fees	Internal & external	£500.00	£465.00	£0.00	£465.00	£35.00	£500.00	
insurance		£3,000.00	£2,983.71	£0.00	£2,983.71	£16.29	£3,000.00	
Subs (Parish online, NALC& SALC,ICO)	SALC	£300.00	£253.26	£0.00	£253.26	£46.74	£300.00	
Street planting/MW grant/Coronation - S137 Grants		£2,500.00	£4,600.00	£0.00	£4,600.00	£-2,100.00	£5,000.00	
Election		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
General admin		£2,400.00	£467.45	£334.00	£801.45	£1,598.55	£2,000.00	
Communication costs		£1,800.00	£0.00			£1,800.00	£750.00	
Training (Councillors & Clerk)		£500.00	£0.00	£0.00	£0.00	£500.00	£500.00	
Legal costs		£1,000.00	£0.00	£0.00	£0.00	£1,000.00	£500.00	
TOTAL		£23,700.00					£18,550.00	£42,250.00
PROJECTS (*ring fenced)								
*Defibrillator - replacement unit & parts fund	£100 To Reserves	£0.00						
*pavilion refurbishment		£0.00						
*churchyard walls & gate maintenance		£1,000.00						
*laptop replacement fund	£150 To Reserves	£150.00						
Village Car Parks	£3060 to Reserves	£0.00						
Noticeboard (REMOVE)	£722 to Reserves	£0.00						
*Bus stop shelter	£0 To Reserves	£0.00						
*play area equipment replacement	£100 to Reserves	£0.00						
Cemetery extension	£0 To Reserves	£0.00						
Speedwatch (NEW)		£4,000.00						
TOTAL		£5,150.00						
TOTAL		£48,900.00						

	TOTAL		£5,150.00	
	TOTAL		£48,900.00	

11 November 2024

Dear Colleague

I hope this letter finds you well. Reflecting on the year since I wrote to you in November 2023, it is clear that Somerset Council has faced and tackled numerous challenges and has had to make some very difficult decisions. However, I am pleased that through close partnership and constructive working relationships with our City, Town and Parish Councils, we are making real progress on delivering the best possible outcomes for our communities. I sincerely thank you for this and remain committed to our collaborative relationship.

Despite the inevitable difficulties, we have collectively and successfully achieved devolution of a significant range of valued frontline services to some of our local councils including Bridgwater, Taunton and Yeovil, and we are progressing opportunities with others. In addition to offering the Highways Steward scheme, which was piloted in response to feedback from local councils, we have recently launched the Enhanced Highway Maintenance pilot and volunteer training scheme. I am encouraged to hear that there has been considerable interest in this.

I am pleased to say that we will continue to support collaboration and devolution to City, Town and Parish Councils to protect services our residents value the most, and also because we understand that our City, Town and Parish Councils are often better placed to understand and respond to the needs of their local communities.

My invitation for you to talk with us about assets and services that you're interested in remains. Please contact my officers in the first instance, using the dedicated inbox: devolution@somerset.gov.uk There is a need to prioritise projects, not least to ensure we have the capacity across the organisation to work with you, however we are keen to understand local aspirations for devolution both for now and in the longer term. Please bear with us while we work through the considerable number of requests with the limited capacity at our disposal. And we do recognise that this is not an approach that is appropriate for all our parishes. If you are not sure what assets Somerset Council owns in your area there is a list of the council assets available here: <https://www.somerset.gov.uk/planning-buildings-and-land/council-buildings/>

We continue to work closely with Somerset Association of Local Councils (SALC) and the Society of Local Council Clerks (SLCC) and will be jointly hosting the Somerset Parishes Conference (with SALC) on 13 November in Bridgwater, which I hope you are able to attend. We have a shared ambition to agree a Charter between Somerset Council and City, Town and Parish Councils to underpin our relationship, and this will be one of the topics at the Conference.

You will have seen that Somerset Council is currently going through a significant restructure and transformation programme in order to create a financially sustainable Council. We are doing our utmost to carry on with business as usual through this time, but would acknowledge that this temporary situation has led to frustrations with some of our services performance.

At Somerset Council, we are working tirelessly to create financial stability. This is crucial as it enables us to focus on the development and growth of our County. We are committed to making Somerset a thriving and prosperous place for all its residents.

At the time of writing, we are awaiting full details and implications of the Autumn Statement. Whilst there was some sympathy for local government's financial situation, we recognise that there is still a long way to go to address social care, homelessness and SEND pressures. The Local Government Association (LGA) estimates that councils need £2.3 billion funding to stand still (extra funding amounted to £1.3 billion), and we are in dialogue with our providers as to the impact of the welcome rise in the National Living Wage and the increases in Employers' National Insurance on their costs. There will still be difficult and heartbreaking decisions facing local government, and partnership working will only become increasingly important.

Somerset Council will not receive details of the draft financial settlement we can expect from Government until late December. This makes it difficult for us to be specific at this stage about what we will be asking for from your councils. I am very aware that this in turn causes difficulty for you in setting your budget and what to precept for. We are assured by the Government that this "cascade of uncertainty" will end with multi-year settlements, which will help us all to plan better for the long term.

In the meantime, my advice would be to build contingency into your budgets to be able to take on services that Somerset Council may not be able to continue.

On the topic of working together to support our communities, I would like to take this opportunity to highlight the importance of supporting our fostering services in Somerset and seek your help in promoting them. You'll find all the information you need here: www.fosteringinsomerset.org.uk/ We have seen a significant increase in the demand for foster placements in the wake of Covid and this is a factor in our current overspend, as we do not have sufficient foster carers to meet this demand. The best outcome for these children is to provide them with safe and loving foster homes. We are approximately 50 foster carers short – but I am sure we can work together to close this gap and ensure that every Somerset child has the opportunity to grow up in a nurturing environment here in our county. Please can you use any channels you might have to share this message with our communities.

Once again, I thank you for your continuing engagement and support.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Bill Revans', with a long horizontal flourish underneath.

Cllr Bill Revans
Leader of Somerset Council



**Somerset
Council**

Public Rights of Way Maintenance

**Guidance for parish
councils**

This document will be updated periodically

CONTENTS

- 1. Powers of maintenance**
- 2. What can we do?**
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1 Powers of Maintenance

Section 43 Highways Act 1980 states:

‘The council of a parish or community may undertake the maintenance of any footpath, bridleway or restricted byway within the parish or community which is, in either case, a highway maintainable at the public expense...’

These powers can include many aspects of day-to-day maintenance including vegetation clearance, stile and gate repair/replacement, drainage works, surfacing, signposting, waymarking, and small bridges.

2 What can we do?

Vegetation clearance

One of the easiest ways for parish councils to help is by keeping vegetation cut back. This can be upgrowth from the surface, and also vegetation that is obstructing the visibility of signposts and waymarks and the ease of access to stiles, gates and bridges.

Somerset Council operates a limited vegetation schedule undertaken by contractors, details of which can be found at Explore Somerset by selecting ‘Vegetation Clearance’ from the layer control. Clicking on the highlighted routes will reveal more information about how much length is cut and how many times a year. The extent of this schedule is reviewed annually.

We also have registered Strimmer Volunteers operating in a number of parishes. We are in the process of building a data layer of which routes these volunteers currently cut and hope to make that available for public view as soon as possible.

If you are able to take on vegetation clearance in your parish under your own powers then please get in touch to ensure that duplication of effort can be avoided, and also so that we can keep a record of the routes that you are cutting locally.

Stiles and gates

Unless they are part of a bridge over a natural watercourse, the vast majority of stiles and gates are the landowners’ responsibility to maintain or replace. Landowners should always be contacted before any works take place to stiles or gates.

Somerset Council no longer offers replacement stiles to landowners as they are inaccessible to a significant percentage of the public. However, many stiles on the path network are lawful and still need to be maintained or replaced to be safe for public use.

Where a stile is no longer required, then subject to boundary owner/s consent, a more accessible solution should be sought, i.e.: gap, gate, then kissing gate. If new gates or kissing gates are required then we may be able to provide them.

Landowners must be contacted to seek their consent prior to any works taking place.

Parish councils are well placed to use their powers to assist local landowners with this maintenance responsibility.

Where there are field gates, stiles should not be installed alongside the field gate as this is a less accessible structure than the field gate. A pedestrian gate alongside a field gate is an acceptable option in most cases, provided it is of a suitable width (1.1m clear opening) and is well maintained and kept clear of overgrowth.

Any new stile or gate (where a historic boundary did not exist) should be referred to Somerset Council for possible authorisation prior to any works taking place.

Signage

Signposts at the roadside, waymark posts and waymarks all help users of public rights of way to find their way. Signposts and waymarks can be provided to you for installation but please ensure that you have read [Natural England's Waymarking public rights of way](#) before doing so.

Surfacing and drainage

Somerset Council is generally responsible for the surface of public rights of way. However, there are some surfaces that are shared with private vehicular rights where the surface has been laid by those (current & previous) with the private rights.

Please get in touch with us before you do any surfacing work.

Water can erode or make surfaces difficult to use. Simple measures such as clearing fallen leaves and debris from drainage gullies/ channels, and footbridge decks can make a big difference. Please get in touch with us before you do any other drainage work.

Bridges

Guidance to follow.

3 How can we do it?

Using contractors

The use of local contractors may be the easiest way to exercise your powers of maintenance. In selecting a contractor it is highly advisable that they have

£10million public liability insurance that covers the work type that is being asked of them.

They should also demonstrate they are competent (with certification where appropriate) and have relevant risk assessments and control measures in place for the activity.

Volunteers

In many cases there are willing local volunteers who could undertake the maintenance. Use of volunteers has the advantage of empowering the community to look after their local paths and has the potential to be more cost effective.

If using volunteers then it is highly advisable to make sure you have £10 million public liability insurance in place for the work activity. You should also make sure you have relevant risk assessments with appropriate control measures in place.

Whether working as individuals or as a group the volunteer or their leader should be competent in undertaking the activity. Training courses are available through 3rd party providers.

Highway Steward scheme and the Enhanced Highway Maintenance pilot

These are schemes that are being provided by Highways colleagues in conjunction with the current term maintenance contractor for Highways. There is the option for Parish Councils to pay for certain maintenance activities through these schemes. More information can be found at [City, Town and Parish Councils \(somerset.gov.uk\)](http://www.somerset.gov.uk/city-town-and-parish-councils).

4 When can we do it?

Bird nesting season – 1st March to August 31st (timing can vary depending on weather conditions and bird species)– is probably the most critical time restriction when undertaking vegetation cutting. Only seasonal growth should be cleared during this time, with any dense and/or woody growth clearance being undertaken outside of this period. More information available at: [Bird nesting season guidance](#)

Any maintenance that requires vehicular access to a site should be programmed to avoid unnecessary damage or inconvenience to either the public right of way or other land over which access has been agreed. This could be timing in relation to the seasonal weather patterns or land management activities.

5 FAQ

What if my parish is within Exmoor National Park?

Exmoor National Park Authority are also keen to work more closely with Parish Councils so if you are within the National Park area and wish to do more to help or work in partnership then please contact access@exmoor-nationalpark.gov.uk

Who do we need to contact before doing any works?

Before doing any works it is highly advisable to make contact with us (see details below). We need your help to keep the network open and available but in doing so we need to ensure that we don't duplicate effort. Early engagement with your Area Warden will ensure that this is avoided.

If the work is impacting on land management, affecting someone's property (stiles and gates are landowner's property), or requires access across private land then those landowners should be contacted to seek their consent prior to work taking place.

Does the path need to be closed to the public whilst works are taking place?

The vast majority of maintenance works can take place without closing the path provided basic precautions and control measures are put in place, e.g.: men at work signs. If you have concern about whether works necessitate a short-term closure of the path then please get in touch with us.

What different types of public right of way are there?

There are four types - public footpaths, public bridleways, restricted byways, and byways open to all traffic. The maintenance approach will vary for each type of way.

How wide and high should a public right of way be cleared of vegetation as a minimum?

- Footpath – 2m wide, 2m high
- Bridleway - 3m wide, 3m high
- Restricted Byway/BOAT - 3m wide, 3m high

Not all routes are this wide and thus adjacent boundaries or land features along some routes may prevent the minimum width being cleared.

What do we do with arisings from vegetation clearance or other works?

For unsurfaced paths cut material can usually be left on site. Any woody or thorny cuttings are best pushed to the side or disposed of to avoid injury to users, dogs, and horses where applicable. For surfaced paths it may be more appropriate to blow, rake or brush cuttings to the side of the path.

Waste material from other works should be discussed with the landowner if it is their property or otherwise appropriately disposed of at one of the [recycling sites](#).

Should we cut arable crops if they are obstructing a public right of way?

No. The landowner or occupier should be contacted to clear the crop. Please report instances of crop obstructions on [Explore Somerset](#) . In some cases the landowner will offer a convenient permissive route, that on occasions can be a more attractive route to use than the official public right of way. In these circumstances the landowner should ensure the permissive is kept clear of vegetation.

How often should we cut the vegetation on a public right of way?

This will be very variable and will be subject to local growing conditions, weather patterns and local land management activity. If a route needs cutting it will generally range from 1 to 4 cuts a year. If this activity is instructed locally there is greater control over the timing of it which means that cuts can be timed to achieve the optimum result and keep the number of cuts to a minimum.

How do we know where and when Somerset Council contractors are cutting paths?

The scheduled cut by contractors will vary from year to year for a number of reasons, but due to budgetary pressures is likely to decrease. The routes and number of cuts on the schedule can be found at [Explore Somerset](#) by selecting the 'Vegetation Clearance' layer and clicking on the highlighted routes on the map.

The cut 'windows' are generally as follows but can be varied or in some cases cancelled in response to weather patterns and lack of/spikes in growth.

With the exception of a handful of sections of National Trail and some promoted routes, nearly all other paths on the Somerset Council scheduled cut are for 1 or 2 cuts per annum. Therefore locally important paths will greatly benefit from additional cutting by the parish council.

2024 example:

Year	Cuts	Date Cuts are required
2024	1 cut paths	<ul style="list-style-type: none"> • 15th June – 29th June
	2 cut paths	<ul style="list-style-type: none"> • 27th May – 10th June • 12th August – 26th August
	3 cut paths	<ul style="list-style-type: none"> • 27th May – 10th June • 15th June – 29th June • 12th August – 26th August

Are there standards for stiles and gates?

There is a British Standard 5709:2018. Whilst there is an aspiration to comply with the standard there is no requirement to do so and in some cases the Standard is not capable of being achieved for various reasons.

We are unable to share a copy of the Standard, however The Pittecroft Trust have provided an [explanatory document](#) that is available online.

Some stockists supply gates manufactured to the Standard and will also provide installation instructions, e.g.: [Centrewire](#), [Secure-a-Field](#)

Where should fingerposts go?

Fingerposts should be at locations where the public right of way joins the metalled road. At some locations it is not always practical or physically possible to have a fingerpost, and at these locations a carefully placed waymark can suffice.

There is a higher likelihood of buried utilities (gas/ electric/ water/ telecommunications, etc.) being present at the roadside thus extra caution and a dynamic risk assessment should be carried out. See 'How do I write a risk assessment' section below and also take a look at the [Highway Volunteer Handbook](#).

The paint can fade on the finger of a fingerpost. You may wish to repaint your fingers with the appropriate colour. The relevant pantones / British Standard are:

Public Footpath:	Yellow	123c / BS 08 E 51
Public Bridleway:	Blue	292u / BS 20 E 51
Restricted Byway:	Plum	BS 02 C 39
Byway Open to All Traffic:	Red	185c / BS 06E 55

How do we know what we're doing is in the right place?

Many routes are historic and the location of the route and the assets along it will be historic too and therefore a like for like replacement in the same location should be fine. However, if it is a new boundary or if the route on the ground doesn't look the same as that on [Explore Somerset](#) then please double check with us before doing anything.

Equally, when discussing works with landowners they may prefer to move the location of a gate or stile. To do this a permanent diversion order is necessary. To change the alignment of a route without such an order could result in two public rights of way being created.

What do we do if the landowner(s) won't allow access or consent to the works?

Please refer the issue and what works were proposed to us. We may advise an alternative course of action that the landowner may agree to, or otherwise the issue will be taken on by the Area Warden and prioritised alongside other issues for further

investigation and resolution. Enforcement action is a possible outcome by us if the landowner is not cooperating.

Will our work be inspected?

No, not routinely. Any inspection of parish council led work will depend on the nature of the work, whether we are liable for the onward work, and any reports we may receive from the public or landowners about the quality of the work.

What if there are any issues or snags with the work undertaken?

It will very much depend on the nature of the issue. Most issues come to light soon after the work has taken place and in most cases are easily rectified, e.g.: a dropped gate that can be adjusted with a spanner, thorny cuttings that can be swept off a path, etc. In these instances we will ask the parish council to attend to any issues or snags.

How do we know what work might need doing in our parish?

[Explore Somerset](#) is the website that shows the reported issues across the County. This is a good starting point to knowing what your local issues are. Not all of them will be maintenance related, and some might be inter-dependant on other issues being resolved before a maintenance issued can be attended to. There will also be works that we have in hand that there might not be an issue reported against it.

A regular survey of your local network, which might already be being done by the Parish Path Liaison Officer (if we have one registered for your parish) is another way to find out what might need doing.

Can we undertake works where public rights of way meet the roadside?

Any works next to trunk roads should be left for us to arrange. For all other roads the locations will need to be risk assessed. Where works require personnel to be on the carriageway or vehicles to be parked or placed on the carriageway, this is best done by contractors who have the appropriate competency and vehicle livery for working on the highway.

Can we work with neighbouring parishes?

Absolutely. The majority of parishes who responded to our survey were happy to consider working with other parishes. This could have many advantages with regard to buying power efficiencies (contractors/ suppliers), sharing tools and equipment, as well as a higher likelihood of being able to set up a volunteering work party.

You would need to check your insurance policies to make sure any activity undertaken across different parishes was appropriately insured.

What training is available?

There are a number of third party training providers with recognised awarding bodies being LANTRA and City and Guilds. Example courses that would be relevant are Brushcutters/Trimmers and Fencing and Gate Installation.

Training is advisable but not essential. You may have local volunteers that you are confident are competent to undertake the relevant activity without the need for training.

How do I write a risk assessment?

Risk assessments (and their associated control measures) are key documents that your contractor should have in place, and you should also if overseeing or organising volunteers. In many cases a generic risk assessment may suffice, but it is always worth considering whether a site specific / dynamic assessment should be carried out.

More advice and templates are available on the [HSE website](#). Risks to think about (not exclusive) – the public, underground utilities, the land use (livestock/machinery), the lie of the land, proximity to natural or man made hazards, weather (hot and cold), emergency contacts, first aid, etc.

The [Highway Volunteer Handbook](#) is a good reference document with regard to potential risks and control measures.

What funding or materials are available?

Currently we are able to provide some materials free of charge eg: signposts, gates, waymarks. However, limited staff time and other logistics may mean there is a long lead in time to any delivery. It is therefore advisable to plan ahead and engage with us early and where possible do a batch of works with a combined delivery/ work with other parishes with regard to what is required, as opposed to requesting materials every month for example.

Provision of materials will be subject to available budget and staff resource and liable to change over time.

You are welcome to source your own materials at your own expense or to work with the landowner(s) to source or pay for materials.

How do we know who owns the subsoil or land adjacent to public rights of way?

Area Wardens will often tap into local knowledge to find out who owns or farms certain parcels of land. It would be financially prohibitive to do a Land Registry search for landowner information for routine maintenance issues. The expectation is that you would do similar to our Area Wardens and make local enquiries to establish the landownership.

We do have access to claimant (agricultural subsidies) details but under the current data sharing agreement we are unable to share this data with Parish Councils. This will be explored in more detail as soon as possible.

What can we do about obstructions on the network?

Parish Councils are able to prosecute landowners with regard to a number of breaches of the Highways Act 1980. However, most breaches are best resolved through engagement with the responsible parties. Whilst you can initiate such discussions our advice is that you leave those discussions for us to have with those parties. If we think local brokerage would be beneficial then we will get in touch with you.

What level of service can we expect from Somerset Council?

Budgetary pressures mean that resources will be focussed on those routes that are promoted and used the most, and those risks that pose the most danger to the public. Each Area Warden is prioritising several hundred issues at any one time and as such will be unable to investigate and resolve all of the reported issues in as timely a manner as the public would like. We need your help.

6 CONTACT US

The best way to contact us is via e-mail rightsofway@somerset.gov.uk . If your query relates to maintenance, then it will most likely be directed to the relevant Area Warden to respond to.

If you are contacting us about an existing issue that has been reported on [Explore Somerset](#) , then please include the issue numbers that you are able to resolve or have resolved through parish council led works. Photos are always useful, and in many cases can prevent the need for the Area Warden to visit site. The Area Wardens will then be able to update or close the issues on the website.

