

East Herts District Council local validation requirements for planning and other applications

Requirement	When required?	What is required	Policy Driver
Location Plan	All applications (except where the application is made pursuant to Section 73)	<p>A plan which identifies the land to which the application relates. The plan should:</p> <ul style="list-style-type: none"> • Be based on an up to date map; • Be drawn to an identified standard metric scale (1:1250 or 1:2500); • Show the direction of north; • Identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the site is clear; • The application site should be edged with a red line and should include all land necessary to carry out the proposed development i.e. land required for access to the site from a public highway, car parking; • Identify any other land owned by the applicant, close to or adjoining the application site, by drawing a blue line around that land. <p>Do not include the disclaimer 'do not scale' on plans or the name of the applicant</p>	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)
Site/Block Plan	All applications (except where the application is made pursuant to Section 73)	<p>The plan should:</p> <ul style="list-style-type: none"> • Be drawn to an identified standard metric scale (1:500 or 1:200); • Show the direction of north; • Show the proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to boundaries; 	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)

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Elevations – existing and proposed	All applications as necessary to describe the development and for proposals which would involve building operations or result in a change to the appearance of a building (except where the application is made pursuant to Section 73)	All plans should be drawn to a scale of 1:50 or 1:100. Plans should be proportionate to the nature and size of the proposal. They should clearly show the proposed works in relation to what is already there, highlighting any structures to be demolished and the relationship to neighbouring buildings. Do not include the disclaimer ‘do not scale’ on plans or the name of the applicant.	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)
Floor plans – existing and proposed	All applications as necessary to describe the development and for change of use applications (except where the application is made pursuant to Section 73)	All plans should be drawn to a scale of 1:50 or 1:100. Plans should be proportionate to the nature and size of the proposal. They should clearly show the proposed works in relation to what is already there, highlighting any structures to be demolished and the relationship to neighbouring buildings. Do not include the disclaimer ‘do not scale’ on plans or the name of the applicant.	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)
Site Sections- Existing and Proposed	All applications as necessary to describe the development (except where the application is made pursuant to Section 73)	All plans should be drawn to a scale of 1:50 or 1:100. Plans should be proportionate to the nature and size of the proposal. They should clearly show the proposed works in relation to what is already there, highlighting land levels and gradients and any structures to be demolished. Do not include the disclaimer ‘do not scale’ on plans or the name of the applicant.	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)
Roof Plan – Existing and Proposed	All applications as necessary to describe the development and all applications which propose	All plans should be drawn to a scale of 1:50 or 1:100. Plans should be proportionate to the nature and size of the proposal. They should clearly show the proposed works in	The Town and Country Planning (Development Management Procedure)

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	alterations to the roof of a building (except where the application is made pursuant to Section 73)	relation to what is already there, highlighting any structures to be demolished. Do not include the disclaimer 'do not scale' on plans or the name of the applicant.	(England) Order 2015 (as amended)
Vehicle Access plans	All applications where alterations/changes are proposed to a vehicular access or where a new access is proposed and; All Outline Applications	A plan clearly showing the proposed access arrangements including gradients, access width and sight lines. Do not include the disclaimer 'do not scale' on plans or the name of the applicant.	Policy TRA2 East Herts District Plan 2018
Scale Bar	All applications	All plans should have a linear scale bar. Do not include the disclaimer 'do not scale' on plans or the name of the applicant.	
Drawing number and page size	All applications	All plans should have a unique drawing number and indicate the page size. Do not include the disclaimer 'do not scale' on plans or the name of the applicant.	
Affordable housing statement	All applications where affordable housing is proposed and/or meets the criteria for the provision of affordable housing specified in policy HOU3.	A statement specifying the details of both the affordable housing and any market housing e.g. the numbers of residential units, the mix of units with numbers of habitable rooms and/or bedrooms, or the floor space of habitable areas of residential units, plans showing the location/distribution of units and their number of habitable rooms and/or bedrooms, and/or the floor space of the units.	Policy HOU3 East Herts District Plan 2018 Affordable Housing Supplementary Planning Document (2020)

