

# Ebbsfleet Development Corporation



October 2024

## Validation Requirements for Planning Applications

The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) sets minimum requirements that an application for planning permission must include to be valid, known as National List Requirements.

Depending on the type and scale of an application, further information and supporting documentation may be required in order to fully describe the development proposals, the application site, and impact on surrounding land and buildings, which is outlined in the Local List Requirements.

A Local List, together with general requirements for documents, has been produced by Ebbsfleet Development Corporation (EDC) for the purpose of:

- Providing guidance to applicants prior to submission of an application and certainty of the information required;
- Enable EDC to have the necessary information to determine applications and minimise the need for further submissions; and
- Ensure consistency of approach in registering and validating applications whilst recognising the need for variation appropriate to local circumstances.

## Definitions

A Major Development is where any one or more of the following apply:

- a) The winning and working of minerals or the use of land for mineral-working deposits;
- b) Waste development;
- c) Provision of 10 or more dwellinghouses, or where it is not known whether 10 or more dwellinghouses will be provided, on a site of area 0.5 hectares or more;
- d) The provision of a building or buildings where the floor space to be created by the development is 1,000 square meters or more;
- e) Development carried out on a site of area 1 hectare or more.

A Minor Development is where none of the above statements for Major Development apply.

An Environmental Impact Assessment (EIA) Development is development listed in Schedule 1, or Schedule 2 (and likely to have significant effects on the environment) of the Town and Country Planning (Environmental Impact Assessment) Regulations 2017 (as amended).

## General Requirements

EDC no longer require hard copies of all plans and documents. However, hard copies of some or all plans and documents may be required for Major Applications and should be agreed in advance of submission as part of the pre-application discussion.

For electronically submitted documents, please submit as PDFs and note that the maximum individual file size is 50MB. All drawings should be submitted as separate files.

In addition the submission of a Document Submission Schedule is required which lists the submitted drawings and documents along with the corresponding drawings numbers, this is also to be updated when new and revised documents are added to the application after the validation process. This is requested in order to reduce confusion and to provide a document which states clearly which documents are still relevant to the application so that the officer knows they are dealing with the most up to date drawings and documents. This could be provided within a covering letter rather than standalone document.

Any plans or drawings submitted must be to a metric scale and also include:

- A measurable scale bar or marked dimensions
- A title, subject of the drawing, and date
- A unique drawing number also indicating any revisions
- For drawings containing different elements of a proposal, the elements to be clearly grouped under headings

## National List Requirements

The following documents will be required for all applications except where indicated.

Document	Requirements
Standard Application Form	Completion in full (to include applicant/company name when submitted by an agent on their behalf).
Ownership certificate  (Included with the Standard Application Form)	Ownership Certificate A, B, C or D must be completed.  For this purpose an “owner is anyone with a freehold interest, or leasehold interest in the land, the unexpired term of which is not less than 7 years.
Agricultural Holdings Certificate  (Included with the Standard Application Form)	This certificate is required whether or not the site includes an agricultural holding. All agricultural tenants must be notified prior to the submission of the application.  This certificate is not required for the following application types:

	<ul style="list-style-type: none"> <li>• Reserved Matters</li> <li>• Renewal of temporary planning permission</li> <li>• Discharge or variation of conditions</li> <li>• Tree preservation orders</li> <li>• Express consent to display an advertisement.</li> </ul>
Notice(s)	A notice to owners of the application site must be completed and served.
Site Location Plan	<p>Should be drawn at scale 1:1250 or 1:2500 on an up-to-date map and clearly show:</p> <ul style="list-style-type: none"> <li>• The application site edged with a red line including all land necessary to carry out the development, for example, land required to access to the site from the public highway, visibility splays, landscaping, car parking and open areas around buildings.</li> <li>• The direction of North</li> <li>• Any other land owned by the applicant, close to or adjoining the application site, edged with a blue line</li> <li>• Sufficient roads (where possible two named roads) and/or buildings with property numbers or names adjoining the application site</li> </ul>
Site Plan/Block Plan	<p>Should be drawn at scale 1:200 or 1:500 on an up-to-date map and clearly show:</p> <ul style="list-style-type: none"> <li>• The direction of North</li> <li>• The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries</li> </ul> <p>And the following (unless these would not influence or be affected by the proposed development):</p> <ul style="list-style-type: none"> <li>• All buildings, roads and footpaths on land adjoining the site including access arrangements</li> <li>• All public rights of way crossing or adjoining the site, including public footpaths and National Trails including the King Charles III England Coast Path and the Thames Path National Trail</li> <li>• The position of all trees on the site, and those on adjacent land that could influence or be affected by the development</li> <li>• The extent and type of any hard surfacing</li> <li>• Boundary treatment including walls or fencing where this is proposed</li> </ul>
Existing and Proposed Elevations	Required where necessary to describe the development. Should be drawn at scale 1:50 or 1:100 and clearly show:

	<ul style="list-style-type: none"> <li>• The proposed works in relation to the existing layout</li> <li>• The proposed works in relation to any altered layout</li> <li>• The proposed building materials (where possible)</li> <li>• Where a proposed development adjoins another building, or is in close proximity, the relationship between the two buildings and positions of the openings on each property</li> <li>• Where relevant, a street elevation with the proposed development in relation to adjoining buildings.</li> </ul>
Existing and Proposed Floor Plans	Required where necessary to describe the development. Should be drawn at scale 1:50 or 1:100
Existing and Proposed Site Sections and Finished Floor and Site Levels	Required where necessary to describe the development. Should be drawn at scale 1:50 or 1:100
Existing and Proposed Roof Plans	Required for any roof that would be created or altered by the proposed development. Should be drawn at scale 1:50 or 1:100
Application Fee	<p>The correct fee as prescribed by The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 or any subsequent amendments to these Regulations</p> <p>Further guidance on application fees is available from the Planning Portal.</p>
Design and Access Statement (DAS)	<p>Required for major developments (10 or more residential units or 1,000 square metres or more floorspace).</p> <p>Also required for other developments where any part of the development falls within a conservation area or a property appearing on the World Heritage List, and the development consists of:</p> <ul style="list-style-type: none"> <li>(i) the provision of one or more dwellinghouses; or</li> <li>(ii) the provision of a building or buildings where the floor space created by the development is 100 square metres or more.</li> </ul> <p>A Design and Access Statement is not required to support applications for:</p> <ul style="list-style-type: none"> <li>(i) The removal of conditions associated with an earlier consent</li> <li>(ii) Engineering or mining operations</li> <li>(iii) Waste development</li> <li>(iv) The material change of use of land or buildings</li> </ul> <p>Where a Design and Access Statement is required this should:</p>