If an urgent situation or emergency arises on the path network then it is best to phone us on 0300 123 2224.

Initial consultation

We ask local people and organisations to tell us about their communities.

Dates: 22 Oct 2024 - 20 Jan 2025

A public consultation has been launched to help shape new council divisions for Somerset Council. The Local Government Boundary Commission for England wants to hear people's views on where they live, to help make sure that the new divisions reflect the size and shape of local communities.

An electoral review is being carried out to make sure that each local councillor represents about the same number of electors, and that the divisions they represent reflect community identities.

The Local Government Boundary Commission has decided that the number of councillors in Somerset Council should be **96**. This is a change from the current council, which has **110** members.

Launching the consultation on the electoral review of Somerset Council, Professor Colin Mellors, Chair of the Local Government Boundary Commission for England, said:

"We are looking for your views, as local people, on how you think Somerset should be represented in divisions that reflect local communities and identities.

"By telling us about where you live and where you access local services, it will help us to create appropriate and meaningful boundaries.

"It might be something as straightforward as where you go for shops, schools or a sporting venue, whether you see a road, park or river as a dividing feature or the heart of a community, or which areas have joint projects.

"Hearing from local residents will give us important evidence to inform our recommendations for a pattern of divisions for Somerset that ensures each councillor represents about the same number of electors."

The consultation on this stage of the electoral review of Somerset Council lasts for ten weeks and closes on 20 January. The Commission will use local views to help draw up their proposals for new division boundaries.

Local people can provide their views via the Commission website at: [Somerset | LGBCE](#)

by emailing reviews@lgbce.org.uk

or by post to:

Review Officer (Somerset)
The Local Boundary Commission for England
7th Floor
3 Bunhill Row
London
EC1Y 8YZ

Via email to:
All City, Town, and Parish Councils

All enquiries email:
rightsofway@somerset.gov.uk

Date: 30th October 2024

Dear Colleagues

A big thank you to those Councils who completed the short survey earlier this year on 'Maintenance of public rights of way'. Your feedback was really useful and much appreciated.

Your responses highlighted the main concerns parish councils had in relation to taking on or doing more rights of way maintenance; i.e.: funding, knowing what to do, finding willing people and health and safety requirements.

I committed to providing a 'toolkit' / guidance as soon as I could and I'm pleased to announce the first release of this guidance is now available, and is attached with this letter, and will also soon be available at [City, Town and Parish Councils](#). There will be more to follow in due course, but hopefully the information in the guidance will enable you to consider taking on some or all of your local path maintenance, and make your local path network the envy of others across Somerset.

Exmoor National Park Authority are also keen to work more closely with Parish Councils so if you are within the National Park area and wish to do more to help or work in partnership then please contact access@exmoor-nationalpark.gov.uk

Yours sincerely



Pete Hobley
Service Manager Rights of Way

Local Validation Checklist

(Draft for Consultation)

Somerset Council

November 2024

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Introduction

This local validation checklist has been produced to inform applicants/agents of the type of documents and level of information required to validate a planning application or other similar consents. There are National Requirements and Somerset Council has local requirements based on the former districts but these have been aligned as far as possible. Somerset Council's local validation checklist reflects both the National Guidance on the validation of applications and the local requirements. To avoid confusion, this document will merge Local and National requirements to enable use of this document as your one-stop shop, with the aim that your application can be registered as valid for determination by the Council first time around.

This checklist is intended to provide applicants/agents with clear advice as to the planning information that is considered necessary to allow Case Officers and Statutory/Non-Statutory consultees to properly consider proposals being put forward and to ensure a streamlined submission process.

Where a document or plan is listed for a particular type of application or consent, such an application may not be validated without this information. Everything that is required from applicants will be justified by policy or legislation so you know why we are asking for certain information. Links to other bodies and documents that will help you get your submission right can be found under the Glossary at the end of this document.

If you consider a required item is not applicable to your particular application, then please provide an explanation that can be readily identified, otherwise your application could be made invalid.

Adoption / Review

The validation checklist was out to public consultation between 11th November 2024 and 23rd December 2024 and, following consideration of the consultation responses, was signed by the Executive on **DATE**.

The local validation checklist should be reviewed and republished bi-annually as required under The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Part 3, Article 11 (3) (d). This validation list operates until **DATE** unless reviewed before then.

How to use this document

This document has been designed for use both electronically and in hard copy; when used electronically you can click on the [blue hyperlinks](#) to navigate to specific items/web pages and can return to a previous page within this document by pressing the Alt key and the left arrow key. The hyperlinks provide a direct link to forms, the glossary and webpages providing additional detail and guidance as to what information may be

required.

This document provides specific requirements for all types of applications and these are listed in the Contents page. Applicants/agents should ensure that their application includes all of the information required for the specific type that is being submitted, the below key is used:

✓ = Required and must be provided at the time of submission

① = May be required, please see specific guidance

Any additional information required based on the individual proposal should ideally be provided at submission (please review Other Supporting Information) If not provided it may be requested during the course of the application in order to determine and may subsequently delay making a decision if not provided.

Pre-Application Advice

In accordance with Somerset Council's proactive approach, all applicants/agents are strongly advised to seek pre-application advice before submitting an application, to discuss the likelihood of a successful outcome. This will help to highlight any potential issues at an early stage in the planning process and ensure that the necessary documentation is submitted. This is considered essential for major applications.

For further information please view our Pre-Planning Application Advice webpage [Planning pre-application advice \(somerset.gov.uk\)](https://www.somerset.gov.uk/planning-pre-application-advice)

Planning Performance Agreements

For some major applications, we encourage the use of Planning Performance Agreements to ensure the best outcomes for everyone. The agreement sets out how the developer and the Council will approach the application process, the resources to be allocated and the timescales.

Quality Review Panel

Use of the Somerset Quality Review Panel is encouraged early on in the planning application process. Further information is available on the Somerset Quality Review Panel page: [Somerset Quality Review Panel](#)

Guidance for All Applicants/Agents

What is Validation?

Validation is the process of checking that all relevant documentation and the correct fee (where applicable) has been provided. If an applicant/agent submits an application without the necessary documentation, fee, or with clear inaccuracies, we will notify the applicant/agent that the application is invalid and setting out the outstanding matters required. The application will not be made valid until ALL of the outstanding information has been submitted (and from the date when all of the information is received by the Council). **If the applicant / agent does not respond to this notification within 28 days the application will be returned and fees submitted via the Planning Portal refunded (fees made through other forms of payment will have to be requested).**

The Extent of Information Requested

The extent of information requested for validation has been the subject of consultations and will be sought on the basis of what is considered to be reasonable and proportionate having regard to the scale and nature of the proposed development and material considerations - as set out in The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Part 3 Article 11 (3) (c).

Validation disputes

If an applicant/agent disagrees with the reasons for invalidating a planning application the Validation Team (see contact details on next page) should be contacted in the first instance to discuss the requirement, where this will be discussed with the Planning Team. Following this if discussions with the Council have not resolve any issues, a notice may be sent to the Council setting out reasons for refusing to supply the information under The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Part 3 Article 12. The applicant/agent must have submitted all the other information needed to validate the application together with the fee (where applicable). The Council will then either confirm that the information is no longer required and issue an acknowledgement letter confirming the statutory start date or disagree and issue a letter of invalidation against which the applicant may then appeal under Section 78 of the Town and Country Planning Act 1990 (as amended).

Submitting an Application

All applications must be submitted on the appropriate Standard Application Form, it must be signed and dated and all questions on the form must be answered fully and accurately.

Personal or Sensitive Data

Where there is a need to submit information considered 'personal data' or 'sensitive personal data' under the General Data Protection Regulations (GDPR) this information should be submitted in a separate document without cross-referencing in documents that can be made public, and clearly marked as confidential.

The definition of 'personal data' and 'sensitive personal data' can be found in the Information Commissioner's Office (ICO) [Guide to the General Data Protection Regulations \(GDPR\)](#) and will include for example personal circumstances and health information.

Submission via the Planning Portal (Preferred)

- Apply online via the Planning Portal application service <https://www.planningportal.co.uk/applications>
- For further information about making an application via the Planning Portal please see their website <https://www.planningportal.co.uk>
- In particular, please follow the Planning Portal guidance on file sizes [Maps, Plans & Planning Applications: What to Submit - A Best Practice Guide \(planningportal.co.uk\)](#)

Submission direct to Somerset Council

- Applications can be submitted on WeTransfer or Dropbox.
- Via email to planningwest@somerset.gov.uk planningeast@somerset.gov.uk planningnorth@somerset.gov.uk planningsouth@somerset.gov.uk depending on the area of Somerset where your application is located

Nutrient Neutrality

Nutrient Neutrality is when nutrients entering the water system as a result of an increase in additional wastewater generated from new development is mitigated. Nutrient neutrality is about ensuring that no additional phosphates or nitrates enter the hydrological catchment areas of protected sites (e.g. Special Areas of Conservation or Ramsar sites) that Natural England have found to be in 'unfavourable condition'. In Somerset, the Somerset Levels and Moors Ramsar Site and River Axe Special Area of Conservation have been found to be in unfavourable condition as a result of excessive **phosphates**. As such there will be additional validation requirements for specific types of application in certain geographical areas. **Please check this carefully as this relates to a validation requirement.**

You can find the [Somerset Levels and Moors SPA Surface Water Catchment Map here](#).

Individual maps of each catchment area are also available.

- [River Brue Catchment Area](#)
- [River Parrett Catchment Area](#)
- [River Tone Catchment Area](#)

The affected development types are as follows:

- New residential units – including overnight tourist accommodation, traveller sites etc.
- Agricultural Development – additional barns, slurry stores etc. where it is likely to lead to an increase in herd size.
- Commercial / industrial developments that including overnight accommodation

- Anaerobic Digesters.
- Possibly some tourism attractions.

Also, the following planning application types are affected:

- All new full and outline planning applications.
- Section 73 applications, to amend previous conditions, that lead to an increase on floor space and associated nutrient loading or amendments to drainage arrangements.
- Discharge of pre-commencement conditions.
- Reserved matters applications.
- Retrospective planning applications that result in nutrient loading.
- In relation to the River Axe catchment area, it also includes relevant development approved under the prior approval regime

Nutrient Neutrality Validation Requirements

When applicable, the following document must be submitted with the planning application in order to be made valid:

Nutrient Neutrality Assessment and Mitigation Strategy (NNAMS)

See section 3.3 of this document, which also provides overall guidance regarding nutrient neutrality:

[Nutrient Neutrality in Somerset: Guidance for Applicants.](#)

Depending on the NNAMS the following documents are recommended to be submitted with your application in the interests of efficient processing. If they are not submitted with your application, despite being recommended by your NNAMS, this will impact on the decision-making timescale.

Phosphate Budget Calculations

[Phosphate Budget Calculator \(somerset.gov.uk\)](#)

Shadow Habitats Regulations Assessment (sHRA)

A sHRA is generally prepared by an applicant, often with the support of a technical specialist (e.g. an ecologist). It is a full HRA for the project proposed. Most often, it includes an Appropriate Assessment of the project against the conservation objectives of the Somerset Levels and Moors Ramsar site. Preparing a sHRA can expedite the HRA process. The Local Planning Authority, as the 'competent authority' under the Habitats

Regulations will review the sHRA and if they agree with its findings will recommend to Natural England (as the Statutory Consultee on all HRAs) that the sHRA is adopted as the HRA for the proposed development. This means that an applicant does not require the Local Planning Authority to complete an HRA on their behalf.

[Somerset Council Shadow Habitats Regulations Assessment Template](#)

Householder Planning Application

Householder Applications are for small scale developments, including the extension of a residential property, erection of an outbuilding within a domestic garden or the formation of an access in association with a domestic residential use. Not applicable to the subdivision of a house or the erection of new dwellings.

Info Required:	Req'd	What / When is it required:	Policy / Legislation:	Submitted <input type="checkbox"/>
Application Form and Fee	✓	<ul style="list-style-type: none"> • Householder Application Form or Householder Listed Building consent application form (completed form signed and dated) • Fee (if applicable) 	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	
Location Plan (existing)	✓	<ul style="list-style-type: none"> • Must not be a Land Registry document/plan. Be as up to date as possible (within the last two years) • Be at an identified measurable scale of 1:1250 or 1:2500 and include a scale bar. • Be clearly marked with the direction of North. • Show the full site, all site boundaries, adjoining properties (be numbered or named) and identify sufficient roads and/or buildings to enable identification of the land to which the application relates. • Show the application site boundaries and all land necessary to carry out the proposed development i.e. land required for access to the site from the road, outlined in a continuous red line. The red line must encompass the domestic curtilage of the property i.e., dwelling, private gardens, garaging, driveway, and access thereto from the public highway. • Show any other land within the applicant's ownership or control that is close to or adjacent to the site outlined in blue • Have a unique drawing number. • Indicate original paper size (A4, A3 etc.) on drawings for printing and be uploaded/printed in colour. • Clearly show an authorised copier's licence number together with the appropriate copyright acknowledgements 	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	



Info Required:	Req'd	What / When is it required:	Policy / Legislation:	Submitted <input type="checkbox"/>
Street Scene	❗	Where the access is changing, i.e., off-road parking etc, <ul style="list-style-type: none"> • Existing and proposed elevations of access arrangements (street scenes) will be required clearly showing the changes/amendments to the access (eg. works to boundary walls) 		
Block / Site Plan (existing and proposed)	✓	<ul style="list-style-type: none"> • Be as up to date as possible (within the last two years) • Be at an identified measurable scale of 1:200 or 1:500 and include a scale bar. • Be clearly marked with the direction of North. • Clearly show the proposed development • Include all site boundaries, existing buildings, roads, tracks, footpaths, public rights of way, walls, banks and historic features, ponds, watercourses and proposed boundary treatments/walls/fencing (including measures for removal and/or retention); within the application site. • Clearly show any buildings to be demolished. • Show new buildings in context with adjacent buildings. • Include existing and proposed parking provision, access arrangements and the extent and type of any hard surfacing. • Clearly show the position of all trees and all hedges and those that could influence or be affected by the development; with proposals for removal and/or retention clearly indicated (including boundary hedges); on/near the application site. • Have a unique drawing number. • Indicate original paper size (A4, A3 etc.) on drawings for printing and be uploaded/printed in colour. • Clearly show an authorised copier's licence number together with the appropriate copyright acknowledgements. 	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	

Info Required:	Req'd	What / When is it required:	Policy / Legislation:	Submitted <input type="checkbox"/>
Elevation Drawings (existing and proposed)	✓	<ul style="list-style-type: none"> • Be at an identified measurable scale of 1:50 or 1:100 and include a scale bar. Larger scale drawings may be required for Listed Buildings • Show all elevations in full unless otherwise agreed. • Show proposed building materials, style and finish of the building and windows and doors. • Show 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). • Show existing elevations clearly identified (ie. North / South etc or Front / Rear etc) with all existing door and window detailing. • Show proposed changes on each elevation. <ul style="list-style-type: none"> ○ If no changes to an elevation are proposed provide one elevational drawing confirming it as existing and proposed. ○ Part elevations can be provided if there are inset areas to the building. • Have a unique drawing number. • Indicate original paper size (A4, A3 etc.) on drawings for printing and be uploaded/printed in colour where needed. • Include details of recycling and waste storage • Include vehicle charging points 	Local requirement	

Info Required:	Req'd	What / When is it required:	Policy / Legislation:	Submitted <input type="checkbox"/>
Floor Plans (existing and proposed)	✓	<ul style="list-style-type: none"> • Be at an identified measurable scale of 1:50 or 1:100 and include a scale bar. • Clearly identify the extent of any proposed uses being applied for • Clearly identify the existing and proposed use of each room on the floor plans • Show all openings i.e. doors and windows • Show any buildings or walls to be demolished. • Show an existing and proposed roof plan for any alterations that would involve a change to the roof. • Show finished floor level for any new buildings. • Have a unique drawing number. • Indicate original paper size (A4, A3 etc.) on drawings for printing and be uploaded/printed in colour where needed 	Local requirement	
Section Plans (existing and proposed)	ⓘ	<p>Required if there is proposed to be a change of levels within the site i.e. building part cut into the ground</p> <ul style="list-style-type: none"> • Be at an identified measurable scale (of 1:100 or 1:200) appropriate to the scale of the development and include a scale bar • Show a cross section(s) through the proposed building(s)/structure(s)/site • Provide details of existing and proposed levels with reference to an off-site fixed datum point • Have a unique drawing number • Indicate original paper size (A4, A3 etc.) on drawings for printing and be uploaded/printed in colour where needed 	Local requirement	

Info Required:	Req'd	What / When is it required:	Policy / Legislation:	Submitted <input type="checkbox"/>
Levels (existing and proposed)	i	<p>Required for all detached buildings, and also extensions/additions if different to the finished floor levels of the main dwelling, to confirm proposed finished floor levels relative to a fixed datum point e.g. a manhole cover.</p> <ul style="list-style-type: none"> • Be at an identified measurable scale appropriate to the scale of development and include a scale bar. • The levels plan should show some reference to the height/level of the adjoining land. • Provide details of existing and proposed levels (to include finished floor levels) with reference to an off-site fixed datum point and include any retaining walls. • Have a unique drawing number. • Indicate original paper size (A4, A3 etc.) on drawings for printing and be uploaded/printed in colour where needed 	Local requirement	
Roof Plan	i	<p>Required if there are changes to the roof.</p> <ul style="list-style-type: none"> • Be drawn to a scale of 1:50 or 1:100. • Show the shape of the roof particularly when development includes changes to its appearance and shape. • Show the position of all ridges, valleys, dormer windows, roof lights and other features, such as chimneys or raised parapets. • Include details such as the roofing material and their location 	Local requirement	

Info Required:	Req'd	What / When is it required:	Policy / Legislation:	Submitted <input type="checkbox"/>
Ecology Report	❗	<p>Required if works are proposed which may affect protected species or habitats, survey dated within last 2 years.</p> <p>Bat survey required if works are proposed to raise, replace, remove or add to an existing roof or works in loft spaces or outbuildings, within Bat Consultation Zones, rural areas or in close proximity to a woodland or watercourse.</p> <p>Please complete the biodiversity checklist found here. Apply for planning permission (somerset.gov.uk)</p>	<p>Local requirement</p> <p>The Conservation of Habitats and Species Regulations 2017</p>	
Flood Risk Assessment (FRA)	❗	<p>Required for development in Flood Zone 2 and 3 or works within 8m of a main river, and all development of a site area of 1 hectare or over in Flood Zone 1,</p> <p>Applicants should refer to the National Flood Risk Standing Advice and Local Flood Risk Standing Advice:</p> <ul style="list-style-type: none"> • National Flood Risk: Standing Advice • Flood Risk Assessment for Planning Applications 	NPPF	
Heritage Statement	❗	<p>Required for works within a Conservation Area, works adjacent or to a Listed Building, Scheduled Ancient Monument or proposals that have archaeological implications.</p> <p>If a Listed Building you will also require Listed Building Consent</p>	NPPF	

Info Required:	Req'd	What / When is it required:	Policy / Legislation:	Submitted <input type="checkbox"/>
Design and Access Statement		Required for Listed Buildings or if in a Conservation Area where the proposed development consists of building(s) with a floorspace of 100m ² or more.	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Article 2 Planning Practice Guidance Design paragraphs Somerset Placemaking Principles	
Tree Survey / Report		Required for works that potentially affect the health or survival of a tree on the site or adjoining land. A tree survey should be to the standard within BS 5837:2012 Trees in relation to design, demolition and construction.	Local requirement (see relevant Local Plans) BS: 5837 (2012)	

Change of Use

If you are intending to change the use of all or part of your property/land, you may need to obtain planning permission. The Town and Country Planning (Use Classes) Order 1987 (as amended) puts uses of land and buildings into various categories known as use classes. The full application for Planning Permission form should be used for change of use applications.

