

Local validation requirements checklist for planning applications

2025

Introduction

The Local Planning Authority has produced this document to assist in the process of validation of planning applications. All planning submissions will be reviewed against the requirements set out within this document for validation purposes. The extent of the information required depends on the type of application, the nature of the proposal and the location of the site.

National and local requirements

The national validation requirements are set out in the Town and Country Planning (Development Management Procedure) Order 2015 and supported by guidance in the National Planning Practice Guidance (NPPG). The National Planning Policy Framework (NPPF, 2024) also requires each Local Planning Authority to maintain a tailored local list of validation requirements, reviewed and updated at least every two years. This ensures that applications are supported by information relevant to the material planning considerations of the local area.

Given that the level of information required varies depending on the nature, scale, and location of the proposed development, this local list provides clarity for applicants and helps minimise delays caused by requests for additional information during the determination process.

Electronic Submission of Planning Applications

Tonbridge and Malling Borough Council requests that all planning applications be submitted electronically via the Planning Portal. If you experience difficulties using the portal, please contact us to discuss alternative submission arrangements.

Submission Requirements:

All drawings and documents must be submitted in PDF format. (expect where outlined below)

Document Structure:

- Each document must be submitted as a separate, single-page PDF.
- Combined multi-page PDFs will only be accepted in addition to the single-page versions.
- Exceptions: Technical reports (e.g. Transport Statements) may be submitted as a multi-page PDF.

File Size: Each individual file must not exceed 25MB.

Photographs: Accepted formats include .jpg, .jpeg, and .pdf.

Biodiversity Net Gain Metric: Must be submitted in Excel (.xlsx) format.

All Plans and drawings should be in pdf format and include:

- **Identification:**
Each drawing must include a title and drawing number, clearly identifying the subject and any revision references.
- **Scale and Dimensions:**
Drawings must indicate the scale, paper size, and include a measurable scale bar (minimum 0–10 metres), or clearly labelled dimensions. Drawings marked “Do not scale” are not acceptable.
- **Labelling:**
All drawings must be clearly titled and labelled as existing, proposed, or existing and pre-existing (for retrospective applications).

- **Accuracy:**
All plans must be accurate and correlate with partner drawing and Plans should only show the existing or proposed development and must not include any other proposed works, such as permitted development not yet carried out.
- **Further guidance**
Further specifications and guidance if required is listed on the individual categories
- **Invalid Applications:**
Applications deemed invalid will be held for 21 days from the date of notification. If the required information is not received within this period, the application will be returned to the agent or applicant.
- **Compliance:**
Failure to comply with the above requirements will result in the application being invalid.
- **Additional Information Requests:**
During the assessment process, a case officer may request further information not listed above. This information may be essential for the timely determination of your application. If the requested information is not provided, the Council may agree an extension of time with the applicant/agent. If no agreement is reached, the application may be refused due to insufficient information.

Policy Documents

TMBC policy documents can be found at [Our development plan – Tonbridge and Malling Borough Council \(tmbc.gov.uk\)](https://www.tmbc.gov.uk/our-development-plan)

Glossary

NPPF - National Planning Policy 2024

TMBCS -Tonbridge and Malling Borough Core Strategy 2007

MDE DPD -Tonbridge and Malling Managing Development and the Environment Development Plan Document

DMPO -Development Management Procedure Order 2015

Quick Look Table- National Requirements and TMBC standard requirements for all applications. Full details are available in the following section of the checklist.

Validation Requirement	Application which requires this
Completed Application Form and Correct fee	All application unless a valid exemption is applied
Site Location Plan	All applications except Non-Material Amendment, Approval of Details Reserved by Condition and S73 Applications where the original site area is used.
Block Plan	For all proposed developments that involve an increase in built footprint, proposed buildings, boundary treatment or freestanding signage.
Floor Plans	For all proposed developments except proposals which are only for external works such as boundary treatment.
Elevations	All applications that involve the creation of new or changes to the external appearance of the property. For changes of use with no external alterations it is only necessary to provide existing and proposed floorplans.
Roof Plans	All applications that involve changes to roofs or are for new buildings.
Existing and Proposed Section Drawings	Required for any new residential units including conversions and on proposals which increase the height of the building and involve changing ceiling heights

Existing and Proposed Site Sections	Required where the proposal involves a change in ground levels, including development on sloping sites or alterations to garden levels such as raised patios or outdoor swimming pools.
Existing and Proposed Street Elevations	Proposals that increase the height of a building or for the erection of new buildings.
Design and Access Statement	<p>Required for Major applications</p> <p>Applications for development in a designated area (conservation area/ world heritage sites), where the proposed development consists of one or more dwellings; or where buildings would have a floor space of 100 square metres or more.</p> <p>Applications for listed building consent.</p>
Biodiversity Metric	All Major and non-major applications for development, unless meeting one of the specified exemptions, should be accompanied by a BNG Statement/Plan and the post-development value demonstrating a minimum 10% Biodiversity Net Gain.
Fire Statements	Proposals that contain two or more dwellings or educational accommodation and meet the height condition of 18m or more in height, or 7 or more storeys.