	<ul style="list-style-type: none"> <li>• Identify a local design narrative (informed by EDC’s character design guidance) and explain how the scheme’s master planning, landscape design and architecture have responded to create a locally characterful and distinctive scheme.</li> <li>• Explain the design principles and design concept and how the design relates to its wider context (through a full context appraisal where appropriate).</li> <li>• Be illustrated, as appropriate, with plans and elevations, photographs of the site and its surroundings, and other illustrations such as perspectives.</li> <li>• Explain how the access arrangements would ensure that all users (including people with disabilities) would have equal and convenient access to buildings and spaces and the public transport network, including how the development integrates with existing access routes and rights of way.</li> <li>• Address the need for flexibility of the development and how it may adapt to changing / future needs.</li> </ul>
Parameter Plans	<p>Required for outline planning applications, detailed consideration on the use and amount of development.</p> <p>Information should be provided on:</p> <p>The use or uses proposed for the development and any distinct development zones within the site including land use plan identifying areas of amenity, highways (adopted / un-adopted), and public areas</p> <ul style="list-style-type: none"> <li>• The amount of development proposed for each use.</li> <li>• An indicative layout with separate development zones proposed within the site boundary</li> <li>• Indicative access points – an area or areas in which the access point or points to the site will be situated.</li> </ul>
Fire Statement	<p>Required for applications relating to existing or proposed buildings which contain two or more dwellings (including flats) or educational accommodation and are either (i) 18m or more in height or (ii) 7 or more storeys in height.</p> <p>Fire statements must be submitted on a form published by the Secretary of State (or a form to similar effect), which includes information to include:</p> <ul style="list-style-type: none"> <li>• the principles, concepts and approach relating to fire safety that have been applied to each building in the development</li> <li>• the site layout</li> <li>• emergency vehicle access and water supplies for firefighting purposes</li> <li>• what, if any, consultation has been undertaken on issues relating to the fire safety of the development; and what account has been taken of this</li> <li>• how any policies relating to fire safety in relevant local development documents have been taken into account</li> </ul> <p>Some exemptions apply, including for outline planning applications and s.73 applications.</p>

Biodiversity Net Gain	<p>All information requirements in relation to Biodiversity Net Gain Town Schedule 7A of the Town and Country Planning Act 1990, including (but not limited to):</p> <ul style="list-style-type: none"> <li>(a) the completed biodiversity metric calculation tool or tools (as the case may be) showing the calculation of the biodiversity value of the onsite habitat;</li> <li>(b) the biodiversity value or values (as the case may be) referred to in paragraph (a);</li> <li>(c) the publication date of the biodiversity metric calculation tool or tools (as the case may be) used to calculate the values referred to in paragraph (a); and</li> <li>(d) a plan showing the location of the onsite habitat included in the calculations referred to in paragraph (a), and any irreplaceable habitat.</li> </ul> <p>The statutory provision for this information is set out in the Town and Country Planning (Development Management Procedure) (England) Order 2015 as amended.</p>
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## Minerals and Waste Applications

Kent Minerals and Waste Local Plan Policy DM16 requires applications for minerals or waste development to be supported by sufficient, relevant drawings, plans and information. This includes information specified in the County Council's guidance notes for minerals and waste applications, which is available from the following link:

<http://www.kent.gov.uk/planningapplications>

This guidance will be reviewed and updated periodically.

## Local List Requirements

Documents required in addition to National List Requirements, dependent upon the proposed development.

An indication of circumstances where documents may be required, and expected content has been outlined below, please note however this is not exhaustive. Applicants are advised to seek advice before submitting an application if uncertain whether a document is required for a proposal or any queries regarding the content.

## Policies referred to in the Local List

National Planning Policy Framework

Dartford Borough Council:

- Dartford Plan 2024
- Housing Windfall SPD (October 2014)
- Parking Standards SPD (July 2012)
- Community Infrastructure Levy – Approved Charging Schedule (April 2014)

Gravesham Borough Council:

- Gravesham Local Plan Core Strategy (September 2014)
- Gravesham Local Plan First Review (November 1994) - Saved Policies (September 2014)
- SPG2 Residential Layout Guidelines (February 1996 – amended June 2020)
- SPG3 Advertisement Control Guidelines (November 1996 – amended April 2020)
- SPG4 Security Measures for Shopfronts and Commercial Premises (July 1996 – amended April 2020)
- Householder Extensions/Alterations Design Guide (October 2021)
- SPG4 (KCC) Kent Vehicle Parking Standards (July 2006)
- Design for Gravesham (2024)

Kent County Council:

- Kent Minerals and Waste Local Plan 2013-30 (September 2020)
- Kent Mineral Sites Plan (2020)

<b>Document</b>	<b>Relevant Planning Policy Provision</b>	<b>Requirements</b>
Accessible and Adaptable Homes Statement	Dartford Plan Policies M8 and M9  Gravesham Core Strategy Policy CS19	Required for all new residential developments  Statement should set out how the development maximises the provision of accessible/adaptable accommodation to be built to the following standards: <ul style="list-style-type: none"><li>• Building Regulations 2010 (as amended) Part M4[2] Accessible Dwellings; and</li><li>• Building Regulations 2010 (as amended) M4[3] Wheelchair Adaptable/ Accessible Dwellings</li></ul> Where applicable the application should include a schedule of accommodation including confirmation of which units do and do not comply with the above Regulations.

		Residential floor plan drawings should include details and dimensions to demonstrate the extent of compliance with the above Regulations.
Affordable Housing Statement	Dartford Plan Policy M7  Gravesham Core Strategy Policy CS16	Required for residential development of 15 or more dwellings/ site size 0.5 hectares or more.  Statement should include information on affordable and market housing including: <ul style="list-style-type: none"> <li>• The numbers of residential units</li> <li>• Levels/ types of affordability and tenure</li> <li>• Mix of units with numbers of habitable rooms and/or bedrooms or the floor space of habitable areas of residential units</li> <li>• Garden area or public open space</li> <li>• Plans showing the location of units and their number of habitable rooms and/or bedrooms, and/or the floor space of the units</li> <li>• Details of any Registered Social Landlords acting as partners in the development</li> </ul>
Air Quality Impact Assessment	Dartford Plan Policy M2  Gravesham Core Strategy Policy CS11	Required where a development is proposed inside or adjacent to an Air Quality Management Area (AQMA), or where the development could result in the designation of an AQMA.  The assessment should demonstrate how the development does not unacceptably impact on local air quality, and/or is not unacceptably impacted upon by local air quality, including any remedial or mitigation measures proposed.
Bat Survey	EC Habitats Directive 1992  The Conservation of Habitats and Species Regulations 2017 (as amended).  Dartford Plan Policy M14	Required for development which proposes modifications to a roof or demolition (for example loft conversions and residential extensions abutting a gable end, eaves or soffits), conversion, demolition or removal of buildings and structures (especially roof voids) involving the following: <ul style="list-style-type: none"> <li>• All agricultural buildings (e.g. farmhouses and barns);</li> <li>• All buildings that are within 200m of woodland and/or water and/or open countryside;</li> </ul>