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		<p>If different levels or types of affordability or tenure are proposed for different units this should be clearly and fully explained</p>	
<p>Air Quality Impact Assessment</p>	<p>All major applications</p>	<p>An assessment, which addresses the impact on air quality, as follows:</p> <ul style="list-style-type: none"> • Assess current baselines in the area; • Consider cumulative impact of known future developments within an area; • Predict the future impact, both with and without the proposed development including the proposed mitigation measures by calculating statistics that can be compared with the air quality objectives. <p>This assessment should be undertaken in accordance with air quality guidance in the East Herts Sustainability Supplementary Planning Document.</p> <p>Further advice may be obtained from the Council's Environmental Health Team.</p>	<p>Policy EQ4 East Herts District Plan 2018</p> <p>East Herts Sustainability Supplementary Planning Document (2021)</p>
<p>Air Quality Neutral Assessment</p>	<p>All major applications and any minor applications in or near an Air Quality Management Area.</p>	<p>An assessment should demonstrate that the development is air quality neutral to prevent deterioration of existing air quality. The assessment should:</p> <ul style="list-style-type: none"> • Calculate the site's nitrogen dioxide (NO₂) and PM₁₀ emissions from buildings and compare them with the buildings benchmark. The assessment should present the data used in the calculation, including the plant emission data. • Calculate the site's NO₂ and PM₁₀ emissions from transport and compare them with the transport benchmark. The assessment should present the data used in the calculation. 	<p>Policy EQ4 East Herts District Plan 2018</p> <p>East Herts Sustainability Supplementary Planning Document 2021</p>

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		<ul style="list-style-type: none"> Provide an emissions assessment outlining the emissions produced and what mitigation is being applied, in consultation with the Council's air quality officers. If mitigation is not deemed adequate developers should make a financial contribution to offset their emissions. <p>This assessment should be undertaken in accordance with air quality guidance in East Herts Sustainability Supplementary Planning Document.</p> <p>Major developments should submit this air quality neutral assessment as part of an Air Quality Impact Assessment.</p> <p>Further advice may be obtained from the Council's Environmental Health Team.</p>	
Archaeological desk-based assessment/field evaluations	Operational development in Areas of Archaeological Significance and/or where the development would have an impact upon a site which has, or has the potential to have, heritage assets with archaeological interest. These may include below ground archaeological remains, historic buildings and historic landscapes and gardens	<p>A desk-based assessment should identify the likely character, extent, quality and worth of the known or potential archaeological resource in a local, regional, national or international context as appropriate.</p> <p>A field evaluation of the site may also be necessary.</p> <p>Further advice may be obtained from the Historic Environment Unit at Herts County Council.</p>	Policies HA1, HA3 East Herts District Plan 2018, NPPF
Biodiversity and Ecology Survey	A biodiversity questionnaire is required for all applications except for applications for advertisement consent,	<p>A completed and signed East Herts Council biodiversity questionnaire.</p> <p>Major applications will require a full, measurable assessment of the biodiversity impacts of development and</p>	Policies NE1, NE3 East Herts District Plan 2018

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	<p>certificates of lawfulness and non- material minor amendments.</p> <p>Ecology Survey is required when proposals could result in a new loss to biodiversity, negatively affected protected habitats or species, or priority habitats and species.</p> <p>All Major developments will require an ecological survey</p>	<p>be accompanied by a locally approved biodiversity impact assessment calculation to demonstrate net gain.</p> <p>Protected species surveys will be required where there is a reasonable likelihood of their being present and affected by the development.</p> <p>A Phase 1 habitat survey and where necessary a Phase 2 survey.</p> <p>The survey should be compliant with BS42020, undertaken by a trained ecologist, consistent with national survey standards and should include:</p> <ul style="list-style-type: none"> • A biodiversity impact assessment calculation using the locally approved biodiversity metric and demonstrate a minimum 10% net gain in ecological units. • An analysis of the impacts of the development on fauna. • Definitive avoidance, mitigation or compensation measures sufficient to demonstrate a net gain in biodiversity enhancement measures. • A biodiversity impact assessment calculation using the Defra Biodiversity Metric (as updated) and demonstrate a minimum 10% net gain in ecological units. <p>Surveys should be up to date and ideally from the most recent survey season.</p> <p>Where it becomes clear during the determination of any application that an ecological survey is required, the Council will not delay making a decision on the application and it is likely that planning permission will be refused on these grounds.</p>	