Quick look table Local Validation Requirements

Affordable Housing Statement	Proposals liable for the provision of affordable housing
Air Quality assessment	<p>Proposals that are likely to generate high levels of air pollution, such as significant industrial developments; or</p> <p>Significant proposals that are in any Air Quality Management Area (AQMA); or</p> <p>Development that may result in the exceedance of air quality standards within currently undesignated areas</p>
Archaeological Assessment	Proposals that involve a new building or the disturbance of ground within an Archaeological Priority Area.
Ecology Statement and Species Surveys	Any developments that have the potential to impact on biodiversity, directly or indirectly.
Daylight / Sunlight Assessment	Major developments where there is a potential adverse impact upon the current levels of sunlight and daylight enjoyed by adjoining properties or building including associated garden and amenity space.
External lighting details	Proposals for floodlights and other external lighting
Financial Viability Assessment	Proposals which do not fully accord with the Development Plan (and associated guidance) in relation to Affordable Housing (including tenure split and unit sizes)

Flood Risk Assessment	Proposals where sites are in the Environment Agency's Flood Zone 1 and over 1 Hectare; or where the site is located within Flood Zones 2 or 3; or development other than minor development in a designated critical drainage area.
Heritage Statement	Proposals that directly affect, or affect the setting of, a statutory listed building; affect the setting of a non-designated heritage asset (locally listed building); or are in a conservation area.
Land Contamination Assessment	Proposals where the use is sensitive e.g. residential, school, and where the previous use of land could give rise to contamination, where the development is on and near former landfill sites; where the site has a history of commercial use or where previous uses are unknown
Landscape visual impact statement	Proposals that exceed the general height of buildings in the area. Developments that are located in or adjoining open land that affect heritage assets - Conservation Areas, Historic Parks and Gardens, Kent Downs Area of Outstanding Natural Beauty, and nearby listed building.
Minerals Assessment	Proposal where the site is located within a Minerals Safeguarding Area (subject to some exemptions, please consult 'Kent Minerals and Waste Local Plan 2013 – 2030 (KMWLP))
Noise and Vibration Impact Assessment	Proposals for all mixed-use developments and noise-sensitive development (including residential) close to noise generating activities; Proposals that include noise generating activities & equipment / machinery.

Parking Provision Plan	Proposals for new development and those which may affect existing parking arrangements.
Planning Statement	Major developments or Proposals which raise a wide range of planning issues, including justification of “very special circumstances” regarding development in the Green Belt
Photos	To assist in the determination of your application, please include a recent, date stamped set of photographs to show the application site and surroundings. Providing this information at validation stage will assist in the timely assessment of your application.
Refuse and Recycling Storage Details	Proposals for new (including conversion) Residential development, Places of employment, education & entertainment / leisure.
Statement of Community Involvement	Proposals for Major Development
Retail Impact Assessment	Proposals for 2,500sqm or more of retail, leisure and office space outside of town/ retail centres.
Transport Assessments	Residential developments of 50 dwellings or more; Other developments including non-residential proposals of 2,500 square metres or more.
Transport statements	Residential developments of 10 -49 dwellings

	<p>Development (including non-residential) with a gross floor space of 1,000 m² -2,449 square metres</p> <p>Site has an area of 0.25 hectare or more and the development proposed will have limited transport issues arising</p>
Tree Survey/Arboricultural Survey and Assessment	<p>Proposals which have the potential to impact on trees either on or outside the development site</p>
Ventilation/Extraction/Flues	<p>Proposals for restaurants, cafes & hot food takeaways (Classes E(b) or Sui Generis)</p>

National Requirement and TMBC requirement for all applications unless specified

[Making an application – GOV.UK \(www.gov.uk\)](https://www.gov.uk)

The following is a list of what is required for all applications for planning permission.

The Correct Fee

All applications unless a valid exemption is applied with appropriate evidence submitted.

Any Exemptions to the fee must clearly set out the reasons why in your submission and evidence provided.

Fees can be calculated on the planning portal website [Planning Portal](#).

Fees should be paid on the Planning Portal at the time of submitting the application.

Completed application form including signed Ownership certificate and Agricultural holding certificate.

For all application

Correct ownership certificates should also be signed. An ownership certificate A, B, C or D must be completed stating the ownership of the property.

An 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years. In the case of development consisting of the winning or working of minerals, a person entitled to an interest in a mineral in the land is also an owner.