Info Required:	Req'd	What / When is required:	Policy / Legislation:	Submitted <input type="checkbox"/>
Application Form and Fee	✓	<ul style="list-style-type: none"> Application form for Planning Permission (completed form, signed and dated) Fee 	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	
Location Plan (existing)	✓	Required – for further details please see Location Plan	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	
Block / Site Plan (existing and proposed)	✓	Required – for further details please see Block / Site Plan	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	
Elevation Drawings (existing and proposed)	✓	Existing: Required Proposed: Required if there is a change to the elevations for further details see Elevation Drawings	Local Requirement	
Floor Plans (existing and proposed)	✓	Existing: Required Proposed: Required if there is a change to floor plans for further details see Floor Plans	Local Requirement	

Info Required:	Req'd	What / When is required:	Policy / Legislation:	Submitted <input type="checkbox"/>
Ecology Report	❗	<p>Required if works are proposed which may affect protected species or habitats survey dated within last two years.</p> <p>Please click here: Biodiversity Checklist to complete the biodiversity checklist.</p>	<p>Local requirement (see relevant Local Plans)</p> <p>The Conservation of Habitats and Species Regulations 2017</p>	
Environmental Impact Assessment (EIA)	❗	<p>Compulsory for all development listed in Schedule 1 and for all development listed in Schedule 2 screened likely to have significant effects on the environment.</p> <p>Where a development is subject to EIA and there is also a requirement to carry out a Habitats Regulations Assessment (HRA), where appropriate, the HRA and the EIA must be co-ordinated.</p>	<p>The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 (as amended)</p> <p>Local requirement (see relevant Local Plans)</p> <p>The Conservation of Habitats and Species Regulations 2017</p>	
Flood Risk Assessment (FRA)	❗	<p>Required for :</p> <ul style="list-style-type: none"> Essential infrastructure / Highly vulnerable / More vulnerable uses within Flood Zone 2 and 3 <p>Applicants should refer to the National Flood Risk Standing Advice and Local Flood Risk Standing Advice.</p>	<p>Local requirement (see relevant Local Plans)</p> <p>PPG Flood risk and coastal change</p>	
Heritage Statement	❗	<p>Required for works within a Conservation Area, works adjacent or to a Listed Building, Scheduled Ancient Monument.</p> <p>If a Listed Building you will also require Listed Building Consent</p>	<p>Local requirement (see relevant Local Plans)</p> <p>NPPF</p>	
Planning Statement	✓	<p>Required for all change of use applications</p>	<p>Local requirement (see relevant Local Plans)</p> <p>NPPF</p>	

Info Required:	Req'd	What / When is required:	Policy / Legislation:	Submitted <input type="checkbox"/>
Transport Assessment	❗	<p>Required for Development that is likely to:</p> <ul style="list-style-type: none"> • Result in a material increase or change in the traffic; • Affect a classified road or proposed highway; • Involve the laying out or construction of a highway or access; • Impact on other modes of transport; <p>Must address the Somerset Placemaking Principles</p>	<p>Local requirement (see relevant Local Plans)</p> <p>Somerset Placemaking Principles</p>	
Climate Emergency Checklist	✓	<p>West area only</p> <p>Please complete the climate emergency checklist by clicking here. https://www.somerset.gov.uk/planning-buildings-and-land/climate-positive-planning-in-somerset-west-and-taunton/</p>	<p>Local requirement (Interim Guidance Statement in SW&T area)</p> <p>Climate Change Act 2008 NPPF</p>	
Biodiversity Net Gain	✓	<p>National minimum requirements are set out in Article 7 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended).</p> <p>The Somerset BNG Guidance Note (see - https://www.somerset.gov.uk/planning-buildings-and-land/biodiversity-and-planning/biodiversity-net-gain/) sets out the local validation information requirements for the purposes of considering BNG and planning applications in its Appendix 4. This provides guidance for applicants and justifies the requirement for additional information to be submitted at validation stage beyond the national minimum requirements. In addition to the national minimum requirements, Somerset Council requires sufficient information about the proposed strategy for delivering at least 10% BNG (including the expected balance between on-site, off-site and credits) to be submitted as part of a BNG-liable planning application. This focuses on</p>	<p>National Requirement</p> <p>Somerset BNG Guidance Note</p>	

		<p>submission of a BNG Statement, with exact content requirements differing depending on the type of application. Applicants should review the BNG Guidance Note for detail on the content and format of the BNG Statement and other specifics required under each heading below. The local validation requirements for BNG are:</p> <ul style="list-style-type: none"> • Wildlife/Ecology Survey • Biodiversity Checklist • Arboriculture Report • BNG Statement (including all necessary information as set out in the BNG Guidance Note for the type of application) • Completed Biodiversity Metric (Macros disabled Excel version <i>and</i> PDF) • BNG plans and drawings Declaration Form • Completed SHEP/HEP Metric (where necessary) <p>Note - certain types of development are exempt from the need to comply with the statutory biodiversity gain condition as set out in the Biodiversity Gain Requirements (Exemptions) Regulations 2024. However, even for exempt developments, applicants must confirm whether they believe that planning permission, if granted, would be subject to the biodiversity gain condition, and if not, the reasons for that belief. Planning Portal application forms capture this information where used, but without this, the LPA is not allowed to validate the application.</p>		
Nutrient Neutrality Assessment and Mitigation Strategy (NNAMS)	✓	Required for certain types of applications please see Nutrient Neutrality section above (pages 7-8)	Local Requirement (Phosphates in Somerset guidance)	

Info Required:	Req'd	What / When is required:	Policy / Legislation:	Submitted <input type="checkbox"/>
Habitat Regulations Assessment	❗	Required for certain types of applications please see Nutrient Neutrality section above (pages 7-8), and dependant on NNAMS	National Requirement Local Requirement (Phosphates in Somerset guidance)	
Phosphate Budget Calculator	❗	Required for certain types of applications please see Nutrient Neutrality section above (pages 7-8), and dependant on NNAMS	National Requirement Local Requirement (Phosphates in Somerset guidance)	
Active Travel England Assessment Toolkit	❗	<p>Checklist can be found here: https://www.gov.uk/government/publications/active-travel-england-planning-application-assessment-toolkit</p> <p>Only applies to proposals of:</p> <ul style="list-style-type: none"> • 150 dwellings or more • Floorspace of 7,500m² or more of non-residential uses • Overall area of the development is 5 hectares or more 	National Requirement	
Site Waste Management Plan or Statement		<p>SWMS for Minor developments SWMP for Major developments</p> <p>Guidance can be found at: https://somersetcc.sharepoint.com/sites/SCCPublic/Waste/Forms/AllItems.aspx?id=%2Fsites%2FSCCPublic%2FWaste%2FDevelopers%20Guidance%2Epdf&parent=%2Fsites%2FSCCPublic%2FWaste&p=true&ga=1</p>	Policies WCS1 and WCS2 of Somerset Waste Core Strategy	

Full Planning Application for Minor Development

Full applications are for many types of application including the erection of new dwellings, agricultural buildings or development involving commercial and industrial properties.

Info Required:	Req'd	What / When is required:	Policy / Legislative:	Submitted <input type="checkbox"/>
Application Form and Fee	✓	<ul style="list-style-type: none"> Application for Planning Permission (completed form, signed and dated) Fee 	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	
Location Plan (existing)	✓	Required – for further details please see Location Plan	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	
Block / Site Plan (existing and proposed)	✓	Required – for further details please see Block / Site Plan	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	
Elevation Drawings (existing and proposed)	✓	<p>Required for changes to elevations – for further details please see Elevation Drawings</p> <p>where a new or change to access is proposed: Existing and proposed elevations of access arrangements (street scenes) will be required clearly showing the changes/amendments to the access</p>	Local requirement	

Info Required:	Req'd	What / When is required:	Policy / Legislative:	Submitted <input type="checkbox"/>
Section Plans (existing and proposed)	❗	Required if there is proposed to be a change of levels within the site i.e. building part cut into the ground – for further details please see Section Plans	Local requirement	
Levels (existing and proposed)	❗	Required for all detached buildings, and also extensions/additions if different to the finished floor levels of the main building, to confirm proposed finished floor levels relative to a fixed datum point e.g. a manhole cover – for further details please see Levels	Local requirement	
Roof Plan	❗	Required in some cases - for further details please see Roof Plan	Local requirement	
Climate Emergency Checklist	✓	West area only Please see the Climate Change Checklist here. https://www.somerset.gov.uk/planning-buildings-and-land/climate-positive-planning-in-somerset-west-and-taunton/	Local requirement (Interim Guidance Statement in SW&T area) Climate Change Act 2008 NPPF	
Nutrient Neutrality Assessment and Mitigation Strategy (NNAMS)	✓	Required for certain types of applications please see Nutrient Neutrality section above (pages 7-8)	Local Requirement (Phosphates in Somerset guidance)	
Habitat Regulations Assessment	❗	Required for certain types of applications please see Nutrient Neutrality section above (pages 7-8), and dependant on NNAMS	Local Requirement (Phosphates in Somerset guidance)	
Phosphate Budget Calculator	❗	Required for certain types of applications please see Nutrient Neutrality section above (pages 7-8), and dependant on NNAMS	Local Requirement (Phosphates in Somerset guidance)	

Info Required:	Req'd	What / When is required:	Policy / Legislative:	Submitted
Biodiversity Net Gain	✓	<p>National minimum requirements are set out in Article 7 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended).</p> <p>The Somerset BNG Guidance Note (see - https://www.somerset.gov.uk/planning-buildings-and-land/biodiversity-and-planning/biodiversity-net-gain/) sets out the local validation information requirements for the purposes of considering BNG and planning applications in its Appendix 4. This provides guidance for applicants and justifies the requirement for additional information to be submitted at validation stage beyond the national minimum requirements. In addition to the national minimum requirements, Somerset Council requires sufficient information about the proposed strategy for delivering at least 10% BNG (including the expected balance between on-site, off-site and credits) to be submitted as part of a BNG-liable planning application. This focuses on submission of a BNG Statement, with exact content requirements differing depending on the type of application. Applicants should review the BNG Guidance Note for detail on the content and format of the BNG Statement and other specifics required under each heading below. The local validation requirements for BNG are:</p> <ul style="list-style-type: none"> • Wildlife/Ecology Survey • Biodiversity Checklist • Arboriculture Report • BNG Statement (including all necessary information as set out in the BNG Guidance Note for the type of application) • Completed Biodiversity Metric (Macros disabled Excel version <i>and</i> PDF) • BNG plans and drawings • Declaration Form • Completed SHEP/HEP Metric (where necessary) 	National Requirement Somerset BNG Guidance Note	<input type="checkbox"/>

		Note - certain types of development are exempt from the need to comply with the statutory biodiversity gain condition as set out in the Biodiversity Gain Requirements (Exemptions) Regulations 2024. However, even for exempt developments, applicants must confirm whether they believe that planning permission, if granted, would be subject to the biodiversity gain condition, and if not, the reasons for that belief. Planning Portal application forms capture this information where used, but without this, the LPA is not allowed to validate the application.		
Ecology Report	ⓘ	Required if works are proposed which may affect protected species or habitats, survey dated within last 2 years. Please complete the biodiversity checklist found here: Biodiversity Checklist	Local requirement (see relevant Local Plans) The Conservation of Habitats and Species Regulations 2017	
Flood Risk Assessment (FRA)	ⓘ	Required for: <ul style="list-style-type: none"> All development in Flood Zone 2 and 3 refer to the Sequential Test guidance Development over 1 hectare in Flood Zone 1 Works within 8m of a main river Applicants should refer to the National Flood Risk Standing Advice and Local Flood Risk Standing Advice.	Local requirement (see relevant Local Plans) PPG Flood risk and coastal change	
Heritage Statement	ⓘ	Required for works within a Conservation Area, works adjacent or to a Listed Building, Scheduled Ancient Monument. If a Listed Building you will also require Listed Building Consent	Local requirement (see relevant Local Plans) NPPF	

Info Required:	Req'd	What / When is required:	Policy / Legislative:	Submitted <input type="checkbox"/>
Site Waste Management Statement		SWMS for Minor developments SWMP for Major developments Guidance: https://somersetcc.sharepoint.com/sites/SCCPublic/Waste/Forms/AllItems.aspx?id=%2Fsites%2FSCCPublic%2FWaste%2FDevelopers%20Guidance%2Epdf&parent=%2Fsites%2FSCCPublic%2FWaste&p=true&ga=1	Policies WCS 1 and WCS2 of the Somerset Waste Core Strategy	
Archaeological Assessment	❗	Required for developments in areas of high archaeological potential.	Local requirement (see relevant Local Plans) NPPF	
Planning Statement	✓	This can be combined with a Design and Access Statement.	Local requirement (see relevant Local Plans) NPPF paragraphs 10-11	
Design and Access Statement	❗	Required for development within a Conservation Area (this can be combined with the Heritage Statement) comprising: <ul style="list-style-type: none"> • One or more dwellings • Increase in floor space of 100m² or more Must address the Somerset Placemaking Principles	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Planning Practice Guidance Design paragraphs Somerset Placemaking Principles	

Info Required:	Req'd	What / When is required:	Policy / Legislative:	Submitted <input type="checkbox"/>
Tree Survey / Report	i	Required for works that potentially affect the health or survival of a tree on the site or adjoining land. A tree survey should be to the standard within BS 5837:2012 Trees in relation to design, demolition and construction.	Local requirement (see relevant Local Plans) BS. 5837 (2012)	
Transport Assessment	i	Required for development that is likely to: <ul style="list-style-type: none"> Result in a material increase or change in the traffic; Affect a classified road or proposed highway; Involve the laying out or construction of a highway or access; Impact on other modes of transport; Must address the Somerset Placemaking Principles	Local requirement (see relevant Local Plans) Somerset Placemaking Principles	
Landscape Plan	i	<ul style="list-style-type: none"> Required for developments where the appearance or visual amenities of the site and the surrounding area, and/or ecology, including screening and tree planting are important 	Local requirement (see relevant Local Plans) NPPF paragraph 170	

Full Planning Application for Major Development

Full applications are for many types of application including the erection of new dwellings, agricultural buildings or development involving commercial and industrial properties.

Info Required:	Req'd	What / When is required:	Policy / Legislative:	Submitted <input type="checkbox"/>
Application Form and Fee	✓	<ul style="list-style-type: none"> Application for Planning Permission (completed form, signed and dated) Fee 	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	
Location Plan (existing)	✓	Required – for further details please see Location Plan	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	
Block / Site Plan (existing and proposed)	✓	Required – for further details please see Block / Site Plan	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	
Elevation Drawings (existing and proposed)	✓	Required – for further details please see Elevation Drawings where a new or change to access is proposed Existing and proposed elevations of access arrangements (street scenes) will be required clearly showing the changes/amendments to the access	Local requirement	
Floor Plans (existing and proposed)	✓	Required – for further details please see Floor Plans	Local requirement	

Info Required :	Req'd	What / When is required:	Policy / Legislative:	Submitted <input type="checkbox"/>
Section Plans (existing and proposed)	✓	Required – for further details please see Section Plans	Local requirement	
Levels (existing and proposed)	✓	Required – for further details please see Levels	Local requirement	
Roof Plan	ⓘ	Required in some cases - for further details please see Roof Plan	Local requirement	
Ecology Report	ⓘ	Required, except if there is no impact to be determined on a site by site basis survey dated within last two years. Please complete the biodiversity checklist found here: Biodiversity Checklist	Local requirement The Conservation of Habitats and Species Regulations 2017	
Environmental Impact Assessment (EIA)	ⓘ	Compulsory for all development listed in Schedule 1 and for all development listed in Schedule 2 screened likely to have significant effects on the environment. Where a development is subject to EIA and there is also a requirement to carry out a Habitats Regulations Assessment (HRA), where appropriate, the HRA and the EIA must be co-ordinated.	The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 (as amended) Local requirement The Conservation of Habitats and Species Regulations 2017	
Flood Risk Assessment (FRA)	✓	Required Applicants should refer to the National Flood Risk Standing Advice and Local Flood Risk Standing Advice.	Local requirement (see relevant Local Plans)PPG Flood risk and coastal change	

Info Required:	Req'd	What / When is required:	Policy / Legislative:	Submitted <input type="checkbox"/>
Heritage Statement	❗	Required for works within a Conservation Area, works adjacent or to a Listed Building, Scheduled Ancient Monument.	Local requirement (see relevant Local Plans) NPPF	
Archaeological Assessment	❗	Required for developments in areas of high archaeological potential.	Local requirement (see relevant Local Plans) NPPF	
Local Labour Agreement	✓	North and West areas only Draft Employment and Skills Plan and Method Statement Required for all Major Developments	Local requirement Sedgemoor Local Plan 2011-2032 Policy D15 Somerset West & Taunton Council Local Labour Agreement Policy February 2023	
Design and Access Statement	✓	Required, unless the development is for an engineering operation only (this can be combined with the Heritage Statement). Must address the Somerset Placemaking Principles	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Planning Practice Guidance Design paragraphs Somerset Placemaking Principles	
Tree Survey / Report	❗	Required for works that potentially affect the health or survival of a tree on the site or adjoining land. A tree survey should be to the standard within BS 5837:2012 Trees in relation to design, demolition and construction.	Local requirement (see relevant Local Plans) D22 BS. 5837 (2012)	

Info Required:	Req'd	What / When is required:	Policy / Legislative:	Submitted <input type="checkbox"/>
Planning Statement	✓	Required	Local requirement (see relevant Local Plans) NPPF paragraphs 10-11	
Sustainability Statement	✓	Required	Local requirement (see relevant Local Plans)	
Surface Water Drainage Assessment	✓	Required	Local requirement (see relevant Local Plans)	
Transport Assessment	✓	Required Must address the Somerset Placemaking Principles	Local requirement (see relevant Local Plans) Somerset Placemaking Principles	
Travel Plan	ⓘ	Required for Development that is likely to: <ul style="list-style-type: none"> • Result in a material increase or change in the traffic; • Affect a classified road or proposed highway; • Involve the laying out or construction of a highway or access; Impact on other modes of transport;	Local requirement (see relevant Local Plans)	
Noise / Vibration / Odour or Other Environmental Impacts Evaluation	ⓘ	Required for developments generating potentially significant levels of noise / vibration / odour or other environmental impacts, for development in close proximity to sensitive receptors, or developments within close proximity to existing significant levels of noise / vibration / odour.	Local requirement (see relevant Local Plans) NPPF	

Info Required:	Req'd	What / When is required:	Policy / Legislative:	Submitted <input type="checkbox"/>
Contaminated Land Report (CLR)	i	Required for application sites where there has been a previous or suspected contaminative use at the site AND: <ul style="list-style-type: none"> Operational development is proposed where there would be disturbance to the ground or groundwater regime AND/OR A vulnerable use is proposed where human health may be impacted 	Local requirement (see relevant Local Plans) NPPF	
Landscape Plan	i	Required for developments where the appearance or visual amenities of the site and the surrounding area, and/or ecology, including screening and tree planting are important.	Local requirement (see relevant Local Plans) NPPF	
Landscape and Visual Impact Assessment (LVIA)	i	Required for developments that have the potential to result in a change on both the landscape as an environmental resource in its own right and on people's views and visual amenity, which may include (but is not limited to): <ul style="list-style-type: none"> Solar and wind energy projects; Development in the open countryside or in a National Landscape; LVIA's must meet the Guidelines for Landscape and Visual Impact Assessment (GLVIA3)	Local requirement (see relevant Local Plans) NPPF	
Retail Impact Assessment	i	Required for applications for over 2,500m ² of floor space for retail, leisure or office development;	Local requirement (see relevant Local Plans) NPPF	

Info Required:	Req'd	What / When is it required:	Policy / Legislation:	Submitted <input type="checkbox"/>
Climate Emergency Checklist	✓	<p>West area only</p> <p>Please complete the climate emergency checklist by clicking here. https://www.somerset.gov.uk/planning-buildings-and-land/climate-positive-planning-in-somerset-west-and-taunton/</p>	<p>Local requirement (Interim Guidance Statement in SW&T area)</p> <p>Climate Change Act 2008</p> <p>NPPF</p>	
Nutrient Neutrality Assessment and Mitigation Strategy (NNAMS)	✓	Required for certain types of applications please see Nutrient Neutrality section above (pages 7-8)	Local Requirement (Phosphates in Somerset guidance)	
Habitat Regulations Assessment	ⓘ	Required for certain types of applications please see Nutrient Neutrality section above (pages 7-8), and dependant on NNAMS	National Requirement Local Requirement (Phosphates in Somerset guidance)	

Info Required:	Req'd	What / When is required:	Policy / Legislative:	Submitted <input type="checkbox"/>
Phosphate budget Calculator	i	Required for certain types of applications please see Nutrient Neutrality section above (pages 7-8), and dependant on NNAMS	National Requirement Local Requirement (Phosphates in Somerset guidance)	
Biodiversity Net Gain	✓	<p>National minimum requirements are set out in Article 7 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended).</p> <p>The Somerset BNG Guidance Note (see - https://www.somerset.gov.uk/planning-buildings-and-land/biodiversity-and-planning/biodiversity-net-gain/) sets out the local validation information requirements for the purposes of considering BNG and planning applications in its Appendix 4. This provides guidance for applicants and justifies the requirement for additional information to be submitted at validation stage beyond the national minimum requirements. In addition to the national minimum requirements, Somerset Council requires sufficient information about the proposed strategy for delivering at least 10% BNG (including the expected balance between on-site, off-site and credits) to be submitted as part of a BNG-liable planning application. This focuses on submission of a BNG Statement, with exact content requirements differing depending on the type of application. Applicants should review the BNG Guidance Note for detail on the content and format of the BNG Statement and other specifics required under each heading below. The local validation requirements for BNG are:</p> <ul style="list-style-type: none"> • Wildlife/Ecology Survey • Biodiversity Checklist • Arboriculture Report • BNG Statement (including all necessary information as set out in the BNG Guidance Note for the type of application) 	National Requirement Somerset BNG Guidance Note	

		<ul style="list-style-type: none"> Completed Biodiversity Metric (Macros disabled Excel version <i>and</i> PDF) BNG plans and drawings Declaration Form Completed SHEP/HEP Metric (where necessary) <p>Note - certain types of development are exempt from the need to comply with the statutory biodiversity gain condition as set out in the Biodiversity Gain Requirements (Exemptions) Regulations 2024. However, even for exempt developments, applicants must confirm whether they believe that planning permission, if granted, would be subject to the biodiversity gain condition, and if not, the reasons for that belief. Planning Portal application forms capture this information where used, but without this, the LPA is not allowed to validate the application.</p>		
Active Travel England Assessment Toolkit	✓	<ul style="list-style-type: none"> Checklist can be found here: https://www.gov.uk/government/publications/active-travel-england-planning-application-assessment-toolkit 	National Requirement	
Site Waste Management Plan	✓	<ul style="list-style-type: none"> Guidance can be found here: https://somersetcc.sharepoint.com/sites/SCCPublic/Waste/Forms/AllItems.aspx?id=%2Fsites%2FSCCPublic%2FWaste%2FDevelopers%20Guidance%2Epdf&parent=%2Fsites%2FSCCPublic%2FWaste&p=true&ga=1 	Policies WCS1 and WCS2 of the Somerset Waste Core Strategy	
Fire Statement	✓	<p>Required for proposals for buildings of:</p> <ul style="list-style-type: none"> Two or more dwellings or educational accommodation and Meet the height condition of 18m or more in height, or 7 or more storeys <p>Fire statement form and guidance available here: Planning application and fire statement forms: templates - GOV.UK (www.gov.uk)</p>	National Requirement	

Info Required:	Req'd	What / When is required:	Policy / Legislative:	Submitted <input type="checkbox"/>
Health Impact Assessment		<p>North and former West Somerset areas only</p> <ul style="list-style-type: none"> ➤ Residential development: more likely to be required for 100 or more dwellings or where the residential site area is 5ha or more. ➤ Industrial estate development exceeding 5ha. ➤ Other forms of major development involving additional floorspace 1,000m² or more, or a site of 1ha or more; - unless otherwise agreed. ➤ All major hazard sites, installations and pipelines. ➤ Reserved Matters, except if addressed under Outline permission, this will be determined on a case-by-case basis. 	<p>Sedgemoor Local Plan 2011-2032 Policy S4, D2, D28</p> <p>West Somerset Local Plan policy CF2</p> <p>National Planning Policy Framework</p>	

Outline Planning Application for Minor Development

Outline applications are used when the principle of a development needs to be established.