	Gravesham Core Strategy Policy CS12 & CS19	<ul style="list-style-type: none"> <li>• All tunnels, air raid shelters, cellars and underground ducts and structures;</li> <li>• All bridge structures; or</li> <li>• Any buildings, structures, feature or locations with an existing bat record or subject to a report of bat activity.</li> </ul>
Biodiversity Survey and Report	Dartford Plan Policy M14  Gravesham Core Strategy Policies CS12 & CS19	<p>Required for major developments.</p> <p>Also required for minor developments in relevant or sensitive locations or with possible impacts on wildlife and biodiversity, in particular protected species including, but not limited to:</p> <ul style="list-style-type: none"> <li>• Bats;</li> <li>• Great Crested Newts (where known breeding pond is on site or within 250m);</li> <li>• Badgers; and</li> <li>• Common reptiles</li> </ul> <p>To identify and include an assessment of impacts on locally, nationally, and internationally designated sites.</p>
Building for A Healthy Life Assessment	Dartford Plan Policy M1  Gravesham Core Strategy Policy CS19	<p>All major residential developments require an assessment following the Building for Healthy Life national standard for well-designed homes and neighbourhoods. Further details on the criteria and assessment requirements can be found on the Design for Homes website:</p> <p><a href="https://www.designforhomes.org/project/building-for-life/">https://www.designforhomes.org/project/building-for-life/</a></p> <p>This may be included where appropriate in the Design and Access Statement.</p>
Community Infrastructure Levy (CIL) Additional Information Form	Community Infrastructure Levy Regulations 2010 as amended	<p>Required for all applications within Dartford Local Authority area where:</p> <ol style="list-style-type: none"> <li>(i) The proposal involves creation of over 100sqm of floorspace; or</li> <li>(ii) The proposal involves creation of a new dwelling(s) which are not reserved matters under an outline permission issued before 1<sup>st</sup> April 2014.</li> </ol> <p><i>NB. For any reserved matters which increase the floorspace of an outline planning permission by more than 100sqm, or create additional dwellings, the additional development would be CIL liable.</i></p>

		<p>Copies of forms and further guidance on Dartford CIL and liability is available from Dartford Borough Council via the following link:</p> <p><a href="http://www.dartford.gov.uk/by-category/environment-and-planning2/new-planning-homepage/community-infrastructure-levy">http://www.dartford.gov.uk/by-category/environment-and-planning2/new-planning-homepage/community-infrastructure-levy</a></p>
Contour Plan	<p>Dartford Plan Policy M1</p> <p>Gravesham Core Strategy Policy CS19</p>	<p>Required where necessary to demonstrate development proposed at different levels.</p> <p>The plan should show how elements of the proposed development relate to each other, neighbouring buildings, and the wider locality in relation to different levels.</p>
Construction Management Plan	<p>Dartford Plan Policies M2, M15 and M16</p> <p>Gravesham Core Strategy Policy CS11</p> <p>Gravesham Local Plan Saved Policies T1 &amp; T3</p>	<p>Required for major applications. Also applicable to minor applications that may give rise to sensitive impacts on amenity and/or traffic management due to the site context.</p> <p>Whilst full details may be secured through a planning condition, the application should include sufficient details to demonstrate that consideration has been given to how on-site impacts will be managed during the demolition/construction phase (particularly on homes, other sensitive uses and biodiversity), including traffic management, dust, noise, vibration and stability.</p>
Daylight/Sunlight Assessment	<p>Dartford Plan Policies M1 and M2</p> <p>Gravesham Core Strategy Policy CS19</p>	<p>Required for all major developments and/or</p> <ul style="list-style-type: none"> <li>(i) Where there is a potential adverse impact upon the current levels of sunlight/ daylight enjoyed by neighbouring properties, including associated gardens or amenity space;</li> <li>(ii) Where the application site itself is subject to potential adverse impact from adjoining buildings or features; or</li> <li>(iii) Where one part of the development is affected by another part of the same development.</li> </ul> <p>The assessment should use BS EN 17037 to demonstrate what percentage of the internal floor area of each residential unit achieves 300lux, 500lux and 750lux of natural light.</p> <p>The assessment should also demonstrate how impacts on daylight and sunlight to neighbouring properties and/or properties within the application site are remedied or mitigated.</p>

<p>Delivery Management Plan</p>	<p>Dartford Plan Policies M2, M15 and M16</p> <p>Gravesham Core Strategy Policies CS07 &amp; CS08</p>	<p>Required for developments which include new employment and retail uses.</p> <p>Whilst full details may be secured through a planning condition, the application should include sufficient details to demonstrate that consideration has been given to how the impact of service deliveries including night-time deliveries will be minimised.</p>
<p>Draft Biodiversity Net Gain Plan</p>	<p>Dartford Plan Policy M14</p> <p>Gravesham Core Strategy Policy CS11</p>	<p>A statement as to whether the applicant believes that planning permission would be subject to the biodiversity gain condition.</p> <p>Applications that are not exempt from the requirement for a biodiversity gain condition under Schedule 7A (Biodiversity Gain in England) of the Town and Country Planning Act 1990 (as amended).</p>
<p>Economic Statement</p>	<p>Dartford Plan Policies M18, M19 and M20</p> <p>Gravesham Core Strategy Policy CS07</p>	<p>Required for major developments Also required for minor developments:</p> <ul style="list-style-type: none"> <li>i) Falling within Use Classes B1, B2 or B8 exceeding 1,000m<sup>2</sup> gross external area; or</li> <li>ii) Resulting in the loss of either employment land or employment opportunity</li> </ul> <p>The statement should be provided that describes the employment impact from the proposed development, including the loss of employment land including:</p> <ul style="list-style-type: none"> <li>• Details of existing and proposed job numbers as full-time equivalents</li> <li>• The relative existing and proposed employment floorspace totals (local and borough wide)</li> <li>• Any community benefits</li> <li>• The loss of any employment land</li> <li>• The condition of the existing use of the site</li> <li>• How long the land has been marketed for (normally 2 years)</li> <li>• The costs of retaining it in employment use</li> <li>• Proposals for use / training of local labour</li> </ul> <p>See also Retail/ Office/ Leisure Impact Statement</p>

<p>Ebbsfleet Sustainability Assessment Summary Table</p>	<p>Dartford Plan Policies S3, E2, M2, M3 and M15</p> <p>Gravesham Core Strategy Policy CS19</p>	<p>Required for major developments</p> <p>The relevant Sustainability Assessment Summary table should be submitted, which will be dependent upon the project type; Residential, Commercial, Public Buildings or Infrastructure and public realm.</p>
<p>Ebbsfleet Sustainability Assessment Spreadsheet</p>	<p>Dartford Plan Policies S3, E2, M2, M3 and M15</p> <p>Gravesham Core Strategy Policy CS19</p>	<p>Required for major developments</p> <p>The spreadsheet provides a template for evidencing the project's whole-life carbon assessment, energy demand, renewable energy generation, and monitoring and reporting approach.</p> <p>All relevant tabs within the spreadsheet should be submitted alongside the application, to demonstrate the claimed scheme performance set out in the Sustainability Assessment Summary Table.</p> <p>Further information available at :</p>
<p>Ebbsfleet Circular Economy Statement</p>	<p>Dartford Plan Policies S3, E2, M2, M3 and M15</p> <p>Gravesham Core Strategy Policy CS19</p>	<p>Required for major developments</p> <p>A Circular Economy Statement should be submitted, to demonstrate:</p> <ul style="list-style-type: none"> <li>• Demolition and remediation : Calculation of the volume and type of material to be demolished and/or excavated, and explanation of how all materials arising from demolition and remediation works will be reused and/or recycled</li> <li>• Circular sourcing : How the proposal's design and construction will reduce material demands and enable building materials, components and products to be disassembled and re-used at the end of their useful life, including a calculation of the % of building materials/ elements by volume/tonnage that are ; <ul style="list-style-type: none"> <li>1) Re-used or recycled</li> <li>2) Responsibly sourced</li> <li>3) Expected to be reusable at end of life</li> </ul> </li> <li>• Healthy Materials : Demonstrate how the VOC emissions of materials has been considered through including a percentage calculation of the percentage of the total surface area of flooring and ceiling panels that</li> </ul>