An 'agricultural tenant' is a tenant of an agricultural holding, any part of which is comprised in the land to which the application relates. All agricultural tenants must be notified prior to the submission of the application

This certificate is not required if the applicant is making an application for reserved matters, renewal of temporary planning permission, discharge or variation of conditions, tree preservation orders, or express consent to display an advertisement.

Relevant links for further Guidance can be found on the Planning portal website [Planning Portal](#) and [Making an application – GOV.UK \(www.gov.uk\)](#)

Site Location Plan: All applications, except Non-Material Amendment, Approval of Details Reserved by Condition and S73 Applications where the original site area is used.

A location plan should be based on an up-to-date scaled map. A location plan should identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear. The application site should be edged clearly with a red line on the location plan.

A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

The Plan/drawing must include the following:

- It should be at a scale of 1:1250 or 1:2500.
- A North point.
- It should wherever possible show at least two named roads and surrounding buildings.
- It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings.

For Certificate of Lawfulness Applications for an Existing Use, the plan must address the above requirements but must also show the precise area for the existing use.

Block Plan: For all proposed developments that involve an increase in built footprint, proposed buildings, boundary treatment or freestanding signage.

The block plan should show the proposed development in relation to the existing buildings on site including identifying roads and footpaths on land adjoining the site together with any access arrangements, as well as all public rights of way crossing or abutting the site, the position of all trees on site, and those on adjacent land that could influence or be affected by the development.

The plans/drawings **must** include the following: -

- Drawings should be scaled at 1:100, 1:200, 1:500.
- A North point.

Existing and Proposed Floor / Roof Plans: Required for all applications that involve the creation of new or changes to the floor plan of the property. For changes of use with no external alterations, it is only necessary to provide existing and proposed floorplans. Please include the following:

- Include a roof plan where necessary to show a new roof or alterations to an existing one.
- Drawings should be scaled at 1:50 or 1:100.

Existing and proposed elevations: Required for all applications that involve the creation of new or changes to the external appearance of the property and for all new buildings. For changes of use with no external alterations it is only necessary to provide existing and proposed floorplans. Please include the following:

- The make, type and colour of external materials (walls, roofs, windows, doors, rainwater goods etc) should be clearly annotated.
- The manner in which new windows are intended to be opened.
- Drawings should be scaled at 1:50 or 1:100.
- For listed building consent plans at 1:20 should to show all existing doors, windows, shop fronts, panelling, fireplaces, plaster moulding and other decorative details that are to be removed or altered and 1:20 proposed plans and sections to show all new doors, windows, shop fronts, panelling, fireplaces, plaster moulding and other decorative details.

Existing and Proposed Section Drawings: Required for any new residential units including conversions and on proposals which increase the height of the building and involve changing ceiling heights.

- Drawings should be scaled at 1:50 or 1:100

Existing and Proposed Site Sections: Required where the proposal involves a change in ground levels, including development on sloping sites or alterations to garden levels such as raised patios or outdoor swimming pools.

- Drawings should be scaled at 1:50 or 1:100

Existing and Proposed Street Elevation: Required for proposals that increase the height of a building or for the erection of new buildings.

- These plans should provide a view of the development site showing relative height and land levels of the new development in comparison to neighbouring properties from the public highway.
- Annotate overall proposed building height (AOD) of the application site and both neighbouring properties
- Scaled at 1:50 or 1:100

Design and Access Statement

A Design and Access Statement required in a pdf format is a report accompanying certain applications for planning permission and applications for listed building consent. They provide 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. Design and Access Statements can aid decision-making by enabling local planning authorities and third parties to better understand the analysis that has underpinned the design of a development proposal. The level of detail in a Design and Access Statement should be proportionate to the complexity of the application but should not be long.

Applications for major development, as defined in [article 2 of the Town and Country Planning \(Development Management Procedure \(England\) Order 2015](#);

Applications for development in a designated area, where the proposed development consists of:

- one or more dwellings; or
- a building or buildings with a floor space of 100 square metres or more.
- Applications for listed building consent.

For the purposes of Design and Access Statements, a designated area means a World Heritage Site or a conservation area.

Full Guidance on how to prepare a design and access statement can be found at [Making an application – GOV.UK \(www.gov.uk\)](https://www.gov.uk/making-an-application) Valuation requirements.

Photographs

To assist in the determination of your application, please include a recent, date stamped set of photographs to show the application site and surroundings. Providing this information at validation stage will assist in the timely assessment of your application.

Fire Statements- Gateway one

Application Trigger: Buildings that contain two or more dwellings or educational accommodation **and** meet the height condition of 18m or more in height, or 7 or more storeys.

Fire statements must be submitted on a form published by the Secretary of State and contain the particulars specified or referred to in the form.