Info Required:	Req'd	What / When is required:	Policy / Legislative:	Submitted <input type="checkbox"/>
Application Form and Fee	✓	<ul style="list-style-type: none"> Application for Planning Permission (completed form, signed and dated) Fee 	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	
Location Plan (existing)	✓	Required – for further details please see Location Plan	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	
Block / Site Plan (existing and proposed)	✓	Required – for further details please see Block / Site Plan	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	
Elevation Drawings (existing and proposed)	ⓘ	<p>Required for changes to elevations – for further details please see Elevation Drawings</p> <p>Where access is not reserved: Existing and proposed elevations of access arrangements (street scenes) will be required clearly showing the changes/amendments to the access</p>	Local requirement	
Floor Plans (existing and proposed)	ⓘ	Required for changes to floor plans – for further details please see Floor Plans	Local requirement	
Section Plans (existing and proposed)	ⓘ	Required, except if matters are reserved – for further details please see Section Plans	Local requirement	

Info Required:	Req'd	What / When is required:	Policy / Legislative:	Submitted <input type="checkbox"/>
Levels (existing and proposed)	i	Required, except if matters are reserved – for further details please see Levels	Local requirement	
Roof Plan	i	Required in some cases - for further details please see Roof Plan	Local requirement	
Ecology Report	i	Required if works are proposed which may affect protected species or habitats survey dated within last 2 years. Please complete the biodiversity checklist found here: Biodiversity Checklist	Local requirement (see relevant Local Plans) The Conservation of Habitats and Species Regulations 2017	
Flood Risk Assessment (FRA)	i	Required for: <ul style="list-style-type: none"> All development in Flood Zone 2 and 3 refer to Sequential Test guidance Development over 1 hectare in Flood Zone 1 Works within 8m of a main river Applicants should refer to the National Flood Risk Standing Advice and Local Flood Risk Standing Advice.	Local requirement (see relevant Local Plans) PPG Flood risk and coastal change	
Heritage Statement	i	Required for works within a Conservation Area, works adjacent or to a Listed Building, Scheduled Ancient Monument. If a Listed Building you will also require Listed Building Consent	Local requirement (see relevant Local Plans) NPPF	
Archaeological Assessment	i	Required for developments in areas of high archaeological potential.	Local requirement (see relevant Local Plans) NPPF paragraph 189	

Info Required:	Req'd	What / When is required:	Policy / Legislative:	Submitted <input type="checkbox"/>
Design and Access Statement	❗	<p>Required for development within a Conservation Area comprising:</p> <ul style="list-style-type: none"> • One or more dwellings • Increase in floor space of 100m² or more <p>Must address the Somerset Placemaking Principles</p>	<p>The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)</p> <p>Planning Practice Guidance Design paragraphs</p> <p>Somerset Placemaking Principles</p>	
Tree Survey / Report	❗	<p>Required for works that potentially affect the health or survival of a tree on the site or adjoining land. A tree survey should be to the standard within BS 5837:2012 Trees in relation to design, demolition and construction.</p>	<p>Local requirement (see relevant Local Plans)</p> <p>BS. 5837 (2012)</p>	
Planning Statement	✓	<p>Required</p>	<p>Local requirement (see relevant Local Plans)</p> <p>NPPF</p>	
Transport Assessment	❗	<p>Required for development that is likely to:</p> <ul style="list-style-type: none"> • Result in a material increase or change in the traffic; • Affect a classified road or proposed highway; • Involve the laying out or construction of a highway or access; <p>Impact on other modes of transport;</p> <p>Must address the Somerset Placemaking Principles</p>	<p>Local requirement (see relevant Local Plans)</p> <p>Somerset Placemaking Principles</p>	
Landscape Plan	❗	<ul style="list-style-type: none"> • Required for developments where the appearance or visual amenities of the site and the surrounding area, and/or ecology, including screening and tree planting are important. 	<p>Local requirement (see relevant Local Plans)</p> <p>NPPF</p>	

Info Required:	Req'd	What / When is required:	Policy / Legislative:	Submitted <input type="checkbox"/>
Climate Emergency Checklist		<p>West area only</p> <ul style="list-style-type: none"> Please complete the climate emergency checklist by clicking here. https://www.somerset.gov.uk/planning-buildings-and-land/climate-positive-planning-in-somerset-west-and-taunton/ 	<p>Local requirement (Interim Guidance Statement in SW&T area)</p> <p>Climate Change Act 2008</p> <p>NPPF</p>	
Biodiversity Net Gain*		<p>National minimum requirements are set out in Article 7 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended).</p> <p>The Somerset BNG Guidance Note (see - https://www.somerset.gov.uk/planning-buildings-and-land/biodiversity-and-planning/biodiversity-net-gain/) sets out the local validation information requirements for the purposes of considering BNG and planning applications in its Appendix 4. This provides guidance for applicants and justifies the requirement for additional information to be submitted at validation stage beyond the national minimum requirements. In addition to the national minimum requirements, Somerset Council requires sufficient information about the proposed strategy for delivering at least 10% BNG (including the expected balance between on-site, off-site and credits) to be submitted as part of a BNG-liable planning application. This focuses on submission of a BNG Statement, with exact content requirements differing depending on the type of application. Applicants should review the BNG Guidance Note for detail on the content and format of the BNG Statement and other specifics required under each heading below. The local validation requirements for BNG are:</p> <ul style="list-style-type: none"> Wildlife/Ecology Survey Biodiversity Checklist Arboriculture Report BNG Statement (including all necessary information as set out in the BNG Guidance Note for the type of application) 	<p>National Requirement</p> <p>Somerset BNG Guidance Note</p>	

		<ul style="list-style-type: none"> Completed Biodiversity Metric (Macros disabled Excel version <i>and</i> PDF) BNG plans and drawings Declaration Form Completed SHEP/HEP Metric (where necessary) <ul style="list-style-type: none"> Note - certain types of development are exempt from the need to comply with the statutory biodiversity gain condition as set out in the Biodiversity Gain Requirements (Exemptions) Regulations 2024. However, even for exempt developments, applicants must confirm whether they believe that planning permission, if granted, would be subject to the biodiversity gain condition, and if not, the reasons for that belief. Planning Portal application forms capture this information where used, but without this, the LPA is not allowed to validate the application. 		
Nutrient Neutrality Assessment and Mitigation Strategy (NNAMS)		Required for certain types of applications please see Nutrient Neutrality section above (pages 7-8)	National Requirement Local Requirement (Phosphates in Somerset guidance)	
Habitat Regulations Assessment		Required for certain types of applications please see Nutrient Neutrality section above (pages 7-8), and dependant on NNAMS <ul style="list-style-type: none"> 	National Requirement Local Requirement (Phosphates in Somerset guidance)	
Phosphate budget calculator		Required for certain types of applications please see Nutrient Neutrality section above (pages 7-8), and dependant on NNAMS	National Requirement Local Requirement (Phosphates in Somerset guidance)	

Site Waste Management Statement		Guidance can be found here: https://somersectc.sharepoint.com/sites/SCCPublic/Waste/Forms/AllItems.aspx?id=%2Fsites%2FSCCPublic%2FWaste%2FDevelopers%2F0Guidance%2Epdf&parent=%2Fsites%2FSCCPublic%2FWaste&p=true&ga=1	Policies WCA1 and WCS2 of the Somerset Waste Core Strategy	
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Outline Planning Application for Major Development

Outline applications are used when the principle of a development needs to be established.

Info Required:	Req'd	What / When is required:	Policy / Legislative:	Submitted <input type="checkbox"/>
Application Form and Fee	✓	<ul style="list-style-type: none"> • Application for Planning Permission (completed form, signed and dated) • Fee 	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	
Location Plan (existing)	✓	Required – for further details please see Location Plan	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	
Block / Site Plan (existing and proposed)	✓	Required – for further details please see Block / Site Plan	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	
Elevation Drawings (existing and proposed)	ⓘ	<p>Required, except if matters are reserved – for further details please see Elevation Drawings</p> <p>Where access is not reserved: Existing and proposed elevations of access arrangements (street scenes) will be required clearly showing the changes/amendments to the access</p>	Local requirement	
Floor Plans (existing and proposed)	ⓘ	Required, except if matters are reserved – for further details please see Floor Plans	Local requirement	

Info Required:	Req'd	What / When is required:	Policy / Legislative:	Submitted <input type="checkbox"/>
Section Plans (existing and proposed)	❗	Required, except if matters are reserved – for further details please see Section Plans	Local requirement	
Levels (existing and proposed)	❗	Required, except if matters are reserved – for further details please see Levels	Local requirement	
Roof Plan	❗	Required in some cases - for further details please see Roof Plan	Local requirement	
Ecology Report	❗	Required, except if there is no impact to be determined on a site by site basis survey dated within last two years. Please complete the biodiversity checklist found here: Biodiversity Checklist	Local requirement (see relevant Local Plans) The Conservation of Habitats and Species Regulations 2017	
Environmental Impact Assessment (EIA)	❗	Compulsory for all development listed in Schedule 1 and for all development listed in Schedule 2 screened likely to have significant effects on the environment. Where a development is subject to EIA and there is also a requirement to carry out a Habitats Regulations Assessment (HRA), where appropriate, the HRA and the EIA must be co-ordinated.	The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 (as amended) Local requirement (see relevant Local Plans) The Conservation of Habitats and Species Regulations 2017	
Flood Risk Assessment (FRA)	✓	Required Applicants should refer to the National Flood Risk Standing Advice and Local Flood Risk Standing Advice.	Local requirement (see relevant Local Plans) PPG Flood risk and coastal change	

Info Required:	Req'd	What / When is required:	Policy / Legislative:	Submitted <input type="checkbox"/>
Heritage Statement	❗	Required for works within a Conservation Area, works adjacent or to a Listed Building, Scheduled Ancient Monument.	Local requirement (see relevant Local Plans) NPPF	
Archaeological Assessment	❗	Required for developments in areas of high archaeological potential.	Local requirement (see relevant Local Plans) NPPF	
Local Labour Agreement	✔	North and West areas only Draft Employment and Skills Plan and Method Statement Required for all Major Developments	Local requirement Sedgemoor Local Plan 2011-2032 Policy D15 Somerset West & Taunton Council Local Labour Agreement Policy February 2023	
Design and Access Statement	❗	Required, unless the development is for an engineering operation only. Must address the Somerset Placemaking Principles	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Planning Practice Guidance Design paragraphs Somerset Placemaking Principles	

Info Required:	Req'd	What / When is required:	Policy / Legislative:	Submitted <input type="checkbox"/>
Tree Survey / Report	❗	Required for works that potentially affect the health or survival of a tree on the site or adjoining land. A tree survey should be to the standard within BS 5837:2012 Trees in relation to design, demolition and construction.	Local requirement (see relevant Local Plans) BS. 5837 (2012)	
Planning Statement	✓	Required	Local requirement (see relevant Local Plans) NPPF	
Sustainability Statement	✓	Required	Local requirement (see relevant Local Plans)	
Surface Water Drainage Assessment	✓	Required	Local requirement (see relevant Local Plans)	
Transport Assessment	✓	Required Must address the Somerset Placemaking Principles	Local requirement (see relevant Local Plans) Somerset Placemaking Principles	
Travel Plan	❗	Required for Development that is likely to: <ul style="list-style-type: none"> • Result in a material increase or change in the traffic; • Affect a classified road or proposed highway; • Involve the laying out or construction of a highway or access; Impact on other modes of transport;	Local requirement (see relevant Local Plans)	
Noise / Vibration / Odour or Other Environmental Impacts Evaluation	❗	Required for developments generating potentially significant levels of noise / vibration / odour or other environmental impacts, for development in close proximity to sensitive receptors, or developments within close proximity to existing significant levels of noise / vibration / odour.	Local requirement (see relevant Local Plans) NPPF	

Info Required:	Req'd	What / When is required:	Policy / Legislative:	Submitted <input type="checkbox"/>
Contaminated Land Report (CLR)	❗	<p>Required for application sites where there has been a previous or suspected contaminative use at the site AND:</p> <ul style="list-style-type: none"> Operational development is proposed where there would be disturbance to the ground or groundwater regime AND/OR A vulnerable use is proposed where human health may be impacted 	<p>Local requirement (see relevant Local Plans)</p> <p>NPPF</p>	
Landscape Plan	❗	<p>Required for developments where the appearance or visual amenities of the site and the surrounding area, and/or ecology, including screening and tree planting are important.</p>	<p>Local requirement (see relevant Local Plans)</p> <p>NPPF</p>	
Landscape and Visual Impact Assessment (LVIA)	❗	<p>Required for developments that have the potential to result in a change on both the landscape as an environmental resource in its own right and on people's views and visual amenity, which may include (but is not limited to):</p> <ul style="list-style-type: none"> Solar and wind energy projects; Development in the open countryside or in a National Landscape <p>LVIAs must meet the Guidelines for Landscape and Visual Impact Assessment (GLVIA3)</p>	<p>Local requirement (see relevant Local Plans)</p> <p>NPPF</p>	
Retail Impact Assessment	❗	<p>Required for applications for over 2,500m² of floor space for retail, leisure or office development;</p>	<p>Local requirement (see relevant Local Plans)</p> <p>NPPF</p>	
Climate Emergency Checklist		<p>West area only</p> <p>Please complete the climate emergency checklist by clicking here https://www.somerset.gov.uk/planning-buildings-and-land/climate-positive-planning-in-somerset-west-and-taunton/</p>	<p>Local requirement</p> <p>Climate Change Act 2008</p> <p>NPPF paragraph 148</p>	

Info Required:	Req'd	What / When is required:	Policy / Legislative:	Submitted <input type="checkbox"/>
Nutrient Neutrality Assessment and Mitigation Strategy (NNAMS)		Required for certain types of applications please see Nutrient Neutrality section above (pages 7-8)	Local Requirement (Phosphates in Somerset guidance)	
Habitat Regulations Assessment		Required for certain types of applications please see Nutrient Neutrality section above (pages 7-8), and dependant on NNAMS	National Requirement Local Requirement (Phosphates in Somerset guidance)	
Phosphate Budget calculator		Required for certain types of applications please see Nutrient Neutrality section above (pages 7-8), and dependant on NNAMS	National Requirement Local Requirement (Phosphates in Somerset guidance)	
Active Travel England Assessment Toolkit		Checklist can be found here: https://www.gov.uk/government/publications/active-travel-england-planning-application-assessment-toolkit	National Requirement	
Biodiversity Net Gain		National minimum requirements are set out in Article 7 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended). The Somerset BNG Guidance Note (see - https://www.somerset.gov.uk/planning-buildings-and-land/biodiversity-and-planning/biodiversity-net-gain/) sets out the local validation information requirements for the purposes of considering BNG and planning applications in its Appendix 4. This provides guidance for applicants and justifies the requirement for additional information to be submitted at validation stage beyond the national minimum requirements. In	National Requirement Somerset BNG Guidance Note	

		<p>addition to the national minimum requirements, Somerset Council requires sufficient information about the proposed strategy for delivering at least 10% BNG (including the expected balance between on-site, off-site and credits) to be submitted as part of a BNG-liable planning application. This focuses on submission of a BNG Statement, with exact content requirements differing depending on the type of application. Applicants should review the BNG Guidance Note for detail on the content and format of the BNG Statement and other specifics required under each heading below. The local validation requirements for BNG are:</p> <ul style="list-style-type: none"> • Wildlife/Ecology Survey • Biodiversity Checklist • Arboriculture Report • BNG Statement (including all necessary information as set out in the BNG Guidance Note for the type of application) • Completed Biodiversity Metric (Macros disabled Excel version <i>and</i> PDF) • BNG plans and drawings • Declaration Form • Completed SHEP/HEP Metric (where necessary) <p>Note - certain types of development are exempt from the need to comply with the statutory biodiversity gain condition as set out in the Biodiversity Gain Requirements (Exemptions) Regulations 2024. However, even for exempt developments, applicants must confirm whether they believe that planning permission, if granted, would be subject to the biodiversity gain condition, and if not, the reasons for that belief. Planning Portal application forms capture this information where used, but without this, the LPA is not allowed to validate the application.</p>		
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Info Required:	Req'd	What / When is required:	Policy / Legislative:	Submitted <input type="checkbox"/>
Site Waste Management Plan		<p>Guidance can be found here:</p> <p>https://somersetcc.sharepoint.com/sites/SCCPublic/Waste/Form/AllItems.aspx?id=%2Fsites%2FSCCPublic%2FWaste%2FDevelopers%20Guidance%2Epdf&parent=%2Fsites%2FSCCPublic%2FWaste&p=true&ga=1</p>	Policies WCS1 and WCS2 of the Somerset Waste Core Strategy	
Fire Statement		<p>Required for proposals for buildings of:</p> <ul style="list-style-type: none"> • Two or more dwellings or educational accommodation and • Meet the height condition of 18m or more in height, or 7 or more storeys <p>Fire statement form and guidance available here:</p> <p>https://www.gov.uk/government/publications/planning-application-forms-templates-for-local-planning-authorities</p>	National requirement	
Health Impact Assessment		<p>North and former West Somerset areas only</p> <ul style="list-style-type: none"> ➤ Residential development: more likely to be required for 100 or more dwellings or where the residential site area is 5ha or more. ➤ Industrial estate development exceeding 5ha. ➤ Other forms of major development involving additional floorspace 1,000m² or more, or a site of 1ha or more; - unless otherwise agreed. 	<p>Sedgemoor Local Plan 2011-2032 Policy S4, D2, D28</p> <p>West Somerset Local Plan policy CF2</p> <p>National Planning Policy Framework</p>	

		<ul style="list-style-type: none">➤ All major hazard sites, installations and pipelines.➤ Reserved Matters, except if addressed under Outline permission, this will be determined on a case-by-case basis.		
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Reserved Matters Application