		<p>use low VOC materials as defined within WELL building standard, or an equivalent rating system,</p> <ul style="list-style-type: none"> <li>• Site Construction Waste Management Plan : Opportunities for managing as much construction waste as possible on site, including a calculation of % of construction waste recycled, incinerated, and sent to landfill, The volume and type of material to be demolished</li> <li>• Operational Waste Management Plan : Provides adequate and easily accessible storage space and collection systems to support recycling and re-use, including a calculation of how much waste the proposal is expected to generate, and how and where the waste will be managed in accordance with the waste hierarchy</li> <li>• How performance will be monitored and reported.</li> </ul>
Employment Land Study	<p>Dartford Plan Policies M18, M19 and M20</p> <p>Gravesham Core Strategy Policy CS07</p>	Required for Developments that would result in the redevelopment of an existing employment site for another non-employment generating use.
Employment Skills Plan	<p>Dartford Plan Policy M19</p> <p>Gravesham Core Strategy Policy CS07</p>	<p>Required for major developments.</p> <p>Whilst full details may be secured through a planning condition, the application should include sufficient details to demonstrate that consideration has been given to how the proposal accords opportunities for training, apprenticeship or other vocational initiatives to develop local employability skills required by developers, contractors or end users of the proposal.</p>
Energy/ Sustainability Statement	<p>Dartford Plan Policies S3, E2 and M3</p> <p>Gravesham Core Strategy Policy CS18</p>	<p>Required for major developments.</p> <p>Statement should demonstrate:</p> <ul style="list-style-type: none"> <li>• Sustainability principles of the proposed development, including the positive environmental, social and economic considerations.</li> <li>• Predicted energy demand of the proposed development, which includes the calculated Energy Use Intensity ( in kW/m2/per annum based on GIA) and Operational Space Heating Demand in kW/m2, and a summary of the areas and assumptions that have been used to generate these calculations .</li> </ul>

		<ul style="list-style-type: none"> <li>• Calculation of the % of energy demand that is planned to be supplied by onsite renewables.</li> <li>• Summary of the metering strategy, and the proposed monitoring and reporting of energy usage for the project for the first 5 years.</li> <li>• Any national standards for sustainable development that have been met, or any elements of the scheme that address sustainable development issues (e.g. appraising different forms of renewable sources of energy, water resource management etc)</li> </ul>
Environmental Statement	The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 (as amended)	<p>Required for EIA development.</p> <p>Where an EIA is required, Schedule 4 to the regulations sets out the information that should be included in an Environmental Statement.</p> <p>It may be helpful for a developer to request a 'screening opinion' (i.e. to determine whether EIA is required) from the EDC before submitting a planning application.</p> <p>In cases, where a full EIA is not required, EDC may still require environmental information to be provided.</p>
Flood Risk Assessment	Dartford Plan Policy M4 Gravesham Core Strategy Policy CS18	<p>A site-specific flood risk assessment should be provided for all development in Flood Zones 2 and 3. In Flood Zone 1, an assessment should accompany all proposals involving: sites of 1 hectare or more; land which has been identified by the Environment Agency as having critical drainage problems; land identified in a strategic flood risk assessment as being at increased flood risk in future; or land that may be subject to other sources of flooding, where its development would introduce a more vulnerable use.</p> <p>Flood risk assessments should be prepared in line with <a href="https://www.gov.uk/guidance/flood-risk-assessment-for-planning-applications">https://www.gov.uk/guidance/flood-risk-assessment-for-planning-applications</a></p> <p>The Flood Risk Assessment should:</p> <ul style="list-style-type: none"> <li>• Identify and assess the risks of all forms of flooding to and from the development;</li> <li>• Demonstrate how these flood risks will be managed, taking climate change into account;</li> </ul>

		<ul style="list-style-type: none"> <li>• Identify opportunities to reduce the probability and consequences of flooding.</li> <li>• Include the design of surface water management systems including Sustainable Drainage Systems (SuDs); and</li> <li>• Address the requirement for safe access to and from the development in areas at risk of flooding.</li> </ul> <p>Flood Risk Assessments should also include consideration of whether the proposal passes the sequential test. For further information and list of exemptions please see - <a href="https://www.gov.uk/guidance/flood-risk-assessment-the-sequential-test-for-applicants">https://www.gov.uk/guidance/flood-risk-assessment-the-sequential-test-for-applicants</a></p>
Floorspace Calculation	<p>Dartford Plan Policy M1</p> <p>Gravesham Core Strategy Policy CS19</p>	<p>Required for schemes where new residential, commercial or industrial development is proposed or extensions to existing commercial or industrial units.</p> <p>The following should, where applicable, be included:</p> <ul style="list-style-type: none"> <li>• Matrix or showing compliance with internal floor space standards.</li> <li>• Measured floor plans identifying room furniture to demonstrate living accommodation is of an appropriate size</li> <li>• Any demolition and/or increase in floorspace provided in square metres.</li> <li>• A schedule of outdoor space sizes ( m2) such as private gardens, balconies, communal gardens and terraces.</li> </ul>
Foul Sewage and Surface Water Drainage Assessment	<p>Dartford Plan Policies M2 and M4</p> <p>Gravesham Core Strategy Policy CS18</p>	<p>Required for major developments.</p> <p>Also required for minor developments that will increase site coverage with buildings and hard surfaces, or development on sites traversed by public sewers</p> <p>The assessment should:</p> <ul style="list-style-type: none"> <li>• Identify the existing infrastructure;</li> <li>• Identify where an increase in capacity is required and what measures these will involve;</li> <li>• Demonstrate that the applicant has consulted the relative utility providers.</li> <li>• Provide details (including proposed materials) of surface water management systems or Sustainable Drainage Systems (SuDS) in order to prevent surface water run-off and flooding.</li> </ul>