The publication of a standard form for this purpose is intended to ensure consistency in the way in which information is provided, as well as ensuring information contained within a fire statement is focused on fire safety matters as they relate to land use planning

Full details can be found at [Making an application – GOV.UK \(www.gov.uk\)](https://www.gov.uk/making-an-application) Validation requirements.

Biodiversity net gain

Application Trigger

All Major and non-major applications for development, unless meeting one of the specified exemptions, should be accompanied by a BNG Statement/Plan and the post-development value demonstrating a minimum 10% Biodiversity Net Gain.

See [Biodiversity net gain: exempt developments - GOV.UK \(www.gov.uk\)](https://www.gov.uk/biodiversity-net-gain-exempt-developments) for list of exemptions

Following information to be included within the completion of the mandatory application form or via a Biodiversity Statement.

- Statement/confirmation that the applicant believes that planning permission, if granted, the development would be subject to the biodiversity gain condition. See the National Guidance on Biodiversity net gain and the Council's information about biodiversity net gain.
- The pre-development biodiversity value(s), either on the date of application or earlier proposed date (as appropriate).
- Where the applicant proposes to use an earlier date, this proposed earlier date and the reasons for proposing that date.
- the completed metric calculation tool showing the calculations, and any available supporting evidence of this.

The BNG requirements apply to all developments, except for those specifically exempted from the BNG rules, including householder developments.

Further Guidance can be found at

[Biodiversity Net Gain Guidance | Making Space For Nature Kent](#)

Local Requirements

Affordable Housing Statement

Application Trigger: Applications for housing development where affordable housing is required.

Policy Driver: National Planning Policy Framework (2024) - Section 5: Delivering a sufficient supply of homes.
TMBC Core Strategy CP17.

An Affordable Housing Statement should be provided as part of the planning application, clearly setting out how the application meets the affordable housing requirements. This statement should contain details of the size, tenure, type and location of the affordable units.

A typical affordable housing statement should include details of the following: the total number of all proposed residential units

- details of the affordable provision as a percentage of the overall number of residential units
- details of the tenure mix of the affordable units, (e.g. market housing, affordable rent, intermediate / shared housing etc) and the percentage split
- details of affordable units, numbers of bedrooms and property types across all tenures to demonstrate a representative mix of unit types and size (for the avoidance of doubt, any significant differences between the bed size mix in private and affordable tenures will not be considered acceptable unless support by evidence)
- details of the affordable unit space standards (with a need to meet at least national minimum space standards for the relevant occupancy as outlined in the affordable housing SPD) and floor areas in sqm
- scaled plans showing the location of affordable units within the site (for the avoidance of doubt, TMBC seeks to approve well designed schemes with appropriate siting of various tenures and will not accept significant locational differences between private and affordable tenures without supporting evidence as to why this is necessary to make the development viable)
- details of any Registered Providers acting as development partners (or market testing information from a number of RPs indicating their views on the proposals)
- the different levels or types of affordability or tenure proposed for different units. This should be clearly and fully explained in line with the adopted development plan position

- explanation as to how the affordable housing units will be managed

Please also see affordable housing protocol for further information [Core Strategy policies – Tonbridge and Malling Borough Council](#)

Air Quality assessment

Application Trigger:

- Proposals that are likely to generate high levels of air pollution, such as significant industrial developments; or
- Significant proposals that are located in any Air Quality Management Area (AQMA); or
- Development that may result in the exceedance of air quality standards within currently undesignated areas.

Policy Driver: National Planning Policy Framework (2024) Section 15 Conserving and enhancing the natural environment paragraph 192 and Air quality action plan 2022 [TMBC air quality report – Tonbridge and Malling Borough Council](#)

Where the development is proposed inside, or adjacent to an air quality management area (AQMA), where the development could in itself result in the designation of an AQMA or where it would conflict with, or render unworkable, elements of a local authority's air quality action plan, applications should be supported by such information as is necessary to allow a full consideration of the impact of the proposal on the air quality of the area.

Archaeological Assessment

Application Trigger: Developments that involve a new building or the disturbance of ground within Archaeological Priority Area

Policy Driver: National Planning Policy Framework (2024) - Section 15: Conserving and enhancing the natural environment. Section 6.3 of the Managing Development and the Environment DPD and CP1 of the Core strategy

An archaeological assessment should include the following information:

- a description of the significance of the heritage assets affected by the proposed development and their contribution to the site
- a desk-based assessment of the impact of the proposal. It should show the sources that have been considered and the expertise that has been consulted
- any relevant supporting documentation, such as plans showing historic features that may exist on or adjacent to the development site. This includes listed buildings and structures, historic parks and gardens, and historic battlefields
- assessments, evaluations and building recording must be undertaken by a suitably qualified heritage practitioner and must be in accordance with the Standards and Guidance of the Chartered Institute for Archaeologists.