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		For further advice please contact Herts Ecology at Hertfordshire County Council.	
Carbon reduction template	All full and reserved matters planning applications for new development that result in a residential net gain of 1 dwelling and above or an increase in non-residential floorspace	<p>To demonstrate that carbon emissions will be minimised on site, a carbon reduction template should be included in line with guidance in Appendix B of the Sustainability SPD.</p> <p>The reduction template should:</p> <ul style="list-style-type: none"> • Be applied to each unit or unit type proposed as part of a development. • Use the Target Emission Rate (TER) and Dwelling Emission Rate (DER)/ Building Emission Rate for non-domestic (BER), derived from the calculations carried out for Building Regulations compliance (Part L). • Major developments should include samples or estimates of Standard Assessment Procedure (SAP) (standard assessment procedure used in building regulations) calculations appended as evidence of compliance. It is recommended that SAP 10 carbon intensity figures are used, to take account of the decarbonisation of electricity. Calculations should be shown relative to existing Part L regulations so it is clear if, and how well, the development performs above building regulations. <p>This information should be included in the sustainable construction, energy and water statement.</p>	<p>Policy CC2 East Herts District Plan 2018</p> <p>Sustainability Supplementary Planning Document, 2021</p>
USB stick	All major applications	All documents and plans should be provided on a USB stick in PDF format.	
Community Use Agreement	Developments which propose new sports facilities or new	An agreement which sets out how and when the facility will be made available for use by the wider community and	Policies CFLR1, CFLR7 East Herts District Plan 2018

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	community facilities	details showing conformity with Sports England standards for pitch sizes.	
Dwellings for Rural Workers Justification	All applications for dwellings for agriculture, forestry and other rural businesses or applications to remove an occupancy condition	<p>Evidence to be provided for proposed dwellings:</p> <ul style="list-style-type: none"> • That the dwelling is essential to the financial and functional needs of the business; • That the enterprise has been established for at least three years and is, and will remain financially viable; • There is no other accommodation within the site/holding or in the locality which is suitable and available, or could be made available. <p>Evidence to be provided for the removal of an occupancy condition:</p> <ul style="list-style-type: none"> • There is no longer a need for the accommodation for agricultural, forestry or other rural workers on the holding/business and in the local area; • The dwelling has been marketed for a reasonable period (at least 12 months) and at a price which reflects the existence of the occupancy condition; • That the dwelling cannot make a contribution towards meeting local affordable housing needs in the area. 	Policy HOU5 East Herts District Plan 2018; NPPF
Equestrian Needs Assessment	Where the proposed development would result in the loss of equestrian facilities	An assessment which demonstrates that the facilities are no longer needed.	Policy CFLR6 East Herts District Plan 2018
Flood Risk Assessment and Surface Water Drainage Assessment	<p>A Flood Risk Assessment (FRA) will be required for:</p> <ul style="list-style-type: none"> • All major application; • Where the site is shown to be at High Risk of surface 	Flood Risk Assessments (FRA) should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed so that the development remains safe throughout its lifetime, taking climate change into account. The FRA should identify	Policy WAT1 East Herts District Plan 2018; NPPF

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	<p>water flooding in the national Risk of Flooding from Surface Water maps;</p> <ul style="list-style-type: none"> • developments of 1 hectare or greater in Flood Zone 1; • new development located in Flood Zones 2 and 3; • development less than 1 ha in flood zone 1 including change of use, to a more vulnerable class where they could be affected by sources of flooding other than rivers and the sea; • Any development within flood zone 1 which has a critical drainage problem as notified by the Environment Agency. <p>A sequential test will be required for development on sites (not allocated in the District Plan) within flood zones 2 and 3, other than for minor development (see Planning Practice Guidance for definition) or changes of use (unless development is a caravan, camping chalet, mobile home or park home site).</p> <p>An exceptions test is required for highly vulnerable</p>	<p>opportunities to reduce the probability and consequences of flooding. The FRA should include a surface water drainage assessment and the design of surface water management systems including Sustainable Drainage Systems (SUDs) and address the requirement for safe access to and from the development in areas at risk of flooding.</p> <p>The applicant may wish to provide the Council with information to assist in undertaking the sequential test. The sequential test must demonstrate that there is no other suitable location for the development which is at lesser risk of flooding. The area of search is District wide.</p> <p>The exception test must demonstrate that there are sustainability benefits to the proposal that are sufficient to outweigh the flood risk. The applicant must provide evidence to show that the proposed development would be safe and that any residual flood risk can be overcome to the satisfaction of the LPA, taking account of any advice from the Lead Local Flood Authority or the Environment Agency.</p> <p>A surface water drainage assessment should demonstrate that the proposed development will not create an increased risk of flooding from surface water to the development site and the surrounding area. It should give preference to infiltration over discharge to a watercourse, which in turn is preferable to discharge to surface water sewer.</p> <p>Further guidance may be sought from Herts County Council LLFA Summary Guidance for developers and LLFA Suds Policy Statement March 2017.</p> <p>For further advice please contact Flood Risk Management at Herts County Council or the Environment Agency.</p>	