		<p>Applications should have regard to KCC's Drainage and Planning Policy - A Local Flood Risk Management Strategy Document (December 2019)</p> <p>Applications proposing non-mains foul drainage should be accompanied by the following form:  <a href="https://www.gov.uk/government/publications/foul-drainage-assessment-form-fda1">https://www.gov.uk/government/publications/foul-drainage-assessment-form-fda1</a></p> <p>Treated discharges to ground or surface waters may require an Environmental permit. The applicant should contact the Environment Agency to establish whether a consent will be required.</p>
Habitat Regulation Screening Assessment and where applicable Appropriate Assessment	<p>The Conservation of Habitats and Species Regulations 2017</p> <p>Dartford Plan Policy M14</p> <p>Gravesham Core Strategy Policy CS12</p>	<p>Required for all new developments comprising additional dwellings.</p> <p>There may be other applications that are required to complete an Appropriate Assessment which have other considerations than recreational pressure.</p>
Health Impact Assessment (HIA)	<p>Dartford Plan Policies S1, S2, S4 and M17</p> <p>Gravesham Core Strategy Policy CS10</p>	<p>For major developments of 10 to 99 net dwellings, or 1,000 – 9,999 sqm of additional commercial or visitor floorspace:</p> <ul style="list-style-type: none"> <li>a rapid assessment should be undertaken using the NHS London Healthy Urban Development's Rapid Health Impact Assessment Tool. This assessment should be submitted with the planning application.</li> </ul> <p>For large scale major developments of 100 or more net dwellings, or 10,000sqm or more of additional commercial or visitor floorspace:</p> <ul style="list-style-type: none"> <li>a comprehensive Health Impact Assessment which should outline how the development could positively or negatively impact on the wider determinants of health and should identify actions to enhance the positive impacts and mitigate the negative impacts.</li> </ul>
Heritage Statement	<p>Dartford Plan Policies M5 and M6</p> <p>Gravesham Core Strategy Policy CS20</p>	<p>For Historical/ Heritage Assets, Archaeological features and Scheduled Ancient Monuments.</p> <p>A written statement that includes:</p>



	Gravesham Local Plan Saved Policies TC2 and TC3	<ul style="list-style-type: none"> <li>• A schedule of works to the heritage asset</li> <li>• An analysis of the significance of the heritage asset</li> <li>• History and character of the asset</li> <li>• The principles of and justification for the proposed works and their impact on the special character of the heritage asset</li> <li>• An assessment of the impact of the proposal on the setting of the asset and any adjacent assets should be included.</li> </ul> <p>When preparing Heritage Statements refer to Historic England Note 12 Statements of Heritage Significance: Analysing Significance in Heritage Assets - <a href="https://historicengland.org.uk/images-books/publications/statements-heritage-significance-advice-note-12/heag279-statements-heritage-significance/">https://historicengland.org.uk/images-books/publications/statements-heritage-significance-advice-note-12/heag279-statements-heritage-significance/</a></p> <p>Where the heritage asset has an archaeological significance, a desk-based assessment written by an appropriately qualified specialist will be required. Assets with archaeological significance can be identified by:</p> <ul style="list-style-type: none"> <li>• Examining the Kent Historic Environment Record (HER). This can be seen at <a href="http://www.kent.gov.uk/HER">www.kent.gov.uk/HER</a></li> <li>• Ebbsfleet Development Corporation identifying a heritage asset with archaeological significance during the planning process.</li> </ul> <p>See also Structural Survey.</p>
Land Contamination Assessment	Dartford Plan Policy M2  Gravesham Core Strategy Policy CS19	<p>Required for redevelopment in locations where contamination is known or suspected, in particular where the proposed use is sensitive, and for residential development if the site is within 250m of a former landfill site or other potentially contaminated land.</p> <p>Sufficient information should be provided to determine the existence or otherwise of contamination, its nature and the risks it may pose and whether / how this can be satisfactorily mitigated.</p>
Landscape and Visual Impact Assessment	Dartford Plan Policy M1  Gravesham Core Strategy Policies CS12 & CS19	<p>Required for major developments, proposals for high buildings, and other developments that may affect the openness of protected open spaces, public rights of way, important local views, or views of landmarks, townscape, or major skyline ridges.</p>

<p>Landscaping Strategy/Scheme</p>	<p>Dartford Plan Policy M1 and M14  Gravesham Core Strategy Policies CS12 &amp; CS19</p>	<p>Required for all applications, except householders and advertisement consent.</p> <p>For landscaping reserved at outline stage the details should comprise a landscaping strategy to explain the principles that will inform any future landscape proposals.</p> <p>For all other applicable applications the details should include:</p> <ul style="list-style-type: none"> <li>• Soft landscaping proposals which follow from the design concept in the Design and Access Statement, including species and planting sizes.</li> <li>• Hard landscaping including boundary treatments, hard surfacing, furniture and signage.</li> <li>• Treatment of proposed public and private spaces within the site and its relationship with the area surrounding the site.</li> <li>• A plan to demonstrate co-ordination between proposed soft landscaping and existing/proposed lighting and underground services. Proposals for existing trees and other vegetation, whether being removed, or retained in new developments and protected during the construction of the development.</li> <li>• Urban Greening Factor statement, which should include a concise calculation of the proposed urban greening provided by the scheme, using the GLA methodology (<a href="https://www.london.gov.uk/programmes-strategies/planning/implementing-london-plan/london-plan-guidance/urban-greening-factor-ugf-guidance">https://www.london.gov.uk/programmes-strategies/planning/implementing-london-plan/london-plan-guidance/urban-greening-factor-ugf-guidance</a>), together with a corresponding site plan indicating the respective surface types across the scheme that informed the calculation</li> <li>• An external space direct sunlight access map, which demonstrates the number of hours the sun directly hits the finished surface level of all streets, public and communal spaces within the redline boundary of the site, as modelled for December 21<sup>st</sup> and March 21<sup>st</sup>.</li> <li>• Proposals for long term maintenance and landscape management, including consideration of % of planting which is deemed drought tolerant.</li> </ul> <p>If the development contains no landscape component, the details should explain why landscaping is not relevant.</p>
<p>Artificial Lighting Assessment</p>	<p>Dartford Plan Policies M1 and M2</p>	<p>Required in all cases where artificial external lighting is proposed or made necessary by the development.</p>

	<p>Gravesham Core Strategy Policies CS12 and CS19</p>	<p>Assessments should confirm the likely impact of new external artificial lighting on sensitive receptors both on and off site, such as local residential amenity, wildlife or landscape character through light pollution. Assessments should as a minimum include:</p> <ul style="list-style-type: none"> <li>• a survey to establish existing lighting levels;</li> <li>• details of external lighting including lighting specification and external appearance;</li> <li>• proposed hours when lighting will be switched on;</li> <li>• sample areas to evidence potential impact; and</li> <li>• details of any necessary mitigation.</li> </ul> <p>For detailed applications, including reserved matters applications, the design and specification for new lighting should be confirmed for adoptable and non-adoptable spaces/streets. Lighting plans should be co-ordinated with landscaping plans.</p> <p>British standard compliance for development approvals, including commercial, residential and sports projects will be expected, and topics such as obtrusive light, sky glow and light nuisance will likely be relevant.</p> <p>The following guidance documents should be considered when completing an artificial lighting assessment:</p> <ul style="list-style-type: none"> <li>• Professional Lighting Guide PLG 04 “Guidance on Undertaking Environmental Lighting Impact Assessments” Institution of Lighting Professionals (ILP):2013</li> <li>• Bat Conservation Trust’s ‘Guidance Note 08/23: Bats and Artificial Lighting’</li> </ul>
<p>Community Facilities Statement (Loss of Facility)</p>	<p>Dartford Plan Policy M17</p> <p>Gravesham Core Strategy Policies CS09, CS10 and CS19</p>	<p>Required for applications which would result in the loss of Community Facilities (including but not limited to those which provide health, welfare, social, educational, sports/ recreation, spiritual, and cultural needs of the community, as well as post offices and public houses). The statement should provide sufficient evidence in relation to:</p> <ul style="list-style-type: none"> <li>• Viability of retaining the community facility in its existing use including details of any marketing undertaken;</li> <li>• Exploration of alternative community uses for the facility including potential future demand; and</li> </ul>