Ecology Statement and Species Surveys

Application Trigger: Any Development that have potential to impact biodiversity directly or indirectly.

Policy Driver: National Planning Policy Framework (2023) - Section 15: Conserving and enhancing the natural environment
Policies NE1, NE2 and NE3 of the Managing Development and the Environment Development.

Any developments that have the potential to impact on biodiversity, directly or indirectly.

An ecological survey and assessment should be carried out wherever the proposed development is likely to have a significant biodiversity impact, particularly where this involves protected species or sites designated as important for nature conservation. This includes refurbishment works that may impact on species using the existing building, such as swifts or bats.

Where proposals are being made for mitigation and / or compensation measures, information to support those proposals will be needed. Where appropriate, accompanying plans should indicate any significant wildlife habitats or features and the location of habitats of any species protected under the Wildlife and Countryside Act 1981, the Conservation (Natural Habitats etc.) Regulations 1994 or the Protection of Badgers Act 1992.

Certain proposals which include work such as the demolition of older buildings or roof spaces, floodlighting, removal of trees, scrub, hedgerows or alterations to water courses, may affect protected species and will need to provide information about them in the form of a Phase 1 ecological survey. Where potential impacts on protected species or their habitats are identified, applications must be accompanied by Phase 2 species specific surveys carried out in accordance with best practice.

Daylight / Sunlight Assessment

Application Trigger: Major developments where there is a potential adverse impact upon the current levels of sunlight and daylight enjoyed by adjoining properties or building including associated garden and amenity space.

Policy Driver: National Planning Policy Framework (2023) – Section 12: Achieving Well Designed and Beautiful Places. (paragraph 135) Core Strategy Policy CP1 and CP24

Required in a pdf format. The assessment should be carried out in accordance with the British Research Establishment (BRE) document Site Layout Planning for Daylight and Sunlight – A guide to Good Practice. Submissions should identify and examine the impacts upon existing properties and sites with extant planning permissions and demonstrate that the proposed development would provide adequate levels of amenity regarding daylight, sunlight, and overshadowing.

The report should be prepared by a suitably qualified professional.

External lighting details

Application Trigger: All proposals for floodlights and other external lighting.

Policy Driver: National Planning Policy Framework (2024) - Section 15: Conserving and enhancing the natural environment
Core Strategy policies CP1 and CP24

Details of external lighting may be necessary in the interests of ecology, natural surveillance and secure by design principles, light pollution and general residential amenity. These could be shown on the plans or detailed with the landscaping details or Design and

Access Statement as appropriate. The details should the proposed hours when the lighting would be switched on, beam orientation, luminance levels and a schedule of the equipment in the design.

Financial Viability Assessment

Application Trigger: Applications which do not fully accord with the Development Plan (and associated guidance) in relation to Affordable Housing.

Policy Driver: National Planning Policy Framework (2024) - Section 5: Delivering a sufficient supply of home, TMBCS CP17 Affordable Housing SPD

Required where a proposal does not fully accord with the Development Plan (and associated guidance) in relation to Affordable Housing, a Financial Viability Assessment (FVA) should be submitted to demonstrate that the proposed amount of affordable housing provided is the maximum that is reasonably viable.

A Viability assessment is a process of assessing whether a site is financially viable, by looking at whether the value generated by a development is more than the cost of developing it. This includes looking at the key elements of gross development value, costs, land value, landowner premium, and developer return.

The Council will seek to enter into legal agreements under Section 106 regarding developments which trigger the threshold for the delivery of affordable housing.

Please note that there is a presumption that the FVA (and all accompanying appendices) will be made available for public inspection both at the Council offices and on its website.

In all cases where viability information is submitted to accompany a planning application, the Council will normally commission an independent review including a Quantity Surveyor. The cost of this will be expected to be met by the applicant and an undertaking to meet this cost should be provided with the application.

Flood Risk Assessment

Application Tigger: Required for development proposals of 1 hectare or greater in Flood Zone 1 and all proposals for new developments located in flood zones 2, 3 except for minor domestic extensions or where works where no new residential dwelling unit is being created and the scheme involves no new bedroom space. Please instead fill in Householder and other minor extensions in Flood Zones 2 and 3. Copy provided on website.

Policy Driver: National Planning Policy Framework (2024) - Section 14: Meeting the challenge of climate change, flooding and coastal change. Core Strategy policy CP10 Flood Protection

Site-specific flood risk assessments should always be proportionate to the degree of flood risk and appropriate to the scale, nature and location of the development and should accord with National Guidance as set out in Planning Practice Guidance and on the Environment Agency website.