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	development in flood zone 2, more vulnerable development and essential infrastructure in flood zone 3a and essential infrastructure in flood zone 3b.		
Heritage Statements	<p>All applications for Listed Building Consent and where the development would affect a designated or non-designated heritage asset.</p> <p>Applications for development that would be within or affect the sitting of a designated heritage asset.</p>	<p>Heritage Statements are a means of meeting the requirements of paragraph 189 of the NPPF. They should be a 2-stage document:</p> <ul style="list-style-type: none"> • an analysis and assessment of the special interest and significance of the historic asset in question, including any contribution made by their setting; and; • An assessment of the potential impact of the proposals on the special interest, significance and qualities identified. Proposals, of course, should be designed to avoid any harmful impacts. <p>The level of detail should be proportionate to the assets' importance and be sufficient to understand the potential impact of the proposal on their significance.</p> <p>Information should be provided about:</p> <ul style="list-style-type: none"> • The significance of the architectural and historical interest and character of the building or structure; • The principals of and justification for the proposed works; and • The impact of the proposal on the special interest of the listed building or structure, its setting and the setting of adjacent listed buildings. • The information should explain: <ul style="list-style-type: none"> • The sources that you have considered; • The expertise that you have consulted; and • The steps that have been taken to avoid or minimise 	Policies HA1, HA3, HA3, HA4, HA7, HA8 East Herts District Plan 2018; NPPF

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		<p>any adverse impacts on the significance of the building.</p> <p>NB. A designated heritage asset includes conservation areas, listed buildings, ancient monuments and registered historic parks and gardens.</p> <p>For developments in Areas of Archaeological Significance please see Archaeological desk-based assessment/field evaluations</p>	
Land Contamination Assessment	Where operational development or a change of use is proposed on land which is identified as contaminated land, where there is potential for contamination to exist or where a sensitive end use is proposed such as housing or education	<p>A risk assessment which identifies the findings of a site investigation and the risks associated with development of the site.</p> <p>A land contamination assessment which demonstrates that unacceptable risks from contamination and land instability will be appropriately addressed through remediation.</p> <p>For further advice please contact the Council's Environmental Health Team.</p>	Policy EQ1 East Herts District Plan 2018
Landscape and Visual Impact Assessment/ Landscape Sensitivity and Capacity Assessment	Major applications or where there is a potential adverse impact on the character and distinctive features of the District's landscape from the proposed development	<p>A Landscape and Visual Impact Assessment should follow the methodology outlined in the Guidelines for Landscape and visual Assessment (third edition) published by the Landscape Institute and Institute of Environmental Management Assessment.</p> <p>A Landscape Sensitivity and Capacity Study should follow the methodology outlined in Topic Paper 6 produced by The Countryside Agency.</p> <p>For further advice please contact the Council's Landscape Officer.</p>	<p>Policy DES2 East Herts District Plan 2018</p> <p>Landscape Character Assessment SPD 2007</p>
Light Impact Assessment	Where the lighting proposals of a development are deemed to	A light impact assessment should be carried out in accordance with the latest industry guidance; currently the	Policy EQ3 East Herts District Plan.