Reserved matters applications should be used after an Outline planning application has been approved. A Reserved Matters application deals with some or all of the outstanding details of the Outline application proposal, including:

- Appearance
- Landscaping
- Layout
- Means of Access
- Scale

Info Required:	Req'd	What / When is required:	Policy / Legislative:	Submitted <input type="checkbox"/>
Application Form and Fee	✓	<ul style="list-style-type: none"> Application for Planning Permission (completed form, signed and dated) Fee 	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	
Location Plan (existing)	✓	Required – for further details please see Location Plan This must not encroach outside of the Outline permission red line.	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	
Block / Site Plan (existing and proposed)	✓	Required – for further details please see Block / Site Plan	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	
Appearance	ⓘ	Aspects of a building or place which affect the way it looks, including the exterior of the development: <ul style="list-style-type: none"> Elevation Drawings (existing and proposed) Section Plans (existing and proposed) Levels (existing and proposed) Roof Plans 	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Article 6 Local requirement	

Info Required:	Req'd	What / When is required:	Policy / Legislative:	Submitted <input type="checkbox"/>
Means of Access	①	<p>Covers accessibility for all routes to and within the site, as well as the way they link up to other roads and pathways outside the site:</p> <ul style="list-style-type: none"> • Levels (existing and proposed) • Transport Assessment/Statement • Plan detailing access arrangement • Tracking • Visibility splays please see here for details 	<p>The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Article 6</p> <p>Local requirement</p>	
Landscaping	①	<p>The improvement or protection of the amenities of the site and the area and the surrounding area, this could include planting trees or hedges as a screen:</p> <ul style="list-style-type: none"> • Levels (existing and proposed) • Landscape Plan 	<p>The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Article 6</p> <p>Local requirement</p>	
Layout	①	<p>Includes buildings, routes and open spaces within the development and the way they are laid out in relations to buildings and spaces outside the development:</p> <ul style="list-style-type: none"> • Floor Plans (existing and proposed) • Levels (existing and proposed) 	<p>The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Article 6</p> <p>Local requirement</p>	
Scale	①	<p>Includes information on the size of the development, including the height, width and length of each proposed building:</p> <ul style="list-style-type: none"> • Elevation Drawings (existing and proposed) • Floor Plans (existing and proposed) • Section Plans (existing and proposed) • Levels (existing and proposed) 	<p>The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Article 6</p> <p>Local requirement</p>	

Info Required:	Req'd	What / When is required:	Policy / Legislative:	Submitted <input type="checkbox"/>
Ecology Report	①	Required, except if addressed under Outline permission; if there is no impact; if the Ecology Report submitted with the outline application requires updating - to be determined on a site by site basis. Please complete the biodiversity checklist found here: Biodiversity Checklist	Local requirement The Conservation of Habitats and Species Regulations 2017	
Environmental Impact Assessment (EIA)	①	Where appropriate all reserved matters will be screened by the LPA for EIA and HRA.	The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 (as amended) Local requirement The Conservation of Habitats and Species Regulations 2017	
Flood Risk Assessment (FRA)	①	Required, except if addressed under Outline permission. Applicants should refer to the National Flood Risk Standing Advice and Local Flood Risk Standing Advice.	Local requirement PPG Flood risk and coastal change	
Heritage Statement	①	Required, except if addressed under Outline permission. For works within a Conservation Area, works adjacent or to a Listed Building, Scheduled Ancient Monument.	Local requirement NPPF paragraph 189	
Archaeological Assessment	①	Required, except if addressed under Outline permission. For developments in areas of high archaeological potential.	Local requirement NPPF paragraph 189	

Info Required:	Req'd	What / When is required:	Policy / Legislative:	Submitted <input type="checkbox"/>
Design and Access Statement	❗	Required, except if the development is for engineering operations only or if addressed under Outline permission. Must address the Somerset Placemaking Principles	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Planning Practice Guidance Design paragraphs Somerset Placemaking Principles	
Tree Survey / Report	❗	Required, except if addressed under Outline permission. Required for works that potentially affect the health or survival of a tree on the site or adjoining land. A tree survey should be to the standard within BS 5837:2012 Trees in relation to design, demolition and construction.	Local requirement BS. 5837 (2012)	
Planning Statement	❗	Required, except if addressed under Outline permission.	Local requirement NPPF paragraphs 10-11	
Compliance Statement	❗	Required for Majors (and Minor applications when discharging conditions as part of the application) This should cover compliance of the Reserved Matters with the conditions and S106 obligations of the outline application.	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Article 6	
Transport Assessment	❗	Required, except if addressed under Outline permission. Must address the Somerset Placemaking Principles	Local requirement Somerset Placemaking Principles	
Climate Emergency Checklist	✓	West area only Please complete the climate emergency checklist by clicking here https://www.somerset.gov.uk/planning-buildings-and-land/climate-positive-planning-in-somerset-west-and-taunton/	Local requirement Climate Change Act 2008 NPPF paragraph 148	

Info Required:	Req'd	What / When is required:	Policy / Legislative:	Submitted <input type="checkbox"/>
Biodiversity Net Gain	i	Phased developments (where the original outline application was subject to BNG) are required by condition to submit for approval an Overall Gain Plan as a pre-commencement condition to set a clear upfront framework for how the biodiversity gain objective of at least a 10% gain is expected to be met across the entire development. Subsequent Phase Gain Plans setting out a phase's contribution to BNG and track progress towards the overall biodiversity gain objective for the development, must then be submitted and approved before commencement of each phase. It may be beneficial for the relevant Phase Gain Plan to be prepared alongside the application for reserve matter approvals for a phase.	National Requirement Somerset BNG Guidance Note	
Nutrient Neutrality Assessment and Mitigation Strategy (NNAMS)	✓	Required for certain types of applications please see Nutrient Neutrality section above (pages 7-8)	National Requirement Local Requirement (Phosphates in Somerset guidance)	
Habitat Regulations Assessment	i	Required for certain types of applications please see Nutrient Neutrality section above (pages 7-8), and dependant on NNAMS	National Requirement Local Requirement (Phosphates in Somerset guidance)	
Budget Calculator	i	Required for certain types of applications please see Nutrient Neutrality section above (pages 7-8), and dependant on NNAMS	National Requirement Local Requirement (Phosphates in Somerset guidance)	
Active Travel England Assessment Toolkit	✓	<ul style="list-style-type: none"> • Checklist can be found here: https://www.gov.uk/government/publications/active-travel-england-planning-application-assessment-toolkit • • 	National Requirement	

Info Required:	Req'd	What / When is required:	Policy / Legislative:	Submitted
Local Labour Agreement	✓	<p>North and West areas only</p> <p>Draft Employment and Skills Plan and Method Statement</p> <p>Required for all Major developments</p>	<p>Local requirement</p> <p>Sedgemoor Local Plan 2011-2032 Policy D15</p> <p>Somerset West & Taunton Council Local Labour Agreement Policy February 2023</p>	<input type="checkbox"/>
Fire Statement		<p>Required for proposals for buildings of:</p> <ul style="list-style-type: none"> • Two or more dwellings or educational accommodation and • Meet the height condition of 18m or more in height, or 7 or more storeys <p>Fire statement form and guidance available here:</p> <p>https://www.gov.uk/government/publications/planning-application-forms-templates-for-local-planning-authorities</p>	National Requirement	
Health Impact Assessment		<p>North and former West Somerset areas only</p> <ul style="list-style-type: none"> ➤ Residential development: more likely to be required for 100 or more dwellings or where the residential site area is 5ha or more. ➤ Industrial estate development exceeding 5ha. ➤ Other forms of major development involving additional floorspace 1,000m² or more, or a site of 1ha or more; - unless otherwise agreed. ➤ All major hazard sites, installations and pipelines. ➤ Reserved Matters, except if addressed under Outline permission, this will be determined on a case-by-case basis. 	<p>Sedgemoor Local Plan 2011-2032 Policy S4, D2, D28</p> <p>West Somerset Local Plan policy CF2</p> <p>National Planning Policy Framework</p>	

Application for Advertisement Consent

Advertisement consent applications should be used for proposals to display an advertisement or sign which requires planning permission.

Info Required:	Req'd	What / When is required:	Policy / Legislative:	Submitted <input type="checkbox"/>
Application Form and Fee	✓	<ul style="list-style-type: none"> Application for Planning Permission (completed form, signed and dated) Fee 	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	
Location Plan (existing)	✓	Required – for further details please see Location Plan	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	
Block / Site Plan (existing and proposed)	✓	Required – for further details please see Block / Site Plan	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	
Elevation Drawings (existing and proposed)	✓	Required – for further details please see Elevation Drawings	Local requirement	
Drawings	✓	Advertisement drawings are required showing colours/materials/dimensions means of illumination and extent of any internal illumination for advertisements		

Listed Building Consent

Listed building consent applications are used if your property is listed for having special architectural or historic interest and you wish to make alterations, external or internal, to the building. (Listed building consent applications can accompany a householder or full application if planning permission is also required.)

Info Required:	Req'd	What / When is required:	Policy / Legislative:	Submitted <input type="checkbox"/>
Application Form and Fee	✓	<ul style="list-style-type: none"> • Application Forms (completed form, signed and dated): <ul style="list-style-type: none"> ○ Application for listed building consent for alterations, extension or demolition of a listed building ○ Application for Planning Permission and listed building consent for alterations, extension or demolition of a listed building ○ Householder Application for Planning Permission for works or extension to a dwelling and listed building consent • Fee (if required) 	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	
Location Plan (existing)	✓	Required – for further details please see Location Plan	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	
Block / Site Plan (existing and proposed)	✓	Required – for further details please see Block / Site Plan	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	
Elevation Drawings (existing and proposed)	✓	Required – for further details please see Elevation Drawings	Local requirement	
Floor Plans (existing and proposed)	✓	Required – for further details please see Floor Plans	Local requirement	

Info Required:	Req'd	What / When is required:	Policy / Legislative:	Submitted <input type="checkbox"/>
Section Plans (existing and proposed)	❗	Required, this will be determined on a case by case basis – for further details please see Section Plans	Local requirement	
Roof Plan	❗	Required in some cases - for further details please see Roof Plan	Local requirement	
Ecology Report	❗	Required, except if there is no impact to be determined on a site by site basis. Please complete the biodiversity checklist found here: Biodiversity Checklist	Local requirement	
Heritage Statement	✓	Required, this must include a full schedule of the proposed works.	Local requirement NPPF paragraph 189	
Archaeological Assessment	❗	Required for developments involving new build in areas of high archaeological potential.	Local requirement NPPF paragraph 189	
Design and Access Statement	✓	Required	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Planning Practice Guidance Design paragraphs	
Habitat Regulations Assessment	❗	<ul style="list-style-type: none"> Required for certain types of applications please check our website: Phosphate mitigation schemes in the Somerset Levels Please see the catchment map Neutrient Neutrality Statement the Nutrient Neutrality in Somerset: Guidance for Applicants.		

Info Required:	Req'd	What / When is required:	Policy / Legislative:	Submitted
Climate Emergency Checklist	①	<p>West area only</p> <p>Please complete the climate emergency checklist by clicking here https://www.somerset.gov.uk/planning-buildings-and-land/climate-positive-planning-in-somerset-west-and-taunton/</p>	<p>Local requirement</p> <p>Climate Change Act 2008</p> <p>NPPF paragraph 148</p>	<input type="checkbox"/>

Certificate of Lawfulness of Existing Use or Development

Certificate of Lawfulness of Existing Use or Development are used to confirm that any existing use/operation/activity in breach of a condition or limitation on a planning permission that has already taken place is lawful on the date specified in the application. It is defined as being lawful if enforcement action cannot be taken against it. This may be because it had, or did not need planning permission, or it may be the case that the use or operation took place so long ago that the time for enforcement action has expired.

Permitted development rights cannot be assumed for Schedule 1 development and for development listed in Schedule 2 that is screened by the LPA to have likely significant effects on the environment.

Mandatory requirements for Certificate of Lawfulness of existing use or development applications can be found in [Town and Country Planning Act 1990 section 191](#)

Info Required:	Req'd	What / When is required:	Policy / Legislative:	Submitted <input type="checkbox"/>
Application Form and Fee	✓	<ul style="list-style-type: none"> Lawful Development Certificate for an Existing use/operation/activity Application Form (completed form, signed and dated) Fee 	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	
Location Plan (existing)	✓	Required – for further details please see Location Plan	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	
Floor Plans	ⓘ	Required for changes to floor plans – for further details please see Floor Plans	Town and Country Planning Act 1990 s.191	

Info Required:	Req'd	What / When is required:	Policy / Legislative:	Submitted <input type="checkbox"/>
Planning Statement	✓	Required this should: <ul style="list-style-type: none">• Describe the use, operations or other matter• Give the reasons for determining the use, operations or other matter to be lawful (4 or 10 years)• Provide evidence e.g. sworn affidavit(s) from people with personal knowledge of the existing use; dated photographs; utility bills etc.	Town and Country Planning Act 1990 s.191	

Certificate of Lawfulness of Proposed Use or Development

Certificate of Lawfulness of Proposed Use/Development/Works or Activity are used to confirm that what you are proposing would be lawful i.e. it would not require express planning permission. For example you may need to establish that what you have proposed does not constitute development, is 'permitted development', or already has planning permission.

Permitted development rights cannot be assumed for Schedule 1 development and for development listed in Schedule 2 that is screened by the LPA to have likely significant effects on the environment.

Mandatory requirements for Certificate of Lawfulness of proposed use or development applications can be found in [Town and Country Planning Act 1990 section 192](#)

Info Required:	Req'd	What / When is required:	Policy / Legislative:	Submitted <input type="checkbox"/>
Application Form and Fee	✓	<ul style="list-style-type: none"> Lawful Development Certificate for a Proposed use or development Application Form or Certificate of Lawfulness of Proposed Works to a Listed Building (completed form, signed and dated) Fee (if applicable) 	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	
Location Plan (existing)	✓	Required – for further details please see Location Plan	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	

Info Required:	Req'd	What / When is required:	Policy / Legislative:	Submitted <input type="checkbox"/>
Block / Site Plan (existing and proposed)	✓	Required – for further details please see Block / Site Plan	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	
Elevation Drawings (existing and proposed)	ⓘ	Required for changes to elevations – for further details please see Elevation Drawings	Town and Country Planning Act 1990 s.192	
Floor Plans (existing and proposed)	ⓘ	Required for changes to floor plans – for further details please see Floor Plans	Town and Country Planning Act 1990 s.192	
Section Plans (existing and proposed)	ⓘ	Required, if topography is sloping, this will be determined on a case by case basis – for further details please see Section Plans	Town and Country Planning Act 1990 s.192	
Planning Statement	✓	Required this should: <ul style="list-style-type: none"> • Describe the use, operations or other matter • Give the reasons for determining the use, operations or other matter to be lawful 	Town and Country Planning Act 1990 s.192	

Tree Works or Hedgerow Removal Application

Trees and woodlands that are considered important to amenity, and can be protected by a tree preservation order. You can request a tree to be considered for protection, or if a tree is already protected, you must have consent to carry out works to the tree.

The Application for Hedgerow Removal Notice form should be used by anyone proposing to remove a hedgerow, or part of a hedgerow, covered by the Hedgerows Regulations 1997. The regulations are designed to protect important hedgerows in England and Wales.

Info Required:	Req'd	What / When is required:	Policy / Legislative:	Submitted <input type="checkbox"/>
Application Form and Fee	✓	<ul style="list-style-type: none"> • Application Forms (completed form, signed and dated): <ul style="list-style-type: none"> ○ Application for hedgerow removal notice ○ Application for tree works: works to trees subject to a tree preservation order (TPO) and/or notification of proposed works to trees in a conservation area • Fee - no fee presently applicable to trees or hedgerow removal 	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Hedgerows Regulations 1997	
Location Plan (existing)	✓	Required – for further details please see Location Plan	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	
Block / Site Plan (existing and proposed)	ⓘ	Required – for further details please see Block / Site Plan	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	



Info Required:	Req'd	What / When is required:	Policy / Legislative:	Submitted <input type="checkbox"/>
Tree Survey / Report	❗	Required for works to trees covered by a TPO if: <ul style="list-style-type: none"> • It is diseased or you have fears that it might break or fall (you are required to provide written arboricultural advice or other diagnostic information from an appropriate expert). • Alleged damage to property (written technical evidence from an appropriate expert, including description of damage and possible solutions) • Trees (somerset.gov.uk) 	Local requirement BS. 5837 (2012) BS3998 (2010)	
Planning Statement	❗	Required, unless already included on the application form. This should provide a detailed description of works and the reason(s) for the works/removal.	Local requirement Hedgerows Regulations 1997 NPPF paragraphs 10-11	

Removal or Variation of Condition (Section 73 application)

This application can be used if, under a previous planning permission, a condition was imposed that you wish to be amended or removed entirely. The approval of a Section 73 planning application results in the grant of a new planning permission and therefore the original permission remains intact.

Info Required:	Req'd	What / When is required:	Policy / Legislative:	Submitted <input type="checkbox"/>
Application Form and Fee	✓	<ul style="list-style-type: none"> Application for removal or variation of a condition following grant of planning permission (completed form, signed and dated) Fee 	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	
Location Plan (existing)	✓	Required: This can be that same as the original application, providing you own the copyright on the plan – for further details please see Location Plan	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	
Block / Site Plan (existing and proposed)	✓	Required: This must to be the same red outline as the original application for it to be accepted – for further details please see Block / Site Plan	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	
Elevation Drawings (existing and proposed)	ⓘ	Required, this will be determined on a case by case basis if changes to elevations are proposed – for further details please see Elevation Drawings	Local requirement	
Floor Plans (existing and proposed)	ⓘ	Required, this will be determined on a case by case basis if changes to floor plans are proposed – for further details please see Floor Plans	Local requirement	
Section Plans (existing and proposed)	ⓘ	Required, this will be determined on a case by case basis if changes affect sections / levels – for further details please see Section Plans	Local requirement	

Info Required:	Req'd	What / When is required:	Policy / Legislative:	Submitted <input type="checkbox"/>
Levels (existing and proposed)	i	Required, this will be determined on a case by case basis if changes affect sections / levels – for further details please see Levels	Local requirement	
Roof Plan	i	Required in some cases - for further details please see Roof Plan	Local requirement	
Ecology Report	i	<p>Required - where the removal or variation has additional ecological implications an ecology report may be required.</p> <p>Where an ecology report was provided to support the planning permission that the Section 73 application relates to, the original, an updated assessment or addendum may be sufficient.</p> <p>Please complete the biodiversity checklist found here: Biodiversity Checklist</p>	<p>Local requirement (see relevant Local Plans)</p> <p>The Conservation of Habitats and Species Regulations 2017</p>	

Info Required:	Req'd	What / When is required:	Policy / Legislative:	Submitted <input type="checkbox"/>
Environmental Impact Assessment (EIA)		<p>Required - where the removal or variation has additional ecological implications an EIA may be required.</p> <p>A section 73 application is considered to be a new application for planning permission. Where the development is listed in Schedule 2 and satisfies the criteria or thresholds set, the LPA will carry out a new screening exercise and issue a screening opinion as to whether EIA is necessary. Where the development is of a type listed under Schedule 1, EIA will always need to be carried out.</p> <p>Where an EIA was carried out on the original application, the LPA will need to consider if further information needs to be added to the original Environmental Statement (ES). Whether changes to the original ES are required or not, an ES/ES addendum must be submitted with a section 73 application for EIA development.</p> <p>Where a development is subject to EIA and there is also a requirement to carry out a Habitats Regulations Assessment (HRA), where appropriate, the HRA and the EIA must be co-ordinated.</p>	<p>The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 (as amended)</p> <p>Local requirement</p> <p>The Conservation of Habitats and Species Regulations 2017</p>	
Flood Risk Assessment (FRA)		<p>Required for changes to planning condition(s) in relation to this issue.</p> <p>Where an FRA was provided to support the planning permission that the Section 73 application relates to, the original, an updated assessment or addendum may be sufficient.</p>	<p>Local requirement (see relevant Local Plans)</p> <p>PPG Flood risk and coastal change</p>	

Info Required:	Req'd	What / When is required:	Policy / Legislative:	Submitted <input type="checkbox"/>
Heritage Statement	❗	<p>Required for changes to planning condition(s) in relation to this issue.</p> <p>Where a heritage statement was provided to support the planning permission that the Section 73 application relates to, the original, an updated assessment or addendum may be sufficient.</p>	<p>Local requirement (see relevant Local Plans)</p> <p>NPPF</p>	
Archaeological Assessment	❗	<p>Required for changes to planning condition(s) in relation to this issue.</p> <p>Where an assessment was provided to support the planning permission that the Section 73 application relates to, the original, an updated assessment or addendum may be sufficient.</p>	<p>Local requirement (see relevant Local Plans)</p> <p>NPPF</p>	
Tree Survey / Report	❗	<p>Required for changes to planning condition(s) in relation to this issue.</p> <p>A tree survey should be to the standard within BS 5837:2012 Trees in relation to design, demolition and construction.</p> <p>Where a report/survey was provided to support the planning permission that the Section 73 application relates to, the original, an updated assessment or addendum may be sufficient.</p>	<p>Local requirement (see relevant Local Plans)</p> <p>BS. 5837 (2012)</p>	
Planning Statement	✓	<p>Required</p> <p>This should detail why the application for removal/variation of the condition is being sought.</p>	<p>Local requirement (see relevant Local Plans)</p> <p>NPPF</p>	

Info Required	Req'd	What / When is required:	Info Required:	Submitted <input type="checkbox"/>
Transport Assessment	i	Required for changes to planning condition(s) in relation to this issue. Must address Somerset Placemaking Principles	Local requirement (see relevant Local Plans) Somerset Placemaking Principles	
Climate Emergency Checklist	✓	West area only Please complete the climate emergency checklist by clicking here: https://www.somerset.gov.uk/planning-buildings-and-land/climate-positive-planning-in-somerset-west-and-taunton/	Local requirement (Interim Guidance Statement in SW&T area) Climate Change Act 2008 NPPF	
Nutrient Neutrality Assessment and Mitigation Strategy (NNAMS)	✓	Required for certain types of applications please see Nutrient Neutrality section above (pages 7-8)	National requirement Local Requirement (Phosphates in Somerset guidance)	
Habitat Regulations Assessment	i	Required for certain types of applications please see Nutrient Neutrality section above (pages 7-8), and dependant on NNAMS	National Requirement Local Requirement (Phosphates in Somerset guidance)	
Phosphate Budget Calculator	i	Required for certain types of applications please see Nutrient Neutrality section above (pages 7-8), and dependant on NNAMS	National Requirement Local Requirement (Phosphates in Somerset guidance)	
Biodiversity Net Gain	i	S73 applications have special arrangements for BNG, including transitional arrangements which clarify that BNG does not apply where the original permission to which it applies was not subject to the national deemed biodiversity gain condition (i.e. it was submitted or approved prior to	National Requirement Somerset BNG Guidance Note	

		<p>the implementation of national requirements). Where the original permission was subject to BNG, then it will apply to the S73 application also, but only to the extent that the application will alter the post-development biodiversity value . As such, the normal validation requirements do not apply to S73 applications, but where liable, such applications should provide a S73 BNG Statement clarifying how the application is expected to affect the post-development biodiversity value and the overall approach to BNG as set out in any previously submitted / approved BNG Statement and/or Biodiversity Gain Plan for the site.</p>		
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Other Application Types

Discharge of Condition

A covering letter is acceptable in place of an application form [Apply for planning permission \(somerset.gov.uk\)](https://www.somerset.gov.uk) for this type of application together with the necessary details and [fee](#) (if applicable).

