

Validation Guide

A GUIDE TO SUBMITTING PLANNING APPLICATIONS (NATIONAL AND LOCAL REQUIREMENTS)

December 2022

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1 Validation

- 1.1 The Councils (we) have updated the validation checklists for all types of statutory planning applications, having regard to Article 11(3)(c) of the Town and Country Planning (Development Management Procedure) (England) (Order) (2015) alongside paragraph 44 of the National Planning Policy Framework (NPPF).
- 1.2 There are two levels of mandatory documents: national and local. The national checklist sets out the essential requirements for validating all statutory planning applications. The local list is prepared by the local planning authority and provides a list of additional local requirements which need to be met in certain circumstances and depending on the type of application being submitted.
- 1.3 We seek to take a proportionate approach to the level of detail and information being requested in support of planning applications. However, if the information required by either the national or local validation checklist is missing from an application, we will determine the application as invalid and will not register or process the application.
- 1.4 Applications which are validated are likely to contain sufficient information for a decision to be made. However, on occasion there may be circumstances where the information submitted with a validated planning application is insufficient to demonstrate that a proposal complies with development plan policy requirements and in such circumstances, we reserve the right to ask for additional information.
- 1.5 We offer a pre-application advice service (for which there is a fee applicable). Details of this service are available on our respective websites ([SODC](#) / [VOWH](#)). Through this service, local list information requirements will be identified.
- 1.6 If we consider your application to be invalid, we will set out our reasons in writing to the applicant/ agent (you) and request the information to be submitted. If this information is not provided within 21 days a further notification will be sent giving an extra 7 days after which the application will be closed.

2 Validation Disputes

- 2.1 If you disagree with the reasons given for invalidating your planning application, the reasoning and rationale for this disagreement should first be made in writing to the Local Planning Authority for review by the Head of Planning (email registration@southandvale.gov.uk). If, following the review there is still no agreement as to a way forward, you should send a notice to the local planning authority setting out their rationale for refusing to supply the information under Part 3, Article 12 of The Town and Country Planning (Development Management Procedure) (England) Order 2015. We in response to this notice must confirm that either the information is no longer required by issuing a 'validation notice' stating that it no longer requires the information specified in the article 12 notice, or through the issuing of a 'non-validation notice' stating that it still requires you to provide the information requested.
- 2.2 Following a 'non-validation notice', you may appeal to the Planning Inspectorate under Section 78 of the Town and Country Planning Act 1990 (as amended).

- 2.3 The timescales for this process depend on the type of application submitted:
- 16 weeks for applications subject to an Environmental Impact Assessment (EIA)
 - 13 weeks for applications for major development
 - 8 weeks for all other development types

3 Electronic submissions

- 3.1 The submission of planning applications via the [Planning Portal](#) is strongly recommended.
- 3.2 We work in a paperless environment and therefore paper submissions are discouraged as they take extra administrative time to process.
- 3.3 When submitting applications online or via the Planning Portal, please take note of the following:
- no individual file size to be greater than 10Mb
 - all plans to be submitted as separate single page PDF files. Multiple pages, combined PDF files will not be accepted.
 - no .zip or .exe files to be submitted
 - all documents should be correctly orientated
 - plans to be drawn to scale and this should be included on the drawing (see drawing requirements against each application type for more information)
 - drawings that contain wording 'Do not Scale' or similar will not be accepted
 - when uploading documents and drawings, please be mindful of the document description. Accurately described documents on receipt will significantly assist with validation timings.
- 3.4 Applications will be made invalid for incorrectly labelled or formatted plans/documents.

4 Personal and Sensitive Data

- 4.1 Where there is a need to submit information considered 'personal data' or 'sensitive personal data' under the General Data Protection Regulations (GDPR) this information should be submitted in a separate document and clearly marked and identified as confidential. The definition of 'personal data' and 'sensitive personal data' can be found in the [Information Commissioner's Office \(ICO\) Guide to the General Data Protection Regulation \(GDPR\)](#)
- 4.2 To help us process your application swiftly, please do not include any signatures or any personal information within documents or plans that requires redacting before we can make the detail public (excluding hard copy application forms). If you enclose photographs with your submission, please ensure all personal details such as car registration numbers, persons shown in the background of the photographs are removed.

5 Payment

- 5.1 We strongly encourage the payment of applications via the Planning Portal, by credit or debit card online or by phone via 01235 422600, or by BACS. The Planning Service strongly discourages the payment of applications via cheque or cash.