Section 14 of the National Planning Policy Framework 2023 and the National Planning Practice Guidance provides guidance for both local planning authorities and applicants in relation to the undertaking of FRAs and the responsibilities for controlling development where it may be directly affected by flooding or affect flooding elsewhere. Please also refer to

[Flood risk assessments if you're applying for planning permission - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/flood-risk-assessments-if-youre-applying-for-planning-permission)

Heritage Statement

Application Trigger: Development which has the potential to impact designated and non –designated heritage assets and their settings.

Designated assets include listed buildings, conservation areas, Scheduled Ancient Monuments and Historic Parks and Gardens. Undesignated sites may be buildings, monuments, sites, places, areas, and landscapes positively identified as having a degree of heritage significance during the pre – application or application process. They also include non – scheduled archaeological sites.

Policy Driver: National Planning Policy Framework (2024) - Section 16: Conserving and enhancing the historic environment.
Core Strategy Policy CP1, Section 6.3 of Managing Development and the Environment DPD
National Planning Practice Guidance

This can be submitted as a standalone statement or as part of a Design and Access Statement.

Applications affecting heritage assets or their settings should be accompanied by an assessment of their significance and an assessment of the impact of the development on the heritage asset(s) in line with **Section 16 of the National Planning Policy Framework (2023) and the [National Planning Practice Guidance](#)**. The significance of the heritage assets and the extent of the impact of the proposals on the heritage assets and their settings should be assessed using appropriate expertise.

In all cases the level of detail provided should be proportionate to the importance of the heritage assets and the extent of the proposed development. It should be sufficient to adequately understand the potential impact of the proposal on the significance of the heritage assets and their settings. It will normally include, amongst other things, reference to the statutory list description and the Kent County Council Historic Environment Record as well as details of the expertise and sources that have been consulted.

For applications which propose partial demolition of a heritage asset – a demolition plan which clearly identifies what parts of a building will be demolished and what parts will be retained following alteration/extensions.

For applications for listed building consent - a written statement that includes a schedule of works to the listed building(s)

For applications either related to or impacting on the setting of heritage assets - a written statement that includes plans showing historic features that may exist on or adjacent to the application site.

For applications within or adjacent to a conservation area - an assessment of the impact of the development on the character and appearance of the area may be required, to assist the Local Planning Authority in determining whether the proposal preserves or enhances the character and appearance of the conservation area.

It is advised that the Heritage Statement be prepared by a professional with experience of working with historic structures and features.

Land Contamination Assessment

Application Trigger - Where the proposed use is sensitive e.g. residential, school; Where the previous use of land could give rise to contamination, On and near former landfill sites; Sites that have a history of commercial use or where previous uses are unknown.

Policy Driver: National Planning Policy Framework (2024) - Section 15: Contaminated Land, Inspection Strategy

This document should comprise a desktop study (phase 1) and should set out the previous uses of the site. Sufficient information should be provided to determine the existence or otherwise of contamination, its nature and the risks it may pose and whether these can be satisfactorily reduced to an acceptable level. Where contamination is known or suspected or the proposed use would be particularly sensitive (e.g. residential, children's nursery, school), the applicant should provide such information with the application as is necessary to determine whether the proposed development can proceed. A Intrusive survey (phase 2) on highly contaminated sites should be submitted alongside an environmental risk assessment to assess the potential for the presence of contamination, associated risks and potential of site to be designated as contaminated land.

The report must be undertaken by a competent and qualified person.

Landscape and Visual Impact Assessment

Application Trigger – Major developments that exceed the general height of buildings in the area. Developments that are located in or adjoining open land that affect heritage assets - Conservation Areas, Historic Parks and Gardens, Kent Downs Area of Outstanding Natural Beauty, National Landscapes, and nearby listed building.

Policy Driver - National Planning Policy Framework (2024) - Section 15: Conserving and enhancing the natural environment, Section 12: Achieving well-designed and beautiful places and Section 13: Protecting Greenbelt. Core Strategy Policy CP24 Achieving a High Quality Environment. Other information [Planning and the Management Plan - Kent Downs](#)

Required where developments will have a visual impact over a wide area, not just on their immediate surroundings. Assessments should use photos, photomontages and CGI's where appropriate to help show how the development proposed can be satisfactorily integrated into the street scene. The impact on local, medium and long distant views which should be done through accurate visual modelling of proposals.

If the proposal affects heritage assets the Assessment should include a historical analysis of the evolution of the landscape / townscape. It may also be necessary to produce a Heritage Statement (see above).

The Council will seek to agree the scope of the assessment during pre-application discussions.