As per the requirements of The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Part 5 (27).

Non-Material Amendments

As per the requirements of The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Part 3 (10)

- Application form - [Apply for planning permission \(somerset.gov.uk\)](https://www.somerset.gov.uk)
- [fee](#)
- [Location Plan](#) (this can be that same as the original application, providing you own the copyright on the plan)
- Drawings/Information necessary to describe the subject/changes to the application

Prior Approvals

Prior approval means that a developer has to seek approval from the local planning authority (Somerset Council) that specified elements of the development are acceptable before work can proceed. The matters for prior approval vary depending on the type of development and these are set out in full in the relevant parts of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended). Somerset Council cannot consider any other matters when determining a prior approval application.

Please note:

- Validation requirements for Prior Approval Notifications are set out in The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) Schedule 2 Part 3 W.
 - In general this will include:
 - Prior Approval application form dated, signed and completed in full (please include specific requirements depending on the proposal, relating to flood risk, transport / highways impacts, noise assessments etc.). Forms/guidance can be downloaded from [Apply for planning permission \(somerset.gov.uk\)](https://www.somerset.gov.uk)
 - A plan indicating the site and showing the proposed development. A plan drawn to an identified scale will assist the authority in assessing your development proposal.

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- [Fee](#)
- Development carried out using permitted development rights can be liable to pay a Community Infrastructure Levy charge (CIL).

Permission in Principle (PiP)

Permission in Principle may be granted for minor housing-led development only (less than 10 dwellings and related non-residential work). Article 5B of The Town and Country Planning (Permission in Principle) Order 2017 (as amended) sets out development that is specifically excluded from a grant of permission in principle and this includes habitats and Environmental Impact Assessment (EIA) development.

The PiP consent route has two stages:

Stage 1 - Permission in Principle establishes whether a site is suitable in principle.

- Application forms [Apply for planning permission \(somerset.gov.uk\)](#)
- [Fee](#)
- [Location Plan](#)

Stage 2 - Technical Details Consent is when the detailed development proposals are assessed.

Applications for Technical Details Consent (based on a granted Permission in Principle) should be submitted on a **Full Planning Permission application form** (please ensure that you reference the PiP) and will be subject to the same validation process and validation requirements as a Full Planning Permission. Both applications must be granted before development can commence and may be liable to pay Community Infrastructure Levy (CIL).

There is a right of appeal where a local planning authority refuses PiP upon receipt of a valid application. The procedures in place are set out in Article 5V of the Town and Country Planning (Permission in Principle) Order 2017 (as amended).

Hazardous Substance Consents

As per the requirements of the National Planning Practice Guidance - Hazardous Substances. Prescribed Forms [The Planning \(Control of Major-Accident Hazards\) Regulations 1999 \(as amended\)](#)

Applications in respect of Crown Land

As per the requirements of The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Part 3 (8).

Other Supporting Information

Any additional information required based on the individual proposal should ideally be provided at submission. If not provided it may be requested during the course of the application and may delay the decision (see below).

Supporting Information	Nature/Scale of Application	Policy / Legislative:
Affordable Housing Statement	<ul style="list-style-type: none"> ➤ Residential development of 6 or more units within a rural location or 10 or more in an urban location and must include: <ul style="list-style-type: none"> • Number and mix of affordable units; ➤ Removal or Variation of Condition (Section 73) in relation to this issue (where an assessment was provided to support the planning permission that the Section 73 application relates to, an updated assessment or addendum may be sufficient). 	Local requirement (see relevant Local Plans)
Agricultural Appraisal	<ul style="list-style-type: none"> ➤ Countryside development including new agricultural buildings or rural worker's dwelling; ➤ Removal or Variation of Condition (Section 73) in relation to this issue (where an assessment was provided to support the planning permission that the Section 73 application relates to, an updated assessment or addendum may be sufficient). 	Local requirement (see relevant Local Plans) NPPF
Business Case	<ul style="list-style-type: none"> ➤ Holiday let proposals in countryside locations to demonstrate that they are viable. 	Local requirement (see relevant Local Plans)
Contaminated Land Report (CLR)	<ul style="list-style-type: none"> ➤ Application sites where there has been a previous or suspected contaminative use at the site and: <ul style="list-style-type: none"> • Operational development is proposed where there would be disturbance to the ground or groundwater regime and/or • A vulnerable use is proposed where human health may be impacted; ➤ Reserved Matters, except if addressed under Outline permission; ➤ Removal or Variation of Condition (Section 73) in relation to this issue (where an assessment was provided to support the planning permission that the Section 73 application relates to, an updated assessment or addendum may be sufficient). 	Local requirement (see relevant Local Plans) NPPF

Supporting Information	➤ Nature/Scale of Application	Policy / Legislative:
Draft S106 / Heads of Terms	<ul style="list-style-type: none"> ➤ Residential development of 6 or more units within a rural location or 10 or more in an urban location: <ul style="list-style-type: none"> • Affordable housing; • The provision of on-site open space; ➤ Other matters to be determined on a site by site basis, which cannot be covered by planning conditions e.g. infrastructure improvements not covered by CIL necessary to make a development acceptable. 	<p>Local requirement (see relevant Local Plans)</p> <p>Section 106 of the Town and Country Planning Act 1990 (as amended)</p> <p>The Community Infrastructure Levy Regulations 2010 (as amended)</p>
Education Impact Assessment	<ul style="list-style-type: none"> ➤ Development creating a need for additional education facilities, including pre-school to demonstrate whether or not needs can be met through existing facilities. 	<p>Local requirement (see relevant Local Plans)</p>
Foul Water Drainage Assessment	<ul style="list-style-type: none"> ➤ New development including change of use where there is potentially an impact, to be determined on a site by site basis. ➤ Other development subject to site constraints determined on a site by site basis. 	<p>Local requirement (see relevant Local Plans)</p>
Health Impact Assessment	<ul style="list-style-type: none"> ➤ Residential development: more likely to be required for 100 or more dwellings or where the residential site area is 5ha or more; ➤ Industrial estate development exceeding 5ha; ➤ Other forms of major development involving additional floorspace 1,000m² or more, or a site of 1ha or more; - unless otherwise agreed; ➤ All major hazard sites, installations and pipelines; ➤ Reserved Matters, except if addressed under Outline permission, this will be determined on a case by case basis. 	<p>Local requirement (see relevant Local Plans)</p> <p>NPPF</p>
Landscape Plan	<ul style="list-style-type: none"> ➤ Developments where the appearance or visual amenities of the site and the surrounding area, and/or ecology, including screening and tree planting are important. 	<p>Local requirement (see relevant Local Plans)</p> <p>NPPF</p>

Supporting Information	➤ Nature/Scale of Application	Policy / Legislative:
Landscape and Visual Impact Assessment (LVIA)	<ul style="list-style-type: none"> ➤ Developments that have the potential to result in a change on both the landscape as an environmental resource in its own right and on people's views and visual amenity, which may include (but is not limited to): <ul style="list-style-type: none"> • Solar and wind energy projects; • Development in the open countryside or in a National Landscape ➤ Reserved Matters, except if addressed under Outline permission; ➤ Removal or Variation of Condition (Section 73) in relation to this issue (where an assessment was provided to support the planning permission that the Section 73 application relates to, an updated assessment or addendum may be sufficient). ➤ LVIAs must meet the Guidelines for Landscape and Visual Impact Assessment (GLVIA3) 	Local requirement (see relevant Local Plans) NPPF
Local Housing Needs Assessment	<ul style="list-style-type: none"> ➤ Residential development of 6 or more units to demonstrate whether or not needs met policy requirements and the needs of the community to be served. 	Local requirement (see relevant Local Plans)
Local Labour Agreement	<p>North and West areas only</p> <ul style="list-style-type: none"> ➤ Major development > 50 dwellings ➤ Major development > 5,000sqm commercial floorspace ➤ Mixed use developments where individual components are under these thresholds to development the Council deems of similar significance combined. 	Local requirement Sedgemoor Local Plan 2011-2032 Policy D15 Somerset West & Taunton Council Local Labour Agreement Policy February 2023

Supporting Information	Nature/Scale of Application	Policy / Legislative:
Noise / Vibration / Odour or Other Environmental Impacts Evaluation	<ul style="list-style-type: none"> ➤ New or converted noise-sensitive development; ➤ Development generating potentially significant levels of noise / vibration / odour, particularly in close proximity to sensitive receptors; ➤ Development within close proximity to existing significant levels of noise / vibration / odour; ➤ Reserved Matters, except if addressed under Outline permission; ➤ Removal or Variation of Condition (Section 73) in relation to this issue (where an assessment was provided to support the planning permission that the Section 73 application relates to, an updated assessment or addendum may be sufficient). ➤ Proportionate to the scale of development the assessment may need to include an Acoustic Design Statement (ADS) to British Standard 	Local requirement (see relevant Local Plans) NPPF
Parking / Transport Assessment / Travel Plan	<ul style="list-style-type: none"> ➤ Development that is likely to: <ul style="list-style-type: none"> • Result in a material increase or change in the traffic; • Affect a classified road or proposed highway; • Involve the laying out or construction of a highway or access; • Impact on other modes of transport; ➤ Reserved Matters, except if addressed under Outline permission; ➤ Removal or Variation of Condition (Section 73) in relation to this issue (where an assessment was provided to support the planning permission that the Section 73 application relates to, an updated assessment or addendum may be sufficient). 	Local requirement (see relevant Local Plans)
Public Open Space, Play and Recreation Statement	<ul style="list-style-type: none"> ➤ Residential development of 8 or more units. 	Local requirement (see relevant Local Plans)
Retail Impact Assessment	<ul style="list-style-type: none"> ➤ Applications for over 2,500m² of floor space for retail, leisure or office development. 	Local requirement (see relevant Local Plans) NPPF

Supporting Information	Nature/Scale of Application	Policy / Legislative:
Statement of Community Involvement	<ul style="list-style-type: none"> ➤ Where identified during pre-application discussions; ➤ Where identified in Somerset Council's Statement of Community 	Statement of Community Involvement
Sustainability Checklist and Energy Statement	<ul style="list-style-type: none"> ➤ Required for all development, including extensions and conversions in the former Taunton Deane area to demonstrate how measures required by policy DM5 of the Taunton Deane Core Strategy have been incorporated. ➤ In appropriate cases the Council will be in a position to encourage applicants in the former West Somerset area to formulate proposals responding to policy NH13 of the West Somerset Local Plan to 2032 and saved policy BD/9 of the West Somerset Local Plan 2006, which reflect the requirements of policy DM5. Submission of a Sustainability Checklist and Energy Statement can be an appropriate way to demonstrate this. ➤ Additional guidance and explanation can be found in Climate Positive Planning: Interim Guidance Statement on Planning for the Climate Emergency 	Local requirement (see relevant Local Plans) Climate Change Act 2008 NPPF
Structural Survey and Conversion Method Statement	<ul style="list-style-type: none"> ➤ Development involving structural works to a Listed Building; ➤ Development involving the conversion of an existing rural building outside of the settlement boundary where there exists doubt as to the structural integrity of the building. ➤ Removal or Variation of Condition (Section 73) in relation to this issue (where an assessment was provided to support the planning permission that the Section 73 application relates to, an updated assessment or addendum may be sufficient). 	Local requirement (see relevant Local Plans)
Viability / Marketing Assessment	<ul style="list-style-type: none"> ➤ Where development is proposed which is not fully Policy compliant in delivering required planning obligations to make the development acceptable. ➤ Development to change the use of a building which requires marketing or viability information e.g. loss of a retail unit to a non-conforming use or loss of an economic/tourist use in a countryside location 	Local requirement (see relevant Local Plans) NPPF

Supporting Information	Nature/Scale of Application	Policy / Legislative:
Climate Emergency Checklist	<p>Responses to the following questions, supplemented with explanation and evidence of how the proposed development will or will not meet the suggestions. Responding should not be seen as a simple “yes” or “no” tickbox exercise, but should provoke appropriate consideration by the applicant about how their application could seek to provide a positive answer. Responses should be specific, not generic and supplemented with explanation and evidence of how the proposed development will or will not meet the suggestions. Additional guidance and explanation can be found in Climate Positive Planning: Interim Guidance Statement on Planning for the Climate Emergency</p> <ol style="list-style-type: none"> 1. Does the development reduce the need to travel? (including through location, mix of uses and digital connectivity). 2. Will the location, layout, design and infrastructure of the development encourage residents / occupiers / visitors /customers to travel sustainably? (including in relation to the following sustainable transport hierarchy: 1) active modes; 2) public/shared/community transport; 3) personal electric vehicles; 4) personal internal combustion and hybrid engine vehicles). 3. Is the development energy efficient in design (including utilising opportunities for passive design e.g. solar masterplanning, building fabric, energy processes). 4. Does the development utilise site specific opportunities to mitigate carbon emissions effectively? (Including in relation to maximising renewable energy potential, site-wide energy solutions and maximising natural carbon storage on-site e.g. in soils and trees). 5. Will construction utilise circular economy principles and/or sustainable sources in material selection and use? 6. Will the development foster sustainable habits from future residents / occupiers? (Including in relation to travel, waste reduction and management, energy and water use, consumer choice). 7. Does development and its green infrastructure respond to projected localised impacts of the climate change that is already in motion? (Including risks associated with coastal change, flooding, winter driving rain, overheating, drought, water stress, increased reliance upon locally grown food). 8. Does the development effectively respond to the ecological emergency by protecting and enhancing ecology within and nearby the site as well as mitigating wider impacts (inc. through biodiversity net gain)? 	<p>Local requirement Climate Change Act 2008 NPPF</p>

Supporting Information	Nature/Scale of Application	Policy / Legislative:
Biodiversity Net Gain	<p>National minimum requirements are set out in Article 7 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended).</p> <p>The Somerset BNG Guidance Note (see - https://www.somerset.gov.uk/planning-buildings-and-land/biodiversity-and-planning/biodiversity-net-gain/) sets out the local validation information requirements for the purposes of considering BNG and planning applications in its Appendix 4. This provides guidance for applicants and justifies the requirement for additional information to be submitted at validation stage beyond the national minimum requirements. In addition to the national minimum requirements, Somerset Council requires sufficient information about the proposed strategy for delivering at least 10% BNG (including the expected balance between on-site, off-site and credits) to be submitted as part of a BNG-liable planning application. This focuses on submission of a BNG Statement, with exact content requirements differing depending on the type of application. Applicants should review the BNG Guidance Note for detail on the content and format of the BNG Statement and other specifics required under each heading below. The local validation requirements for BNG are:</p> <ul style="list-style-type: none"> • Wildlife/Ecology Survey • Biodiversity Checklist • Arboriculture Report • BNG Statement (including all necessary information as set out in the BNG Guidance Note for the type of application) • Completed Biodiversity Metric (Macros disabled Excel version <i>and</i> PDF) • BNG plans and drawings • Declaration Form • Completed SHEP/HEP Metric (where necessary) <p>Note - certain types of development are exempt from the need to comply with the statutory biodiversity gain condition as set out in the Biodiversity Gain Requirements (Exemptions) Regulations 2024. However, even for exempt developments, applicants must confirm whether they believe that planning permission, if granted, would be subject to the biodiversity gain condition, and if not, the reasons for that belief. Planning Portal application forms capture this information where used, but without this, the LPA is not allowed to validate the application.</p>	<p>National requirement</p> <p>Somerset BNG Guidance Note</p>

Supporting Information	Nature/Scale of Application	Policy / Legislative:
Lighting Assessment	<p>Types of application or development which require this information:</p> <ul style="list-style-type: none"> all applications including/for floodlighting, or a significant amount of external lighting <p>An assessment should provide details of external lighting and the proposed hours when the lighting would be switched on. These details shall include a layout plan with beam orientation and a schedule of the equipment in the design, plus the expected level of luminance and glare. Lighting assessments will also be required to detail the level of luminance for all advertisements.</p> <p>Where a proposal involves the scheme for the installation of Floodlights for an area (eg a Sports Pitch), these details shall include a Light Contour diagram based on a layout of the proposed facility in its context, and showing projected lux levels including 'backlight', which where there are differences in ground levels, is to be superimposed on a topographical survey of the site and its immediate environs</p> <p>Planning practice guidance suite</p>	Local requirement (see relevant Local Plans)
Public Rights of Way Information	<p>Proposals for the development of land affecting public rights of way give rise to two matters of particular concern: the need for adequate consideration of the rights of way before the decision on the planning application is taken and the need, once planning permission has been granted, for the right of way to be kept open and unobstructed until the statutory procedures authorising closure or diversion have been completed.</p> <p>Development, insofar as it affects a right of way should not be started, and the right of way should be kept open for public use until the necessary (diversion/stopping up) Order has come into effect. Failure to comply with this request may result in the developer being prosecuted if the path is built on or otherwise interfered with. The requirement to keep a public right of way open for public use will preclude the developer from using the existing footpath, bridleway or restricted byway as a vehicular access to the site unless there are existing additional private rights.</p> <p>Applicants should demonstrate, with accompanying maps, how they intend to address any impact on a public right of way as part of their application, and where a permanent diversion is envisaged, that the alternative route is made apparent with consideration to the Somerset Council Public Path Order Policy.</p>	DEFRA Circular 1/09

	<p>A map with a digital centreline representation of public rights of way can be found at Explore Somerset . The width of a public right of way is often not recorded and the legal alignment and width can vary from what is used or apparent on the ground and from the digital centreline representation. Other public rights of way may exist, but are not currently recorded on the Definitive Map & Statement. More information on diverting or temporary closure of a right of way can be found at Apply to divert a public right of way (somerset.gov.uk) and Apply for the temporary closure of a right of way (somerset.gov.uk) . Where a permanent diversion is required, please note that temporary closure powers are unlikely to be exercised by the Council until the permanent diversion order has been applied for, made, and confirmed. A legal agreement may be required in relation to accommodation works for a permanent diversion or works to a public right of way prior to any order making.</p>	
<p>Rural worker dwelling justification</p>	<p>Types of application or development which require this information:</p> <ul style="list-style-type: none"> all applications for rural worker dwellings outside of defined settlement limits (this includes the conversion of existing buildings) <p>The justification statement should take the form of an agricultural appraisal and establish the functional requirements for either a temporary works dwelling or new permanent accommodation.</p> <p>In the case of new permanent accommodation, at least 3 years audited accounts should be submitted with the application. These should be in a separate document marked 'confidential' and will be used in assessing whether the enterprise is economically viable. The accounts will not be made public.</p> <p>In the case of a newly created agricultural unit and the application is for a temporary building for a period of 3 years, the justification statement will need to include evidence that the proposed enterprise has been planned on a sound financial basis. This should include a business plan with financial projections.</p>	<p>Local requirement (see relevant Local Plans)</p>

Supporting Information	Nature/Scale of Application	Policy / Legislative:
Structural Survey	<p>Types of application or development which require this information:</p> <ul style="list-style-type: none"> • applications for the conversion of rural buildings • applications to carry out work to Heritage assets and Listed Buildings <p>The survey will need to be carried out by a competent person and identify the condition of the building together with any recommendations for remediation. This information is required to demonstrate how the building fabric is capable of adaptation without demolition or significant rebuilding and to ensure that appropriate working methods are employed which safeguard the fabric. The statement shall include photographs as appropriate.</p>	Local requirement (see relevant Local Plans)
Town centre uses – evidence to accompany application	<p>Types of application or development which require this information:</p> <ul style="list-style-type: none"> • retail, leisure and office development not proposed in a town centre comprising 500 sq meters of floor space and not in accordance with an up-to-date development plan <p>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. The assessment should include the need for development, whether it is of an appropriate scale, that there are no sites close to a centre for the development, that there are no unacceptable impacts on existing centres and if locations are accessible.</p>	Local requirement (see relevant Local Plans)
Nutrient Neutrality Assessment and Mitigation Strategy (NNAMS)	Required for certain types of applications please see Nutrient Neutrality section above	National Requirement Local Requirement (Phosphates in Somerset guidance)
Habitat Regulations Assessment	Required for certain types of applications please see Nutrient Neutrality section above	National Requirement Local Requirement (Phosphates in Somerset guidance)

Supporting Information	Nature/Scale of Application	Policy / Legislative:
Phosphate Budget Calculator	Required for certain types of applications please see Nutrient Neutrality section above	National Requirement Local Requirement (Phosphates in Somerset guidance)
Active Travel England	Checklist can be found here: https://www.gov.uk/government/publications/active-travel-england-planning-application-assessment-toolkit	National Requirement

Maps & Plans

This guidance is based on the criteria set out in the Government's guidance on 'Making an application': <https://www.gov.uk/guidance/making-an-application#Plans-and-drawings>.