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	have a potentially unacceptable adverse impact on the natural surroundings.	Professional Lighting Guide PLG 04 "Guidance on Undertaking Environmental Lighting Impact Assessments" Institution of Lighting Professionals (ILP):2013. For further advice please contact the Council's Environmental Health team.	East Herts Sustainability Supplementary Planning Document, 2021
Loss of Community Facilities Assessment	Where the proposed development would result in the loss of uses, buildings or land for public or community use (see para. 19.8.1 of the East Herts District Plan 2018)	Justification should be provided to demonstrate that: <ul style="list-style-type: none"> an assessment has been undertaken which clearly shows the facility is no longer needed in its current form; or the loss would be replaced by enhanced provision; or the development is for an alternative community facility. 	Policy CFLR8 East Herts District Plan 2018
Loss of Employment Assessment	Where the proposed development would result in the loss of an existing designated employment area or a site/premises which is currently, or was last, in employment use (Classes B1, B2, B8 or related sui generis).	Justification should be provided to demonstrate that: <ul style="list-style-type: none"> The site/premise has been marketed for a minimum period of 12 months for designated employment areas and 6 months for non- designated sites; that improvements can't be made to the site/premises to attract other B1, B2 or B8 uses; and the retention of the use is unable to be facilitated by the partial conversion to a non- employment generating use. 	Policy ED1 East Herts District Plan 2018
Loss of Agricultural or Employment use in Rural Area Assessment	Where the proposal results in the loss of an agricultural or employment use in a rural area or a change of use to a non-employment generating	Justification should be provided to demonstrate that: <ul style="list-style-type: none"> the current agricultural or employment use of no longer needed or viable; improvements to the site/premise would not make alternative employment generating uses viable; the retention of the employment generating use is unable to be facilitated by the partial conversion of a 	Policy ED2 East Herts District Plan 2018

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	use	<p>non-employment generating use;</p> <ul style="list-style-type: none"> the building is of permanent and substantial construction. 	
Loss of Open Space, indoor or outdoor Sport and Recreation Facilities Assessment	All proposals which would result in the loss of existing open space or existing indoor or outdoor sport and/or recreation facilities (including playing fields)	<p>Justification should be provided to demonstrate that:</p> <ul style="list-style-type: none"> an assessment has been undertaken which clearly shows that the facility is no longer needed in its current form; the loss would be replaced by enhanced provision in terms of quantity and/or quality in a suitable location; the development is for an alternative facility the need for which clearly outweighs the loss. 	<p>Policy CFLR1 East Herts District Plan 2018; NPPF</p> <p>Open space, sport and recreation Supplementary Planning Document, 2021.</p>
Masterplan	All significant development proposals (dependent on the scale of the development and the potential impact on the community and local character, however generally a threshold of fifty homes or more will apply)	<p>The Masterplan should be collaboratively prepared, involving site promoters, land owners, East Herts Council, town and/or parish councils and other relevant key stakeholders and should be informed by public participation. The Masterplan should set out:</p> <ul style="list-style-type: none"> the quantum and distribution of land uses; access; sustainable high quality design and layout principles; necessary infrastructure; the relationship between the site and other adjacent and nearby land uses; landscape and heritage assets; and other relevant matters 	Policy DES1 East Herts District Plan 2018
Noise Impact Assessment	Where new development will have the potential to create noise which will have an impact on existing noise sensitive development (such as	The assessment should outline the potential sources of noise generation, and the impact they may have on the proposed development. The assessment should also outline how the developer intends to overcome these	<p>Policy EQ2 East Herts District Plan 2018</p> <p>Noise Assessment Planning Guidance Document</p>

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	residential areas, hospitals and schools). Where noise sensitive development (such as those listed above) would be developed in a location where it will be subject to noise from an existing use in the vicinity	issues, including mitigation measures. For further information contact Environmental Health	
Planning Statement	All major applications and significant minor applications (2 or more dwellings, or large commercial)	A Planning Statement should explain the principles of and justification for the proposed development. The type and amount of detail required will vary according the particular circumstances of each application. You should submit information explaining how the proposed development accords with policies in the District Plan and Supplementary Planning Documents.	East Herts District Plan 2018
Retail Impact Assessment	All applications for retail outside a Primary Shopping Area, and for leisure, office and other developments outside of town centres which are not in accordance with the policies of the District Plan and where the following thresholds are met: <ul style="list-style-type: none"> • over 1,500sqm gross floorspace within the settlement boundary of Bishop's Stortford; • over 1,000sqm gross floorspace within the settlement boundary of Hertford; 	The Assessment should include: <ul style="list-style-type: none"> • The impact of the proposal on existing, committed and planned public and private investment in a centre or centres in the catchment area of the proposal; and • The impact of the proposal on town centre vitality and viability, including local consumer choice and trade in the town centre and wider retail catchment area (as applicable to the scale and nature of the scheme). • The impact should be measured for up to five years from the time the application is made, and more major schemes for up to ten years from the application. 	Policy RTC1 East Herts District Plan 2018; NPPF