Minerals Assessment

Application Trigger If the site is located within a Minerals Safeguarding Area (subject to some exemptions, please consult 'Kent Minerals and Waste Local Plan 2013 – 2030 (KMWLP)')

Policy Driver - Kent Minerals and Waste Local Plan 2013-2030

Kent County Council have adopted a Supplementary Planning Document (SPD) that provides guidance on the procedures to be followed when development other than mineral or waste management facilities, including local plan allocations, are proposed to be located within or in close proximity to safeguarded areas or safeguarded mineral or waste infrastructure assets. The SPD is

available to view at: <https://www.kent.gov.uk/about-the-council/strategies-and-policies/environment-waste-and-planning-policies/planning-policies/minerals-and-waste-planning-policy#tab-1>

Noise and Vibration Impact Assessment

Application Trigger- All mixed-use developments and noise sensitive development (including residential) close to noise generating activities. Proposals that include noise generating activities & equipment / machinery.

Policy Driver - National Planning Policy Framework (2024) - Section 15: Conserving and enhancing the natural environment. Policy SQ6 of Managing Development and the Environment DPD

Required for potentially noise generating development and noise sensitive development (including residential) close to noise generating activities. Surveys the report should contain include details of noise /vibration assessments, predictions and calculations. The report should also give recommendations and specifications of any works necessary to control noise/ vibration. Where external noise attenuation equipment is proposed, such as acoustic enclosures or acoustic screens, the noise survey report should demonstrate the location, size and visual impact of equipment on the site/building. These measures should also be shown on the planning drawings. Noise measurement surveys undertaken to establish ambient and background noise levels should be undertaken in accordance with the recommendations of BS7445. It is also recommended that consideration is given to the agent of change principle set out in the NPPF.

The assessment should be carried out by a suitably qualified acoustic consultant.

Parking Management Plan / Parking Stress Assessments

Application Trigger: Residential proposals for new development and those which may affect existing parking arrangements.

Policy Driver: National Planning Policy Framework (2024) - Section 9: Promoting sustainable transport, Kent vehicle parking standards

A site layout plan showing existing and proposed car parking spaces (including disabled and electric vehicle spaces) and bicycle parking should be provided for all new developments or those proposing a change of use.

The purpose of a Parking Management Plan is to show how parking is to be managed in order to ensure that a development does not increase on streetcar parking.

Parking stress surveys may be required where major developments and other developments likely to cause or exacerbate on-street vehicular parking stress in the surrounding highways. (CPZ)

Planning Obligations – Draft Head(s) of Terms

Application Trigger: Major developments

Policy Driver: Policy CP25 of the Core Strategy - Mitigation of Development Impacts

Planning obligations (or “section 106 agreements”) are private agreements negotiated between local planning authorities and persons with an interest in a piece of land (or “developers”) and are intended to secure identified requirements which make acceptable development which would otherwise be unacceptable in planning terms. For the purposes of validation, the applicant should set out a draft list of the proposed heads of terms that they consider is likely to be required to make the development acceptable and meet the Regulation 122 “test” with the Community Infrastructure Levy Regulations 2010 (as amended). The statement should also include a written agreement to pay the Council’s (and where appropriate, Kent County Council’s) legal costs in connection with the negotiation, preparation, completion and monitoring of the legal agreement and confirmation of the contact details if there is a solicitor acting on behalf of the applicant.

Planning Statement

Application Trigger: Major developments

Policy Driver; NPPF 2024

A planning statement identifies the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national policies and the TMBC Development Plan. The level of detail will be dependent upon the proposal but should be proportionate.

The statement should:

- list all supporting documents
- describe the site and surroundings
- describe and explain the proposed development
- show how it accords with the relevant national and local policy, standards, guidelines and supplementary guidance

For proposals on Green Belt, the planning statement should clearly set out what aspects of the proposal are considered appropriate or inappropriate, and also clearly set out information on any 'Very Special Circumstances' that the applicant proposes to rely on.

Refuse and Recycling Storage Details

Application Trigger: Required for proposals for new (including conversion) for residential development, places of employment, education & entertainment / leisure.

Policy Driver: Policy CP25 - Mitigation of Development Impacts

The refuse and recycling layout should show where storage can be provided for before it is collected and the appearance of any enclosure. The location shown should be convenient for collection from an adopted highway in terms of distance, route and gradient, comprise an adequate area for storage in relation to the proposal and be visually acceptable

Retail Impact Assessment

Application Trigger -An impact assessment will be required for proposals for 2,500sqm or more of retail, leisure and office space outside of town/ retail centres.

Policy Driver- National Planning Policy Framework (2024) - Section 7: Ensuring the vitality of town centres.

Proposals for development should be located in the best locations to support the vitality and vibrancy of existing centres and ensure that no likely significant adverse impacts on existing town centres arise. The Assessment will need to identify and consider the availability, suitability, and viability of all sequentially preferable sites.

Where applications propose a change of use from retail to other non-town centre uses within the town centre, an assessment in support of the proposal will need to be submitted to demonstrate that the retail use is no longer required. This should include details of marketing of the premises.