		<ul style="list-style-type: none"> <li>• Availability of alternative community provision within the locality</li> </ul>
Community Facilities Statement (Proposed New Facility)	Dartford Plan Policy M17 Gravesham Core Strategy Policies CS09, CS10 and CS19	Required for applications proposing new community facilities to include information to demonstrate consideration has been given to management and community use arrangements.
Noise and Vibration Impact Assessment	Dartford Plan Policy M2 Gravesham Core Strategy Policy CS19	<p>Required for developments that:</p> <ol style="list-style-type: none"> <li>i) Raise issues of disturbance by noise to the occupants of nearby existing buildings; or</li> <li>ii) Are considered to be noise sensitive and are close to existing sources of noise</li> </ol> <p>A noise assessment should be prepared by a suitably qualified acoustician.</p>
Open Space Assessment	Dartford Plan Policy M13 Gravesham Core Strategy Policy CS13	<p>Development of sites that contain playing fields, sports pitches, land designated as Borough Open Space and/or other non-designated public amenity space.</p> <p>For applications affecting playing fields please refer to Annex B of Sport England's Playing Fields Policy and Guidance (2021) - <a href="https://www.sportengland.org/guidance-and-support/facilities-and-planning/planning-sport?section=playing_fields_policy">https://www.sportengland.org/guidance-and-support/facilities-and-planning/planning-sport?section=playing_fields_policy</a></p>
Overheating Report	Dartford Plan Policies E2 and M3	<p>Required for major developments.</p> <p>Residential developments (where people will sleep), including dwellings, residential institutions, care homes, sheltered accommodation and temporary accommodation need to be modelled in line with CIBSE TM59 with TM49 weather files.</p> <p>Non-residential areas where people will spend significant amount of time during the day need to be modelled in line with CIBSE TM52.</p>
Parking Provision	Dartford Plan Policies M16 Dartford Parking Standards SPD	<p>Required for developments which impact on parking provision.</p> <p>Applications should show details of existing and proposed parking provision.</p>

	Gravesham Core Strategy Policy CS11  Gravesham Local Saved Plan Policy P3	Where appropriate include a parking calculations spreadsheet outlining the developers' parking provision assessment.  Parking details should be clearly shown on a site layout plan and applications should include a schedule of any parking.
Photographs/ Photomontages	Dartford Plan Policies M1, M5 and M6  Gravesham Core Strategy Policy CS19  Gravesham Local Plan Saved Policies TC2 & TC3	Required for major developments and applications involving the demolition of an existing building or development affecting a conservation area or a listed building.  Also encouraged for other developments to show useful background information.  These should show how developments (in particular large schemes) can be satisfactorily integrated within the street scene.
Planning Obligations – Draft Head of Terms	Various Dartford Plan Policies  Various Gravesham Local Plan Core Strategy Policies	Required for major developments, and other developments where planning obligations are necessary to mitigate the impact of the development.  A statement with the proposed Head of Terms should be submitted together with details of title to the land comprised in the application site; for registered land, up-to-date official copies of the Register and Title Plan from the Land Registry in respect all interests; or for unregistered land a certified copy of the root of title and any conveyances referred to therein.
Planning Statement	Various Dartford Plan Policies  Various Gravesham Local Plan Core Strategy Policies	Required for: <ul style="list-style-type: none"> <li>• Major developments</li> <li>• Residential development on sites not identified in the Strategic Housing Land Availability Assessment (Windfall sites)</li> <li>• Other developments which raise a wide range of planning issues, including justification of “very special circumstances” for development in Green Belt.</li> </ul> <p>The statement should be provided in addition to a Design and Access statement (where a DAS is required), include a supporting document / plan list and detail:</p> <ul style="list-style-type: none"> <li>• How the development accords with relevant National and Local Policies, standards and supplementary guidance</li> <li>• Reference to relevant site history</li> </ul>

		<ul style="list-style-type: none"> <li>Any demolition and/or increase in floorspace in square metres (where new residential, commercial or industrial development, or extensions to existing commercial or industrial units is proposed)</li> <li>Consultations with the local planning authority and wider community / statutory consultees undertaken prior to submission (except where information provided in Statement of Community Involvement).</li> </ul>
Refuse and Recycling Storage Statement	Dartford Plan Policies M1  Gravesham Core Strategy Policy CS19	<p>Required for residential development, employment, education and entertainment/leisure proposals.</p> <p>This should demonstrate how adequate and convenient facilities will be provided for storage of refuse and recyclable materials as part of the design.</p> <p>Details provided can be in the form of a written statement, shown on plan(s), included with a Planning statement, or included with Design and Access Statement.</p>
Residential Management Plan	Various Dartford Plan Policies  Various Gravesham Local Plan Core Strategy Policies	<p>Required where any non-conventional residential accommodation is proposed;</p> <ul style="list-style-type: none"> <li>Build to rent</li> <li>Purpose-Built Shared Housing and Existing HMO's</li> <li>Specialist Housing</li> <li>Student Accommodation</li> </ul> <p>This should be a plan setting out the nature of residential use proposed, with details of:</p> <ul style="list-style-type: none"> <li>Tenancy type and duration</li> <li>Intended occupier details</li> <li>Support facilities/staff</li> <li>Accommodation servicing strategy and facilities</li> </ul>
Retail / Office / Leisure Impact Assessment	Dartford Plan Policy M18  Gravesham Core Strategy Policies CS07 and CS08	<p>Required for major developments that include retail/office/leisure provision, and other for retail/office/leisure development not in accordance with the local plan and/or are located outside of town/village centres.</p> <p>This should comprise a supporting statement that describes the impact from the proposed development on the existing nearby centres, and should provide:</p> <ul style="list-style-type: none"> <li>Details of proposed job numbers as full-time equivalents</li> </ul>