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	<ul style="list-style-type: none"> over 500sqm gross floorspace elsewhere. 		
Rural Exception Site Needs Assessment	All applications that propose a rural exception housing scheme	The Assessment should demonstrate how the proposed development will contribute towards meeting an identified need for affordable housing within the parish.	Policy HOU4 East Herts District Plan 2018; NPPF
Sequential Test for main town centre uses	<p>For all applications proposing main town centre uses as defined in the District Plan and NPPF.</p> <p>Proposals for retail, leisure, offices and other developments outside town centres</p>	<p>Information should be provided to demonstrate whether there are any suitable sequentially preferable locations and should consider the suitability of more central sites to accommodate the proposal and whether there is scope for flexibility in the format and/or scale of the proposal.</p> <p>Proposals for retail outside the Primary Shopping Area, and for leisure, office and other developments outside of town centres, which are not in accordance with policies of the District Plan, will be required to provide an impact assessment indicating the impact of the proposal on existing, committed and planned public and private investment in the town centre or in the catchment area of the proposal. The assessment should also consider the impact of the proposal on town centre vitality and viability, including local consumer choice and trade in the town centre and the wider area.</p> <p>The impact should be measured for up to five years from the time the application is made. For major schemes, the impact should be measured for up to ten years from the application. The following thresholds will be applied:</p> <ul style="list-style-type: none"> Over 1,500 sq.m gross within the settlement boundary of Bishop's Stortford; Over 1,000 sq.m gross within the settlement boundary of Hertford 	Policy RTC1 East Herts District Plan 2018; NPPF

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		<ul style="list-style-type: none"> Over 500 sq.m gross elsewhere 	
<p>Source Protection Zones – assessment of impacts and mitigation measures</p>	<p>For the following uses in source protection zones:</p> <ul style="list-style-type: none"> Incinerators; Waste transfer stations; Vehicle dismantlers; Metal recycling; Waste treatment facilities and all non- landfill waste management activities; Cemeteries; Discharge of foul sewage to ground; Cess pools; Waste sites and underground storage of hazardous substances (i.e. petrol stations); New trade effluent discharges or stores; Storage of manure, slurry, sewage sludge and other farm waste. <p>Full list of possible contamination can be found HERE</p>	<p>An assessment of the impact of the development proposal on the source protection zone and drinking water and identification of any necessary mitigation measures.</p>	<p>Policy WAT2 East Herts District Plan 2018</p>
<p>Structural Survey</p>	<p>Proposals for changes of use in rural areas to non-employment generating uses</p>	<p>Information should be provided to demonstrate that the building is of permanent and substantial construction. This should include as relevant:</p>	<p>Policy ED2 East Herts District Plan 2018</p>

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		<ul style="list-style-type: none"> • General description and age of building; • Condition – structural integrity, foundations, damp proofing, walls, joinery, timbers, roof structure and roof covering; • Assessment of repairs necessary to ensure retention of the building; • Assessment of structural and other alterations necessary to implement the proposed change of use. • Assessment of percentage of the building that needs to be rebuilt – including walls and timbers; • Opinion as to the suitability of the building for proposed change of use; • A schedule of works necessary to carry out the proposal. • Information should be provided to demonstrate that the building is of permanent and substantial construction. This should take the form of a structural survey carried out by a suitably qualified surveyor 	
Sustainability Checklist	All applications for new development that result in a residential net gain of 1 dwelling and above or an increase in non-residential floorspace.	<p>A completed East Herts Sustainability checklist, which addresses the following topics:</p> <ul style="list-style-type: none"> • Energy and carbon reduction • Climate changes adaptation • Water efficiency • Pollution: Air quality and light pollution • Biodiversity • Sustainable transport • Waste management <p>The checklist should demonstrate how the development complies with District Plan policies that seek to improve the</p>	<p>Policies DES4, TRA1, NE1, NE2, NE3, CC1, CC2, CC3, WAT4, WAT5, EQ3, EQ4</p> <p>East Herts District Plan 2018 Sustainability Supplementary Planning Document 2021</p>