Statement of Community Involvement

A statement setting out how the applicant has complied with the requirements for pre-application consultation set out in the local planning authority's adopted statement of community involvement and demonstrating that the views of the local community have been sought and taken into account in the formulation of development proposals.

Application Trigger: Majors

Policy Driver: TMBC Statement of Community Involvement 2022

[Statement of Community Involvement – Tonbridge and Malling Borough Council \(tmbc.gov.uk\)](https://www.tmbc.gov.uk/statement-of-community-involvement)

Transport Assessment and Transport Statement

Transport Assessments and Statements are both ways of assessing and mitigating the negative transport impacts of development in order to promote sustainable development. They are required for all developments which generate significant amounts of movements. Transport Assessments and Transport Statements primarily focus on evaluating the potential transport impacts of a development proposal. The Transport Assessment or Transport Statement may propose mitigation measures where these are necessary to avoid unacceptable or “severe” impacts.

Transport statements

Application Trigger: Residential developments of 10-49 dwellings, Development (including non-residential) with a gross floor space of 1,000 m² or more, and where the Site has an area of 0.25 hectare or more and the development proposed will have limited transport issues arising. Where recommended as mitigation, a draft travel plan should also be submitted.

The NPPF 2024 advises that Transport Statements are a simplified version of a transport assessment and are used when it is agreed the transport issues arising from development proposals are limited and a full transport assessment is not required.

Policy Driver - National Planning Policy Framework (2024) - Section 9 Promoting sustainable transport, Policy SQ8 of the MDE DPD

Transport Assessment

Application Trigger: Major developments that generate significant amounts of transport movement or significant transport implications. Residential developments of 50 dwellings or more and other developments including non-residential proposals of 2,500 square metres or more. Where recommended as mitigation, a draft travel plan should also be submitted.

Required in a pdf format a Transport Assessment (TA) should be submitted as part of any planning application where the proposed development has significant transport implications. The coverage and detail of the TA should reflect the scale of the development and the extent of the transport implications of the proposal. For smaller major schemes, the TA should simply outline the transport aspects of the application, while for larger major proposals, the TA should illustrate accessibility to the site by all modes of transport, and the likely modal split of journeys to and from site. It should also give details of proposed measures to improve access

by public transport, walking and cycling, to reduce the need for parking associated with the proposal, and to mitigate transport impacts. The TA should also outline the car parking requirement for the development.

Tree Survey/Arboricultural Survey and Assessment

Application Trigger: All developments which have the potential to impact on trees and/or hedges either on or outside the development site (this includes trees and hedges within 15m of the proposed development that could be affected, or in the case of designated ancient woodland/trees and veteran trees within 30m, of the proposed development, including level changes, service runs and landscaping).

Policy Driver: National Planning Policy Framework (2024) - Section 12: Achieving well-designed and beautiful places. Policy NE4 Trees, hedgerows and woodland - Managing Development and the Environment DPD.

If proposals will affect trees and/or hedges within the application site or on land adjacent to the site (including street trees), you will be required to submit a survey showing the trees/hedges and provide details of protection measures. Tree surveys and details of tree protection measures should be prepared by a suitably qualified arboriculturist in accordance with the recommendations of BS5837: 2012: Trees in Relation to Design, Demolition and Construction (or subsequently updated version of that Standard), and should include –

- schedule of tree details and their categorisation.
- details of the root protection areas (RPAs) and any proposed alterations to the existing ground levels or any other works to be undertaken within the RPA of any tree within the tree survey plan and schedule.
- tree constraints (the RPA and any other relevant constraints plotted around each of the trees on relevant drawings, including proposed site layout plans).
- arboricultural impact assessment that evaluates the direct and indirect effects of the proposed design and where necessary recommends mitigation.
- tree protection plan superimposed on a layout plan, based on the topographical survey, and details of all tree protection measures for every tree proposed to be retained for the duration of the course of the development, and showing all hard surfacing and other existing structures within the RPA.
- Details of any work to trees intended as part of development proposals (including pruning and removal).

- Details of the size, species and location of replacement trees proposed for any trees shown to be removed.
- (and where relevant) Strategic hard and soft landscape design, including species and location of new tree planting

Similar information will be required for hedges that will be affected by proposals.

Ventilation/Extraction/Flues Statement

Application Trigger: All applications relating to the sale or preparation of cooked food, launderettes, business, industrial, leisure and other uses where air conditioning or extraction equipment is required.

Policy Driver:

National Planning Policy Framework (2024) - Section 15: Conserving and enhancing the natural environment.

Policy SQ6 Managing Development and the Environment

Details of the position and design of ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics, will be required to accompany all applications for the use of premises for purposes within Use Classes E(b) (Sale of food and drink for consumption (mostly) on the premises), or Sui Generis uses (hot food takeaways, public houses, wine bars, drinking establishments), E(g) (Business Uses) and B2 (General Industrial).