		<ul style="list-style-type: none"> <li>• Apply sequential test to sites outside of centres</li> <li>• Show the proposed floorspace totals</li> <li>• Details of any community benefits</li> </ul> <p>Where applications propose change of use from retail or offices within town centres to other non-town centre uses, an assessment in support of the proposal needs to be submitted to demonstrate that the use is no longer required. This should include details of marketing for a period of up to two years.</p>
Road Safety Audit	<p>Dartford Plan Policies M15 and M16</p> <p>Gravesham Core Strategy Policy CS11</p> <p>Gravesham Local Plan Saved Policies T1 &amp; T5</p> <p>Design Manual for Roads and Bridges (DMRB)</p> <p>Manual for Streets</p>	<p>A Stage 1 and/or 2 Road Safety Audit (RSA) will be required for major developments where the existing highway needs to be altered to accommodate the development.</p> <p>Further information on the RSA process is provided in the Design Manual for Roads and Bridges (DMRB): GG 119 – Road Safety Audit, and in the Department for Transport (DfT) Circular 01/2022 “Strategic road network and the delivery of sustainable development” (23 December 2022).</p> <p>The RSA will be carried out at the developers’ own expense by a team approved by the Kent County Council in its capacity as local highway authority.</p>
Walking, Cycling & Horse-Riding Assessment and Review (WCHAR)	<p>Dartford Plan Policies M15 and M16</p> <p>Gravesham Core Strategy Policy CS11</p> <p>Gravesham Local Plan Saved Policies T1 &amp; T5</p> <p>Design Manual for Roads and Bridges (DMRB)</p> <p>Manual for Streets</p>	<p>A Walking, Cycling &amp; Horse-Riding Assessment and Review in compliance with GG 142 must be completed during the options or concept stage of a development that proposes modifications to the Strategic Road Network, which enables opportunities for new or improved facilities for pedestrians, cyclists and horse-riders to be identified (DfT Circular 01/2022, para.25).</p>

Statement of Community Involvement	National Planning Policy Framework	<p>Required for major developments.</p> <p>The statement should set out how the applicant has undertaken pre-application consultation in accordance with the NPPF.</p> <p>This should demonstrate how the views of the local community / stakeholders have been sought and taken into account in the formulation of development proposals.</p>
Structural Survey	<p>Dartford Plan Policy M5, M6 and M12</p> <p>Gravesham Core Strategy Policies CS02 and CS20</p> <p>Gravesham Local Plan saved Policies TC2 &amp; TC3</p>	<p>Required in support of an application if the proposal involves substantial demolition, including:</p> <ul style="list-style-type: none"> <li>• Demolition of structure within conservation areas (e.g. building, wall etc), barn conversion applications etc.</li> <li>• Demolition of Listed Buildings;</li> <li>• Conversion/reuse of buildings in Green Belt</li> </ul> <p>A structural survey may also be required in support of an application for listed building consent where no demolition of a structure is proposed.</p>
Telecommunications Development Statement	<p>Dartford Plan Policy M2</p> <p>Gravesham Core Strategy Policy CS10</p>	<p>Required for Telecommunications applications. Details should be provided for</p> <ul style="list-style-type: none"> <li>• The area of search</li> <li>• Any consultation undertaken</li> <li>• Appraisal of suitable sites</li> <li>• The proposed structure</li> <li>• Technical justification for the proposed development.</li> </ul> <p>Planning applications should be accompanied by a signed declaration that the equipment and installation has been designed to be in full accordance with the requirements of the International Commission on Non-Ionizing Radiation Protection (ICNIRP).</p>
Town Centre Uses and Retail Impact Assessment	<p>Dartford Plan Policy M18</p> <p>Gravesham Core Strategy Policy CS08</p>	<p>For Major Developments and non-major developments that include change of use of retail premises.</p>



Transport Assessment	<p>Dartford Plan Policies M15 and M16</p> <p>Gravesham Core Strategy Policy CS11</p>	<p>Required for developments with significant transport implications to comply with the applicable national guidance, currently:</p> <p><a href="http://planningguidance.communities.gov.uk/blog/guidance/transport-evidence-bases-in-plan-making/">http://planningguidance.communities.gov.uk/blog/guidance/transport-evidence-bases-in-plan-making/</a></p> <p>Transport Assessments should be prepared in accordance with the requirements of DfT Circular 01/2022 - Strategic road network and the delivery of sustainable development.</p> <p>Please seek advice before submitting your application.</p>
Travel Plan	<p>Dartford Plan Policies M15 and M16</p> <p>Gravesham Core Strategy Policy CS11</p>	<p>Required for Major developments, and other developments which are likely to impact upon local highway network.</p> <p>Travel plan needs to comply with the latest national guidance, currently:</p> <p><a href="http://planningguidance.communities.gov.uk/blog/guidance/travel-plans-transport-assessments-and-statements-in-decision-taking/transport-assessments-and-statements/">http://planningguidance.communities.gov.uk/blog/guidance/travel-plans-transport-assessments-and-statements-in-decision-taking/transport-assessments-and-statements/</a></p> <p>Travel Plans should be prepared in accordance with the requirements of DfT Circular 01/2022 - Strategic road network and the delivery of sustainable development, and also include;</p> <p>Assessment of the access to / provision of car club spaces within a 5 minute walk of the site.</p>
Tree Survey and Arboricultural Implications Report	<p>Dartford Plan Policies M1 and M14</p> <p>Gravesham Core Strategy Policy CS12 &amp; CS19</p>	<p>Required for developments which will have an impact on trees within the application site or on land adjacent to it (including street trees).</p> <p>Information will be required on which trees are to be retained and on the means of protecting these trees during construction works.</p> <p>This information should be prepared by a qualified arboriculturist and refer to best standard practice (British Standards Guidance). The report can also include proposals for long term maintenance and landscape management. There should</p>

		<p>be reference to landscaping and detailed landscaping proposals which follow from the design concept in the Design and Access Statement, if required.</p> <p>Existing trees and other vegetation should, where practicable, be retained in new developments and protected during the construction of the development.</p>
Utilities Statement	<p>Dartford Plan Policy M3</p> <p>Gravesham Core Strategy Policy CS10</p>	<p>Required for major developments.</p> <p>Statement should detail:</p> <ul style="list-style-type: none"> <li>• Utility assets which could be affected by the development, identified through Utility Records search</li> <li>• Utility Diversions which may be required as a result of the development</li> <li>• Information on existing utility capacity, sufficient spare capacity and/or new utility infrastructure required to meet proposed requirements of the development</li> </ul>
Ventilation/ Extraction Statement	<p>Dartford Plan Policy M2</p> <p>Gravesham Local Plan Saved Policy S7</p>	<p>Required for developments which include new uses within Class A3, A4 or A5 or where retail, business, industrial, commercial, leisure or similar developments propose substantial ventilation or extraction equipment to be installed.</p> <p>Statement should include details of the position and design of ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics.</p>
Viability Appraisal	<p>Various Dartford Plan Policies</p> <p>Various Gravesham Local Plan Core Strategy Policies</p>	<p>Required for major residential applications and major developments that do not offer the full range of planning obligations required by policy</p> <p>Also required for other applications where viability is relied upon as a factor in determining the application.</p> <p>Please refer to notes on viability appraisal given at the end of this document.</p>
Volume Calculations	<p>Dartford Plan Policy M12</p> <p>Gravesham Core Strategy Policy CS02</p>	<p>Required for new extensions / replacement residential buildings located within Countryside/Green Belt,</p> <p>Volume calculations (measured externally) should identify the size of the dwelling at the time it was built or at 1948 (if erected prior to this date).</p>