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		<p>environmental sustainability of new development and the sustainable design and construction guidance set out in the Sustainability Supplementary Planning Document.</p> <p>When completing the checklist, applicants should:</p> <ul style="list-style-type: none"> • Briefly summarise/ explain how their proposal complies with the relevant criteria, signposting to other relevant statements/ surveys as appropriate. The checklist does not need to repeat detailed information submitted elsewhere, but should provide an overview of the approach taken in the scheme. • Ensure answers are explained and justified, not simply 'yes' or 'no' or 'not applicable'; • Use District Plan policies and the relevant sections in the SPD to inform responses; • Ensure the level of detail submitted is proportionate to the scale and type of application. For outline applications, the relevance of criteria will depend how many matters are reserved. In these circumstances, the applicant should demonstrate which checklist criteria are not applicable to their proposal. 	
Sustainable Construction, Energy and Water Statement	All new development.	<p>The Statement should demonstrate how the development responds to sustainable construction, energy and water efficiency:</p> <ul style="list-style-type: none"> • how the design, materials, construction and operation of the development would minimise overheating in summer and reduce the need for heating in the winter and cooling in summer; • how carbon dioxide emissions will be minimised across the development site; • how the development will minimise the use of mains 	Policies CC1, CC2, CC3, WAT4 East Herts District Plan 2018

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		<p>water</p> <p>The statement should explain, in more detail, the answers to the sustainability checklist criteria relating to water efficiency, energy and carbon reduction and climate change adaptation.</p>	
Transport Assessment / Statement	All developments that will generate significant amounts of transport movement	<p>A Transport Assessment/Statement should include the details specified in the Planning Practice Guidance found at https://www.gov.uk/guidance/travel-plans-transport-assessments-and-statements (or any subsequent guidance).</p> <p>Further guidance may be sought from Roads in Hertfordshire: Highways Design Guide 3rd Edition 2011.</p> <p>For further advice please contact Highways at Herts County Council.</p>	Policies TRA1, TRA2 East Herts District Plan 2018; NPPF; Herts County Council Local Transport Plan LTP4
Travel Plans	All developments that will generate significant amounts of transport movement	<p>Travel Plans should evaluate and consider:</p> <ul style="list-style-type: none"> • benchmark travel data including trip generation databases; • Information concerning the nature of the proposed development and the forecast level of trips by all modes of transport likely to be associated with the development; • relevant information about existing travel habits in the surrounding area; • proposals to reduce the need for travel to and from the site via all modes of transport; and • provision of improved public transport services. They may also include: <ul style="list-style-type: none"> • parking strategy options (if appropriate); and • proposals to enhance the use of existing, new and improved public transport services and facilities for 	Policies TRA1, TRA2 East Herts District Plan 2018; NPPF; Herts County Council Local Transport Plan LTP4

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		<p>cycling and walking both by users of the development and by the wider community (including possible financial incentives).</p> <p>Further guidance may be sought from Hertfordshire's Travel Plan Guidance for Business and Residential Development May 2014.</p>	
Tree Survey / Arboricultural Report	Where there are existing trees on a site or in close proximity to the site, and of particular importance where a proposal would impact on a Tree Preservation Order, trees in a Conservation Area, woodlands or any trees or tree groups that represent significant landscape features.	<p>A Tree Survey/ Arboricultural Report should comply with BS 5837 Trees in relation to design, demolition and construction – Recommendations. The Standard follows a logical sequence of events that has tree care at the heart of the process. The Report will typically include:</p> <ul style="list-style-type: none"> • A topographical survey; • Tree Survey; • Tree Constraints Plan; • Arboricultural Implications Assessment; • Tree Protection Plan; and • Arboricultural Method Statement 	Policies DES2, DES3 East Herts District Plan 2018
Viability Assessment	All applications where an exception to policy is proposed on financial grounds.	Advice from a professional valuer should be sought and the Council will expect the developer to meet the costs of an independent assessment of the viability report	HOU3, DEL1, DEL2 East Herts District Plan 2018

Further guidance on information required to be submitted with applications can be found in the Planning Practice Guidance (<https://www.gov.uk/government/collections/planning-practice-guidance>).