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Helpdesk on 03456 050505. Please use a legitimate map obtained from an authorised supplier, the Planning Portal provides links to various suppliers <https://www.planningportal.co.uk/buyplans>.

Location Plan (existing)

A site location plan shows the proposal in its surrounding context and must:

- A. Be as up-to-date as possible within the last two years.
- B. Be at an identified measurable scale of 1:1250 or 1:2500 and include a scale bar
- C. Be clearly marked with the direction of North
- D. Show the full site, all site boundaries, adjoining properties (be numbered or named) and identify sufficient roads and/or buildings to enable identification of the land to which the application relates
- E. Show the application site boundaries and all land necessary to carry out the proposed development i.e. land required for access to the

site from the road, **outlined in red and a continuous red line**

- F. Show any other land within the applicant's ownership or control that is close to or adjacent to the site **outlined in blue**
- G. Have a unique drawing number which will be used in the subsequent decision notice, plans which do not have a number will be numbered by the council
- H. Indicate original paper size (A4, A3 etc.) on drawings for printing
- I. Be uploaded/printed in colour
- J. Clearly show an authorised copier's licence number together with the appropriate copyright acknowledgements

Block / Site Plan (existing and proposed)

A block / site plan shows the development in more detail and must:

- A. Be as up-to-date as possible within the last two years.
- B. Be at an identified measurable scale of 1:200 or 1:500 and include a scale bar
- C. Be clearly marked with the direction of North
- D. Clearly show the proposed development
- E. Include all site boundaries, existing buildings, roads, tracks, footpaths, public rights of way, walls, banks and historic features, ponds, watercourses and proposed boundary treatments/walls/fencing (including measures for removal and/or retention); within the application site.
- F. Clearly show any buildings to be demolished
- G. Show new buildings in context with adjacent buildings
- H. Include existing and proposed parking provision, access arrangements and the extent and type of any hard surfacing
- I. Clearly show the position of all trees and all hedges and those that could influence or be affected by the development; with proposals for removal and/or retention clearly indicated (including boundary hedges); on/near the application site.
- J. Have a unique drawing number which will be used in the subsequent decision notice, plans which do not have a number will be numbered by the council.
- K. Indicate original paper size (A4, A3 etc.) on drawings for printing
- L. Be uploaded/printed in colour
- M. Clearly show an authorised copier's licence number together with the appropriate copyright acknowledgements.
- N. Show access to highway and parking arrangements

Elevation Drawings (existing and proposed)

An elevation is a view of a building seen from one side, a flat representation of one façade and must:

- A. Be at an identified measurable scale of 1:50 or 1:100 and include a scale bar. Larger scale drawings may be required for Listed Buildings
- B. Show all elevations in full unless otherwise agreed
- C. Show proposed building materials, style and finish of the building and windows and doors
- D. Show 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).
- E. Show existing elevations clearly identified as North, South, East and West with all existing door and window detailing.
- F. Show proposed changes on each elevation.
 - i. If no changes to an elevation are proposed provide one elevational drawing confirming it as existing and proposed.
 - ii. Part elevations can be provided if there are inset areas to the building.
- G. Have a unique drawing number which will be used in the subsequent decision notice, plans which do not have a number will be numbered by

the council

- H. Indicate original paper size (A4, A3 etc.) on drawings for printing
- I. Be uploaded/printed in colour where needed
- J. Include the particulars specified or referred to in the application form e.g. material etc.
- K. Include details of waste storage
- L. Include vehicle charging points

Floor Plans (existing and proposed)

A floor plan is a view from above showing the layout of rooms, key dimensions and levels, and may also use symbols to show materials and locations of fittings and appliances and must:

- A. Be at an identified measurable scale of 1:50 or 1:100 and include a scale bar
- B. Clearly identify the extent of any proposed uses being applied for
- C. Clearly identify the existing and proposed use of each room on the floor plans
- D. Show all openings i.e. doors and windows
- E. Show any buildings or walls to be demolished
- F. Show an existing and proposed roof plan for any alterations that would involve a change to the roof
- G. Show finished floor level for any new buildings
- H. Have a unique drawing number which will be used in the subsequent decision notice, plans which do not have a number will be numbered by the council
- I. Indicate original paper size (A4, A3 etc.) on drawings for printing
- J. Be uploaded/printed in colour where needed

Section Plans (existing and proposed)

A section plan shows a view of a structure as though it had been sliced vertical in half, this can be useful as it gives a view through the spaces and surrounding structures that can reveal the relationships between the different levels and parts of the buildings that might not be apparent on other plans and must:

- A. Be at an identified measurable scale (of 1:100 or 1:200) appropriate to the scale of the development and include a scale bar
- B. Show a cross section(s) through the proposed building(s)/structure(s)/site
- C. Provide details of existing and proposed levels with reference to an off-site fixed datum point
- D. Have a unique drawing number which will be used in the subsequent decision notice, plans which do not have a number will be numbered by the council
- E. Indicate original paper size (A4, A3 etc.) on drawings for printing
- F. Be uploaded/printed in colour where needed

Levels (existing and proposed)

Levels plan confirms the existing topographical heights of the site levels/heights of the land as a result of the development and must:

- A. Be at an identified measurable scale appropriate to the scale of development and include a scale bar

- B. The levels plan should show some reference to the height/level of the adjoining land
- C. Provide details of existing and proposed levels (to include finished floor levels) with reference to an off-site fixed datum point and include any retaining walls.
- D. Have a unique drawing number which will be used in the subsequent decision notice, plans which do not have a number will be numbered by the council
- E. Indicate original paper size (A4, A3 etc.) on drawings for printing
- F. Be uploaded/printed in colour where needed

Roof Plans

These should:

- A. Be drawn to a scale of 1:50 or 1:100
- B. Show the shape of the roof particularly when development includes changes to its appearance and shape.
- C. Show the position of all ridges, valleys, dormer windows, roof lights and other features, such as chimneys or raised parapets.
- D. Include details such as the roofing material and their location.

Street Scene

A street scene drawing is an elevation drawing that shows how a building will look alongside neighbouring dwellings/buildings once it has been extended/erected. Street scenes are usually required for works that will be visible from the road; especially new buildings or large side extensions that will be near to the boundary/neighbouring building, or where there is a notable difference in heights between the proposed works and neighbouring dwellings/buildings.

Street scenes should:

- A. Be to a scale of 1:100 or 1:200
- B. As a minimum, accurately show the height and outline of neighbouring dwellings/buildings and the position and size of windows/doors
- C. Accurately show any differences in levels
- D. Include written dimensions for gaps between buildings
- E. State the direction in which the street scene faces (for example 'street scene viewed from ... Road')

Glossary (abbreviations / definitions and selected web links)

Active Travel England Guidance

ATE are a statutory consultee on any applications meeting the thresholds below:

≥150 dwellings

≥7,500sqm floorspace

≥5ha site area

Checklist can be found here: <https://www.gov.uk/government/publications/active-travel-england-planning-application-assessment-toolkit>

Affordable Housing Development / Advice for Developers

A full definition of Affordable Housing can be found within the NPPF Annex 2: Glossary <https://www.gov.uk/guidance/national-planning-policy-framework/annex-2-glossary> and includes housing for sale or rent, for those whose needs are not met by the market (including housing that provides a subsidised route to home ownership and/or is for essential local workers); and which complies with one or more of the following:

- Affordable housing for rent;
- Starter homes;
- Discounted market sales housing;
- Other affordable routes to home ownership.

When negotiating Affordable Housing as part of residential development, the Council will have regard to the Local Plans [Adopted Local Plans \(somerset.gov.uk\)](https://www.somerset.gov.uk/adopted-local-plans)

Affordable Housing Statement

Statement addressing housing need, mix and different tenures and sizes of affordable homes.

Agricultural Appraisal

Report to establish the viability/economic circumstances of an agricultural proposal including justification for an agricultural worker's dwelling. In broad terms there are two primary tests; a functional test (which deals with why there may be an essential need) and a financial test (which deals with whether the business is making sufficient profit and is likely to remain financially sustainable). For further information please see [Planning Policy Statement 7: Sustainable Development in Rural Areas \(Annex A Only – adopted as Supplementary Planning Guidance\)](#)

<https://webarchive.nationalarchives.gov.uk/20120920011612/http://www.communities.gov.uk/archived/publications/planningandbuilding/pps7>

Agricultural Building

A building currently or previously last used for agricultural purposes. In the context of permitted development this has a specific meaning and definition relating to actual use (“solely in agricultural use as part of an established agricultural unit”) at a specific date.

Agricultural Worker’s Dwellings

Dwellings specifically occupied/to be occupied by a worker employed exclusively or mainly in agriculture (see web link in [Agricultural Appraisal](#)).

Application Fee

The full correct application fee must be submitted with the application a fee calculator is available on the Planning Portal [How much does a planning application cost? - Planning Portal](#) Please contact us for any assistance in calculating fees.

Application Forms

In common with all Local Planning Authorities, Somerset West and Taunton Council uses the national standard application forms, these can be accessed on our website via this link [Apply for planning permission \(somerset.gov.uk\)](#)

Archaeological Assessment

Report evaluating archaeological heritage. Archaeology advice can be found on the South West Heritage Trust's website <http://www.swheritage.org.uk/>.

Biodiversity Net Gain (BNG)

Biodiversity Net Gain (BNG) is an approach to development, and/or land management, that aims to leave the natural environment in a measurably better state than it was beforehand. It is intended to deliver measurable improvements for biodiversity by creating or enhancing habitats in association with development. A national mandatory BNG requirement came into effect from February 2024. National minimum information

requirements for validation purposes are set out in Article 7 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended). The Somerset BNG Guidance Note (see - <https://www.somerset.gov.uk/planning-buildings-and-land/biodiversity-and-planning/biodiversity-net-gain/>) sets out the local validation information requirements for the purposes of considering BNG and planning applications in its Appendix 4. This provides guidance for applicants and justifies the requirement for additional information to be submitted at validation stage beyond the national minimum requirements.

Business Case

A statement identifying that proposals are justified through the demonstration of viability.

Change of Use

A form of development of a building (or land) which involves changing its use but without needing any operational development / building works. Some changes of use are allowed as “permitted development”. Also see [Use Classes](#).

Community Infrastructure Levy (CIL)

Planning approvals granted for residential dwellings, large extensions, hotels, supermarkets and retail warehouses on or after 1st April 2015 will be liable to pay the Community Infrastructure Levy (CIL). CIL will also apply to building works that do not require planning approval where works commence on or after 1st April 2015. For further CIL information forms please see Somerset Council’s CIL webpages [Community Infrastructure Levy and Section 106 Agreements \(somerset.gov.uk\)](#). It is strongly advised you familiarise yourself with CIL and the processes involved in order to avoid surcharges or the removal of the ability to apply for an exemption. Please contact our CIL/S106 Monitoring Officer if you have any queries.

Compliance Statement

A written statement detailing how the Reserved Matters submission is consistent with the parameter plans, conditions and S106 obligations of the outline application.

Compulsory Pre-application Consultation

Pre-application Consultation as required under The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Article 3 <http://www.legislation.gov.uk/ukxi/2015/595/article/3/made>.

Conservation Area

An area valued for its special architectural or historic interest, the character of which it is desirable to preserve and enhance – designated under the Planning (Listed Buildings and Conservation Areas) Act 1990. Relevant areas can be checked on Somerset Council's conservation pages [Conservation Areas \(somerset.gov.uk\)](http://www.somerset.gov.uk/conservation)

Contaminated Land

Land where substances are causing or could cause pollution. Contaminated land can occur for a number of reasons, these include past land uses, current land uses and incidents such as spills of chemicals or oil etc. <https://www.somersetwestandtaunton.gov.uk/environmental-health/environmental-protection/contaminated-land/h>

Contaminated Land Report (CLR)

Phased investigative report into risks from site contamination to users and/or the environment.

Conversion of Agricultural / Rural Buildings (Planning Guidance)

[Agricultural Building](#).

Curtilage

The area, usually enclosed, encompassing the ground and outbuildings which serve a dwelling-house (or other building). In the case of PD for the change of use of agricultural buildings “curtilage” is specifically limited to being “no larger than the land area occupied by the agricultural building”.

Datum Point

In planning, a datum point is a known point of height reference on the basis of which further measurements or analysis can be made e.g. a manhole cover.

Design and Access Statement

Is a concise report accompanying certain applications for planning permission and applications for listed building consent. It provides 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 and is required for:

- Major Developments; or
- Listed Building Consent; or
- Where any part of the development is in a Conservation area, development consisting of –
- The provision of one or more dwellinghouses; or
- The provision of a building or buildings where the floor space created by the development is 100 square metres or more

Further details can be found under The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Part 3 Article 9 <http://www.legislation.gov.uk/ukxi/2015/595/article/9/made>

Draft S106 / Heads of Terms

A document that sets out the heads of agreement for inclusion within a planning obligation.

Education Impact Assessment

A report into local education needs, demand and provision.

Environmental Impact Assessment (EIA)

A compilation of the relevant environmental information necessary to support an application. The process of Environmental Impact Assessment in the context of town and country planning in England is governed by the [Town and Country Planning \(Environmental Impact Assessment\) Regulations 2017 \(the '2017 Regulations'\)](#). These regulations apply to development which is given planning permission under Part III of the Town and Country Planning Act 1990. Further information can be found here - <http://planningguidance.communities.gov.uk/blog/guidance/environmental-impact-assessment/>

Environment Agency (EA)

The government agency with responsibilities relating to the protection and enhancement of the environment in England, including flood risk management. <https://www.gov.uk/government/organisations/environment-agency>

Ecology Report

Planning authorities have a duty to consider when assessing planning applications. Where there is a reasonable likelihood that a planning proposal might affect important protected species or habitats, the council will require information on the species and habitat likely to be affected, and an assessment of the impacts of the proposals. This information will need to be provided before a planning decision is made.

Further information and guidance can be found on the below websites:

Planning guidance

- Planning Practice Guidance on Biodiversity, Ecosystems and Green Infrastructure <http://planningguidance.communities.gov.uk/blog/guidance/natural-environment/biodiversity-ecosystems-and-green-infrastructure/>
- Somerset Council - Biodiversity <https://somersetcouncil.citizenspace.com/planning/bng-guidance-note>
- The Association of Local Government Ecologists (ALGE) <https://www.alge.org.uk/>
- How to find a registered ecologist [need | CIEEMGov.uk](http://www.cieem.gov.uk/) –
- Protected species and sites: how to review planning proposals <https://www.gov.uk/guidance/protected-species-and-sites-how-to-review-planning-proposals>
- Net Gain: A developer's commitment to enhancing biodiversity <https://naturalengland.blog.gov.uk/2019/01/10/net-gain-a-developers-commitment-to-enhancing-biodiversity/>
- European Commission The Habitats Directive - The Habitats Directive ensures the conservation of a wide range of rare, threatened or endemic animal and plant species. Further details can be found on their website http://ec.europa.eu/environment/nature/legislation/habitatsdirective/index_en.htm

Flood Risk Assessment (FRA)

A site-specific assessment of the flood risk to and from a development site. The assessment should demonstrate how flood risk will be managed now and over the development's lifetime, taking climate change into account, and with regard to the vulnerability of its users.

It is advisable to review the Environment Agency Guidance on Flood risk assessment for planning applications <https://www.gov.uk/planning-applications-assessing-flood-risk> and flood risk assessment: standing advice can be accessed via this link <https://www.gov.uk/guidance/flood-risk-assessment-standing-advice> .

Flood Zones

The Environment Agency (EA) has devised a set of flood zones for guidance by developers, Councils and communities to explain the

probability of river and sea flooding, ignoring the presence of flood defences.

Flood zones are shown on the EA's Flood Map for Planning (Rivers and Sea) - <https://flood-map-for-planning.service.gov.uk/>

Foul Water Drainage Assessment

A report into the capability of a site to accommodate foul drainage demands of a proposal.

Health Impact Assessment

A report to identify any impacts on health and wellbeing that would arise from the proposed development. If negative impacts are identified details of mitigation should be provided.

Heritage Statement

A report to describe the significance of any heritage assets. A heritage statement is required for all applications affecting listed buildings; unlisted buildings in Conservation Areas or locally listed buildings, scheduled ancient monuments or developments which have archaeological implications, including applications affecting the setting for any of the above.

Relevant information on Listed Building, Conservation Areas and Historic Environment Records (HERs) can be found on Somerset Historic Environment Record website <http://www.somersetheritage.org.uk/>

Historic England

Are the public body that looks after England's historic environment, provides expert advice, helping people protect and care for it, and helps the public to understand and enjoy it: <http://historicengland.org.uk/>

Land Drainage Consent

Land drainage consent may be required from Somerset Drainage Boards Consortium for proposed development that is likely to be sited close to or impede a watercourse or require works to be sited within 9.0 meters of a watercourse.

<http://www.somersetdrainageboards.gov.uk/development-control-byelaws/land-drainage-consents/>

Landscape and Visual Impact Assessment (LVIA)

Landscape and Visual Impact Assessment (LVIA) is the technique used to assess the effects of change on the landscape. LVIA is used to help design the proposed change as well as assess its effects, so that negative landscape effects are avoided, reduced or offset. Where a development is likely to have negative impacts on landscape, LVIA usually forms part of the environmental assessment. Guidelines for Landscape and Visual Impact Assessment (3rd edition) is the standard methodology: <https://www.landscapeinstitute.org/technical/glvia3-panel/>

Landscape Plan

A landscape plan is a plan which details the proposed treatment of the land to enhance or protect the amenities of the site and the surrounding area, including screening and tree planting and may be required upfront or in some circumstances may be submitted and approved prior to the commencement of buildings and works or first occupation.