		Volumes for any subsequent extensions should be calculated together with the volume of the proposed extensions.
Water Course / Drainage Statement	Dartford Plan Policy M3  Gravesham Core Strategy Policy CS18	Any development affecting a watercourse will need to identify the watercourse and the applicant may need to submit a separate Ordinary Watercourse Consent application to the Authority.  If identified as a “main river” (e.g. the River Ebbsfleet or tidal Thames) the applicant may need to apply for a Flood Risk Activity Permit from the Environment Agency.
<b>Wharves, Contours/ Levels and Mineral Sites</b>		
<b>Please seek advice prior to making an application for information required in relation to specific proposal</b>		
<b>Document</b>	<b>Relevant Policy Provision</b>	<b>Requirements</b>
Commercial Viability Study	Dartford Plan Policy M15  Gravesham Core Strategy Policies CS07 & CS11  Kent Minerals and Waste Local Plan Policies CSM 6 and DM 8	Required for proposals to redevelop wharves for alternative uses.
Minerals and Waste Infrastructure Assessment	Dartford Plan Policy M15  Gravesham Core Strategy Policies CS07 & CS11  Kent Minerals and Waste Local Plan Policies CSM 6 and DM 8	Required for proposals for non-minerals or non-waste development within 250m of a safeguarded facility, which do not fall under clauses 1 and 2 of Policy DM 8.
Mineral Extraction Assessment	Dartford Plan Policy E6  Gravesham Core Strategy Policy CS03	Required for proposals in vicinity of Mineral Sites.

	Kent Minerals and Waste Local Plan Policies CSM 6 and DM 8	
Site Preparation Strategy	Dartford Plan Policy M1  Gravesham Core Strategy Policy CS19	Required for proposals involving re-grading of contours.

## Notes on Viability Appraisal

### Pre-application Stage

- An applicant should provide details relating to proposed methodology, inputs and a draft viability appraisal at pre-application stage where viability is likely to be a consideration in determining the application.
- An applicant should discuss Section 106 Heads of terms at pre-application stage so that this is addressed at an early stage and to enable financial contributions to be included in the assessment.
- Proposals should be designed in a form that accords with Local Plan policies, including the requirement to provide the maximum reasonable level of affordable housing and integrate this within the overall scheme, and that reflects the outcome of the viability assessment process.
- Applicants are expected to engage in pre-application discussions with statutory and non-statutory consultees where relevant.

### Application Stage

Viability Assessment should provide an open book appraisal to be assessed by an independent assessor at the cost of the applicant. The appraisal should include all relevant information:

#### Proposed Scheme Details

- Floor areas
  - Residential: Gross Internal Area (GIA) and Net Saleable Area (NSA)
  - Commercial / Other: Gross Internal Area (GIA) and Net Internal Area (NIA)
- Proposed specification for each component of development, consistent with assumed costs and values, and target market / occupiers
- Residential unit numbers, sizes and habitable rooms including the split between private and affordable tenures
- Site area and densities

#### Development Programme

- Project plan, including land acquisition, pre-build, construction and marketing periods and phasing (where appropriate)
- Viability cashflow

Gross Development Values - Assumptions justified with reference to up to date transactions and market evidence relating to comparable new build properties within a reasonable distance from the site, and, where relevant, arrangements with future occupiers.

- Anticipated residential sales values, ground rents, sales rates (per month), assumptions regarding forward sales and supporting evidence
- Anticipated rental values, yields and supporting evidence
- Details of likely incentives, rent-free periods, voids for any commercial element

Information relevant to comparable properties should be fully analysed to demonstrate how this has been interpreted and applied to the application scheme.

Affordable Housing Values - should reflect the offer/s made by Registered Providers for purchasing the affordable housing element of the development. Evidence of calculations underpinning affordable housing values, including details of rental and capital receipts (including staircasing), discussions with RPs and subsidies should be provided.

#### Build Costs

- Build costs based on RICS Build Costs Information Service (BCIS), with values correctly reflecting the specific proposal, and justified to show that an appropriate and reasoned approach has been taken in estimating the costs
- Where applicants seek to rely on a specific assessment of build costs rather than a recognised publicly available source of information: expected build cost and supporting evidence including a fully detailed elemental cost plan demonstrating the basis of cost estimations and evidence of contractor costs. Disaggregated abnormal costs (if relevant) that can be benchmarked against BCIS
- Details of other costs such as demolition costs and supporting evidence
- Sales/ letting and professional fees and supporting evidence

Developer Profit - supporting evidence from applicants to justify proposed rates of profit. This should take into account the individual characteristics of the scheme, including property market conditions and a development's risk profile, and profits achieved on comparable schemes.

- Profit on cost and value
- Development yield
- Supporting evidence from applicants to justify proposed target rates of profit taking account of the individual characteristics of the scheme
- Internal Rate of Return (IRR) will only be relied upon as a measure of profit if satisfied that the development programme, timing of cost and value inputs and target IRR have been fully justified

In these cases, profit will also be considered as a factor of GDC/ GDV alongside IRR

#### Benchmark Land Value

- Existing Use Value (EUV) based on evidence including existing income, comparable data and details of condition of existing site.
- Comparable market evidence justification for any premium applied over EUV, taking account of circumstances of site and guidance in SPD
- Freehold/leasehold titles
- Tenancy schedule - to include lease summaries (where appropriate)
- Details of income that will continue to be received over the development period
- Arrangements between landowner and developer, including any land sale, development or

- tenancy agreements
- Evidence for how benchmark land value reflects planning policy
- Alternative Use Value (AUV) only accepted where there is a valid consent for the alternative use or if the alternative use would clearly fully comply with the Development Plan, supported by a full viability appraisal with a provisional design indicating how the alternative use could be accommodated on the site.

#### Planning Contributions

- Section 106 Costs
- Community Infrastructure Levy (Dartford only)

Development Finance - Finance costs appropriate to the type of proposal, reflecting that finance costs vary throughout the development period, with the majority of interest costs typically incurred during construction

#### Other

- Statutory declarations to verify accuracy of information submitted/ regarding performance related pay according to outcome of viability process / deliverability of scheme proposed
- Other information requested by EDC having regard to the specific application

#### **Transparency & Confidentiality**

The availability of information submitted as a part of the planning process is important to ensure public participation in the planning process, confidence in the planning system and the accountability of those undertaking the assessments. Information submitted as a part of, and in support of a viability assessment should be treated transparently and be available for wider scrutiny. In submitting information, applicants do so in the knowledge that this will be made publicly available alongside other application documents.

Exceptions to public availability are allowed in limited circumstances and only in the event that there is a convincing case that disclosure of an element of a viability assessment would cause harm to the public interest to an extent that is not outweighed by the benefits of disclosure. If an applicant considers that an exceptional circumstance is likely to arise, this should be raised at an early stage within the pre-application process or highlighted when the application is submitted.