Listed Building (LB)

A listed building is a building, object or structure that has been judged to be of national importance in terms of architectural or historic interest and is included on the Statutory List of Buildings of Special Architectural or Historic Interest under the Planning (Listed Buildings and Conservation Areas) Act 1990. Listed buildings are classified into grades as follows:

- Grade I - buildings of exceptional interest (approximately 2 per cent of all listed buildings)
- Grade II* - particularly important and more than special interest (approximately four per cent)
- Grade II - buildings of special interest, warranting every effort being made to preserve them (94 per cent)

Relevant information on Listed Building, Conservation Areas and Historic Environment Records (HERs) can be found on Somerset Historic Environment Record website <http://www.somersetheritage.org.uk/>.

The Heritage List is the only official and up to date database of all listed buildings, scheduled monuments, protected wrecks and registered parks, gardens and battlefields and sites in England. <https://historicengland.org.uk/listing/the-list/>

Historic England have provided guidance on assessing significance <https://historicengland.org.uk/advice/caring-for-heritage/places-of-worship/making-changes-to-your-place-of-worship/principles-for-making-changes/assessing-significance/#Section5Text> and <https://historicengland.org.uk/images-books/publications/statements-heritage-significance-advice-note-12/>

Local Flood Risk Standing Advice (LFRSA)

Also see [Flood Risk Assessment \(FRA\)](#) and [Flood Zones](#).

Local Highway Authority (LHA)

The organisation responsible for maintaining local highways this is Somerset Council.

Local Housing Needs Assessment

A report providing the most up-to-date information on local housing need to justify a proposal.

Local Labour Agreement

A commitment to an agreed proportion of local labour, training and recruitment plans; and commitment to a proportion of local procurement and supplies as appropriate. A draft Employment and Skills Plan and Method Statement.

Local Planning Authority (LPA)

The local council that is empowered by law to exercise statutory town planning functions for a particular area (in this area: [Somerset Council](#))

Major Developments/Applications

The following types of application are classed as ‘major’:

- For housing, development where 10 or more homes will be provided, or the site has an area of 0.5 hectares or more;
- For non-residential development it means additional floorspace of 1,000m² or more, or a site of 1 hectare or more, or as otherwise provided in the Town and Country Planning (Development Management Procedure) (England) Order 2015.

Minor Developments/Applications

The following types of application are classed as ‘minor’:

- Residential developments of less than 10 houses or on sites smaller than 0.5 hectares;
- Any scheme on a site smaller than a hectare; or
- Commercial development with under 1,000 square metres of floor space.

National Landscapes (Formerly known as Areas of Outstanding Natural Beauty (AONB))

Nationally designated area of high scenic quality – within the former West Somerset and Taunton this applies to the Blackdown Hills and Quantock Hills. The exact boundaries of National Landscapes can be found on the Local Plan Proposals Map or at <http://www.magic.gov.uk/MagicMap.aspx> - in the “Table of Contents” panel: expand “Designations” > “Land-Based Designations” > “ Statutory” and select “AONB” and then zoom in to your location.

National Planning Policy Framework (NPPF)

The National Planning Policy Framework sets out the Government’s planning policies for England and how these should be applied <https://www.gov.uk/government/publications/national-planning-policy-framework--2>

Nutrient Neutrality

Nutrient Neutrality is when nutrients entering the water system as a result of an increase in additional wastewater generated from new development is mitigated. Nutrient neutrality is about ensuring that no additional phosphates or nitrates enter the hydrological catchment areas of protected sites (e.g. Special Areas of Conservation or Ramsar sites) that Natural England have found to be in ‘unfavourable condition’. In Somerset, the Somerset Levels and Moors Ramsar Site and River Axe Special Area of Conservation have been found to be in unfavourable condition as a result of excessive **phosphates**.

Nutrient Neutrality Assessment and Mitigation Strategy (NNAMS)

The purpose of a Nutrient Neutrality Assessment and Mitigation Strategy (NNAMS) is to assess the potential impact of a proposed development on either the Somerset Levels and Moors Ramsar Site or the River Axe Special Area of Conservation that could arise from additional phosphates generated from new development. The purpose of the NNAMS is to evidence to the Local Planning Authority that, with suitable mitigation in place, a proposed development would be ‘nutrient neutral’ and therefore would not have an adverse impact on the relevant protected site. The NNAMS forms the basis of the Habitats Regulations Assessment which is required in accordance with the Conservation of Habitats and Species Regulations 2017 in order to demonstrate that there would be no ‘likely significant effects’ on a protected site as a result of nutrient discharges. More information on NNAMS can be found in [the Nutrient Neutrality in Somerset: Guidance for Applicants](#).

Noise / Vibration / Odour or Other Environmental Impacts Evaluation

Noise, vibration, odour or other environmental impacts need to be considered when new developments may create additional noise, dust or other impacts or would be sensitive to the prevailing environment. Reports may be required when preparing plans and there may be opportunities to consider improvements to the environment.

Somerset Council's Environmental Health have produced guidance on noise, dust, air quality and odour, which are available on the Somerset Council's website: [Environmental Health and Food Safety \(somerset.gov.uk\)](https://www.somerset.gov.uk/environmental-health-and-food-safety)

For further information about Noise please see the Noise Guidance as provided by National Planning Policy Framework <https://www.gov.uk/guidance/noise--2>

Ownership Certificates, Notices and Agricultural Land Declaration

An application is not valid, and therefore cannot be determined by the local planning authority, unless the relevant certificate (either A, B, C or D) has been completed. Only **one of the certificate types** will apply to an application. A certificate provides certain details about the ownership of the application site and confirms that an appropriate notice has been served on any other owners/agricultural tenants to make them aware of the application. Failure to serve the correct certificate or notice will invalidate the application.

For this purpose an 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years. An 'agricultural tenant' is a tenant of an agricultural holding, any part of which is comprised in the land to which the application relates.

- **Certificate A – Sole Ownership and no agricultural tenants:** This must only be completed if the applicant is the sole owner of the land to which the application relates and there are no agricultural tenants.
- **Certificate B – Shared Ownership (all other owners / agricultural tenants known):** This must be completed if the applicant is not the sole owner, OR if there are agricultural tenants and the applicant knows the names and addresses of all the other owners and/or agricultural tenants.
- **Notice 1:** This notice is to be printed and served on individuals if Certificate B or C is completed_ <https://ecab.planningportal.co.uk/uploads/1app/notices/notice1.pdf>
- **Certificate C – Shared Ownership (some owners / agricultural tenants known):** This must be completed if the applicant does not own all of the land to which the application relates and does not know the name and address of all of the owners and/or agricultural tenants.
- **Notice 1:** This notice is to be printed and served on individuals if Certificate B or C is completed <https://ecab.planningportal.co.uk/uploads/1app/notices/notice1.pdf>
- **Notice 2:** This notice is for publication in local newspaper if Certificate C or D is completed_ <https://ecab.planningportal.co.uk/uploads/1app/notices/notice2.pdf>

- **Certificate D – Shared Ownership (None of the other owners / agricultural tenants known):** This must be completed if the applicant does not own all of the land to which the application relates and does not know the names and addresses of any of the owners and/or agricultural tenants.
- **Notice 2:** This notice is for publication in local newspaper if Certificate C or D is completed <https://ecab.planningportal.co.uk/uploads/1app/notices/notice2.pdf>

Parking

Parking provision is an important element in many schemes. Ensure car parking and vehicle servicing at levels appropriate to the development and in accordance with the parking standards detailed within the Somerset Council's Parking Strategy: [Transport Strategy, Policies and Plans \(somerset.gov.uk\)](https://www.somerset.gov.uk/transport-strategy-policies-and-plans)

Permitted Development (PD)

Certain building works and changes of use which can be carried out without having to make a planning application because planning permission is deemed to be granted under The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended).

Phosphate Budget Calculations

Phosphate budget calculations show the phosphate output of a proposed development before and after mitigation. They can be prepared using the [Somerset Phosphate Budget Calculator](https://www.somerset.gov.uk/phosphate-budget-calculator). The Somerset Phosphate Budget Calculator is the approved calculator for us in Somerset by Natural England and has been designed specifically for use in Somerset using bespoke data, and such this calculator should be used.

Planning Portal

The national home of planning and building regulations information and the national planning application service: <https://www.planningportal.co.uk/>

Planning Practice Guidance (PPG)

PPG is technical guidance to help local planning authorities implement the National Planning Policy Framework and is a guide for developers <https://www.gov.uk/government/collections/planning-practice-guidance>

Planning Statement

A Planning Statement is a statement in support of and provides justification for a planning proposal. Required for applications for:

- All major developments;
- Developments that involve a change of use;
- Alterations to previously approved applications;
- Certificates of Lawfulness;
- Other applications requiring further explanation of development proposals.

The information that should be included in a planning statement is dependent on the nature of the proposed development and the type of application submitted. In general the statement should contain:

- An explanation of the principles behind (and justification for) the proposed development.
- An explanation of how the proposed development fits with the policies and supplementary planning documentation outlined as part of the Local Plan.
- Details of any pre-application consultation activities that have been undertaken.

A planning statement will assist if the plans, application forms and other supporting information are not deemed sufficient in providing enough detail as to why the application is being made or to allow an appropriate evaluation and assessment of all relevant material considerations to be made (can be combined with a [Design and Access Statement](#) and/or [Heritage Statement](#)).

Recycling and Waste Management - Developers Guidance

Waste and recycling collections are essential services for households and must be considered when designing a new development or even converting an existing property. Failure to do so can lead to poor services for future residents and could result in objections to planning applications. Somerset Waste Partnership (SWP) have produced a Developer's Guidance document "SWP design requirements for residential properties" which can be found on their website <https://www.somersetwaste.gov.uk/developer-guidance/>

Somerset Waste Partnership managed waste and recycling services on behalf of all the councils in Somerset between 2007 and 2023. In April 2023, Somerset Waste Partnership became part of the new Somerset Council.

Retail Impact Assessment

An assessment undertaken for an application for retail use (normally on developments over 2,500 square metres gross floorspace, but they may occasionally be necessary for smaller developments, such as those likely to have a significant impact on smaller centres) on the impact of the

proposal on the vitality and viability of existing centres within the catchment area of the proposed development. The assessment includes the likely cumulative effect of recent permissions, developments under construction and completed developments.

Scheduled Ancient Monument

A 'nationally important' archaeological site or historic building, given protection against unauthorised change – designated under the Ancient Monuments and Archaeological Areas Act 1979. The location of Scheduled (Ancient) Monuments can be checked at <https://magic.defra.gov.uk/MagicMap.aspx> - in the “Table of Contents” panel expand “Designations” > “Land-Based Designations” > “Historic Statutory” and select Scheduled Monuments (England) and then zoom in to your location.

Shadow Habitats Regulations Assessment (sHRA)

A Shadow Habitats Regulations Assessment (sHRA) reflects the legal process that the Local Planning Authority must follow under Regulation 63 of the Habitats Regulations when completing a Habitats Regulations Assessment (HRA). An sHRA is normally prepared by the applicant, often with the support of a technical specialist (e.g. an ecologist). It is a full HRA for the proposed development and should include an Appropriate Assessment of the project against the conservation objectives of the protected site the proposed development is hydrologically linked to. An sHRA does not replace the Local Planning Authority’s duties to complete such an assessment, however if considered appropriate, the Local Planning Authority may formally adopt the sHRA as the HRA for the proposed development, and as such it can expediate the HRA process. Somerset Council has prepared an [sHRA template](#) which can be used by applicants to complete their sHRA.

Somerset Council

[Somerset Council](#)

Somerset Local Plans

A number of local plans covering the Somerset administrative area, and can be found here: [Planning, buildings and land \(somerset.gov.uk\)](#)

Sequential Test

A planning principle that seeks to ensure that a sequential approach is followed to steer new development to areas with the lowest probability of flooding. <http://planningguidance.communities.gov.uk/blog/guidance/flood-risk-and-coastal-change/the-sequential-risk-based-approach-to-the-location-of-development/>

Site of Special Scientific Interest (SSSI)

A nationally important nature conservation site (notified for biological and/or geological interest). The exact boundaries of SSSI's can be found on the Local Plan Proposals Map or at <https://magic.defra.gov.uk/MagicMap.aspx> - in the "Table of Contents" panel: expand "Designations" > "land-based designations" > "statutory" and scroll down the list to select "Sites of Special Scientific Interest (England)" and then zoom in to your location.

Site Waste Management Plans

Proposals for waste management on a site. It is advisable that developers review the advice provided within the Somerset Council's Waste Core Strategy. Further details can be found on Somerset Council's website [Minerals and Waste Planning \(somerset.gov.uk\)](http://www.somerset.gov.uk/minerals-and-waste-planning)

Special area of conservation

Please follow this [link](#) for more information on guidance on special area of conservation.

Somerset Historic Environment Record (HER)

The Historic Environment Record (HER) throughout Somerset has been digitised and is available online. It provides comprehensive information about hundreds of historic sites and localities throughout the county based on historic and contemporary research and surveys.

<http://www.somersetheritage.org.uk/>

Somerset Waste Partnership (SWP)

Somerset Waste Partnership is the local authority team managing waste and recycling services for Mendip, Sedgemoor, South Somerset, Somerset West and Taunton and Somerset Council: <https://www.somersetwaste.gov.uk/developer-guidance>

South West Heritage Trust

Are an independent charity committed to protecting and celebrating Somerset and Devon's rich heritage <http://www.swheritage.org.uk/>

Statement of Community Involvement

The Somerset West and Taunton Statement of Community Involvement has been prepared as part of the Local Development Framework and sets out how the District Council intends to inform, consult and involve the community in the preparation of new planning policy documents

and the determination of planning applications. [Statement of Community Involvement \(somerset.gov.uk\)](http://somerset.gov.uk)

Strategic Flood Risk Assessment (SFRA)

A study carried out by one or more local planning authorities to assess the risk to an area from flooding from all sources, now and in the future, taking account of the impacts of climate change, and to assess the impact that changes or development in the area will have on flood risk.

Somerset Council (SCC) are the Lead Local Flood Authority (LLFA).

Structural Survey and Conversion Method Statement

A report into the structural integrity of a building and its suitability for conversion.

Surface Water Drainage Assessment

A report evaluating the rate of surface water drainage. This can be combined with a FRA.

Sustainability Statement

A sustainability statement is a report providing details of sustainable design, construction and other measures that are being incorporated into the development to reduce the energy, water and materials to address climate change. Renewables/sustainable technologies e.g.:

- PV panels;
- Ground source heat pumps;
- Electric charging points;
- Combined heat and power;
- Confirmation of access to fibre broadband;
- Other measures to encourage future occupiers/users of the site to reduce carbon footprint etc.

The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)

This Order prescribes procedures connected with planning applications, consultations in relation to planning applications, the determination of planning applications, appeals, local development orders, certificates of lawful use or development and the maintenance of registers of planning applications and related matters: <http://www.legislation.gov.uk/ukxi/2015/595/contents/made>

The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)

The statutory instrument which provides for “permitted development”, further details are on:
<http://www.legislation.gov.uk/ukxi/2015/596/contents/made>.

Transport Assessment

Transport Assessments primarily focus on evaluating the potential transport impacts of a development proposal. (They may consider those impacts net of any reductions likely to arise from the implementation of a [Travel Plan](#), though producing a [Travel Plan](#) is not always required.) The Transport Assessment may propose mitigation measures where these are necessary to avoid unacceptable or “severe” impacts. Transport Assessments can be used to establish whether the residual transport impacts of a proposed development are likely to be “severe”, which may be a reason for refusal, in accordance with the National Planning Policy Framework. For further details <https://www.gov.uk/guidance/travel-plans-transport-assessments-and-statements>

Travel Plan

The primary purpose of a Travel Plan is to identify opportunities for the effective promotion and delivery of sustainable transport initiatives e.g. walking, cycling, public transport and tele-commuting, in connection with both proposed and existing developments and through this to thereby reduce the demand for travel by less sustainable modes. Travel Plans can play an effective role in taking forward those mitigation measures which relate to on-going occupation and operation of the development. For further details <https://www.gov.uk/guidance/travel-plans-transport-assessments-and-statements>

Tree Preservation Order (TPO)

A Tree Preservation Order is an order made by a local planning authority in England to protect specific trees, groups of trees or woodlands in the interests of amenity. An Order prohibits the cutting down; topping, lopping, uprooting, wilful damage or wilful destruction of trees without the local planning authority’s written consent. Trees and woodlands that are considered important to amenity, and can be protected by a tree preservation order (TPO).

Tree Survey / Report

Tree survey to BS: 5837: 2012 Trees in relation to design, demolition and construction; reports should identify the quantity, species, position and size of the tree(s) and provide a full and clear specification of the works intended. Where trees are protected by a TPO, number them as shown in the First Schedule to the TPO where this is available and use the same numbers on the plans. Where trees are protected by a TPO you must also provide reasons for the work and, where trees are being felled, please give your proposals for planting replacement trees (including quantity,

species, position and size) or reasons for not wanting to replant. E.g. Oak (T3) - fell because of excessive shading and low amenity value. Replant with 1 standard ash in the same place. Please follow this link for more information

<https://www.somersetwestandtaunton.gov.uk/planning/trees-and-tree-protection/>

Use Classes

The Town and Country Planning (Use Classes) Order 1987 (as amended) puts uses of land and buildings into various categories known as 'Use Classes'. It is generally the case that you will need planning permission to change from one use class to another, although there are exceptions where the legislation does allow some changes between uses. For further information please see

https://www.planningportal.co.uk/info/200130/common_projects/9/change_of_use

Viability / Marketing Assessment

Viability assessment is a process of assessing whether a site is financially viable. For further information:

<https://www.gov.uk/guidance/viability>. A marketing report is a report to summarise how efforts to market a site have been carried out over a prolonged window.

Visibility Splays

When altering or creating a new access please ensure you have followed the guidance in the Somerset Council Highway Advice [Planning information and advice \(somerset.gov.uk\)](https://www.somerset.gov.uk/planning-information-and-advice)

Mendip Local Plan update: New housing sites identified after legal challenge

Revised proposals address housing need • Inter engagement on Somerset LP • NP consultations for C
update



**Somerset
Council**

Plan-it Somerset

Planning policy news



Issue 8 - October 2024

Local Plan updates

Mendip Local Plan update: New housing sites identified after legal challenge



We've submitted proposals to the Planning Inspectorate for independent examination to update the Mendip Local Plan Part II (LPP2) which runs to 2029.

The LPP2 site allocations plan was adopted by the former Mendip District Council in December 2021 but was subject to a successful legal challenge. The High Court deleted 5 housing sites from the LPP2 and ordered us to reconsider and identify sites for at least 505 dwellings in the former Mendip District area.

[Read more](#)

Local Plan engagement activity with local councils



We're pleased to share that we've begun a new engagement activity with City, Town, and Parish Councils to help in the early stages of developing the new Local Plan for Somerset.

Local Councils hold valuable knowledge about their areas and settlements, and therefore play a key role in voicing the experiences of their communities.

This activity aims to check the data and information we've gathered so far, which informs our understanding about how settlements currently operate.

[Read more](#)

Somerset Local Plan Progress update



Stock image by tigerlily713 from Pixabay

Our latest biannual update on the Local Plan for Somerset is now available online. This comprehensive document provides an in-depth look at the progress we've made, key milestones, and our future plans.

Whether you're a stakeholder, a community member, or simply interested in the development of our region, this report offers valuable insights into our planning process and the collaborative efforts driving it forward.

Check it out to stay informed and engaged with the steps we're taking to shape a sustainable and thriving future for Somerset.

[Find out more](#)

Neighbourhood Plan updates

Have your say on the Neighbourhood Plan for Cannington



Cannington featuring St. Mary's Church

In accordance with regulations, we're consulting on the submission of Cannington Parish Council's Neighbourhood Plan prior to review by an independent examiner.

Copies of the documents are available via our [Neighbourhood Planning](#) page or in paper form at [Cannington Parish Council](#).

[Read more](#)

We're now consulting on Shepton Mallet's Neighbourhood Plan



Credit: John Wickes

Shepton Mallet Town Council has submitted its Neighbourhood Plan to us.

The Town Council has already consulted widely on the Plan with residents, businesses and a whole range of interest groups during the production of the Plan and we're now publicising the plan for 6 weeks, inviting responses before the plan is considered by an Independent Examiner.

The plan will then be subject to a referendum, before finally being adopted if local people vote for it.

[Read more](#)

Latest NPPF news

5 Year Housing Land Supply update



The Government's National Planning Policy Framework (NPPF) advises that Local Planning Authorities should identify a supply of specific deliverable sites sufficient to provide 5 years' worth of housing against their housing requirements.

The purpose is to provide an indication of whether there are sufficient sites available to meet the housing requirements set out in adopted strategic policies for the next 5 years.

[Read more](#)



A Greener, More Sustainable Somerset



A Flourishing and Resilient Somerset

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