6 Community Infrastructure Levy (CIL)

- 6.1 The CIL tariff came into effect in April 2016 for South Oxfordshire District Council and November 2017 for Vale of White Horse District Council. Some developments are exempt and further information on what developments are exempt can be found on the following websites [South](#) and [Vale](#)
- 6.2 Our local validation requirements include a requirement to complete a CIL Form 1 for **all** residential development applications and all householder applications, including provision of outbuildings where the proposal exceeds 100 square metres (GIA). Application types include Full planning permission, non-material amendments and Section 73 (variation) applications.

7 Document Descriptions and Requirements

7.1 Application Form

- 7.1.1 As with all Local Planning Authorities, we use the national standard application forms, which can be accessed via the [Planning Portal](#)

7.2 Application Fee

- 7.2.1 The full and correct application fee must be submitted and paid with the application to validate a planning application. A fees calculator is available on the [Planning Portal website](#)

7.3 Ownership Certificate

- 7.3.1 Your planning application is not valid and cannot be processed by us without the completion of the correct certificate of ownership (certificate A, B, C or D). Only one of these certificates will apply to your application and further detail is provided below on each certificate type.
- 7.3.2 Although ownership certificates are referenced as a separate document requirement, the certificates are found within the standard application form – at the end of the document.
- 7.3.3 The certificate provides us with detail on land ownership and confirms the appropriate notices have been served on any other owners/ agricultural tenants to make them aware of the application.
- 7.3.4 Failure to serve the correct certificate or notice will invalidate the application. It is an offence to complete a false or misleading certificate, either knowingly or recklessly, with a maximum fine of up to £5,000.
- 7.3.5 An 'owner' is anyone with a freehold interest, or leasehold interest, the unexpired term of which is not less than 7 years.
- 7.3.6 An 'agricultural tenant' is a tenant of an agricultural holding, any part of which is comprised in the land to which the planning application relates.

7.3.7 Certificate Types

- 7.3.8 **Certificate A - Sole ownership and no agricultural tenants.** This certificate is to be completed if you are making the application and you are the sole owner to which the application relates and there are no agricultural tenants.
- 7.3.9 **Certificate B – Shared ownership (all other owners/agricultural tenants are known).** This certificate is to be completed if you are not the sole owner, or if there are agricultural tenants and you know the details of all the other owners and/or tenants. **Notice 1** (link below)

also needs to be printed and served on individuals. * If you are a joint owner of a property and apply in only your name, notice needs to be served on the other 'owner' of the property/land.

7.3.10 Certificate C – Shared ownership (some owners/ tenants known). This certificate must be completed if you do not own all the land to which the application relates and do not know the names and details of all the owners and/or tenants. **Notice 1** (link below) also needs to be printed, completed, and served on the individuals known. **Notice 2** (link below) is for completion and publication in the local newspaper to cover those owners where the details are unknown.

7.3.11 Certificate D – Ownership is unknown. This certificate must be completed if you do not own all the land to which the application relates and do not know the names and details of any of the owners and/or tenants. **Notice 2** (link below) must also be completed and placed in the local newspaper.

7.3.12 Notice 1 – This is to be printed and served on individuals if Certificate B or C is completed <https://ecab.planningportal.co.uk/uploads/1app/notices/notice1.pdf>

7.3.13 Notice 2 – This notice is for publication in the local newspaper if Certificate C or D is completed <https://ecab.planningportal.co.uk/uploads/1app/notices/notice2.pdf>

7.4 Validation Checklist form

7.4.1 This form acts as a tick list and should be completed and submitted as part of the application documentation. It is a double-check mechanism for you to ensure you are satisfied all the necessary documents and drawings have been prepared and submitted.

7.4.2 It is recognised that the local list requirements are detailed and extensive, the checklist form allows for comments to be made and submitted with an application to set out exceptions etc. These comments will be assessed by the Registration Officers as part of the validation process.

7.5 Drawings and Plans – National List Requirement

7.5.1 All submitted plans should be in the following format and must include the following detail:

- a pdf format when submitted electronically
- plans should be drawn to a metric scale
- each plan/drawing needs to include a plan description title, for example existing rear (south) elevation.
- a scale bar indicating the scale of the drawing must be included along with confirmation of the scale of the drawing together with paper size
- plans/drawings should not contain disclaimers such as “Do not Scale”, “Not to Scale”, “Draft” – submission of drawings including these disclaimers or similar will be considered invalid.
- individual files should be no bigger than 10Mb in size.

- all plans to be submitted as separate single page PDF files. Multiple pages, combined PDF files will not be accepted.

7.5.2 Plans necessary to describe the development which is the subject of the application should be submitted as follows:

7.6 Location Plan

7.6.1 This plan is required to show us where the site is and on what land planning permission is being applied on.

7.6.2 Location plan requirements are:

- not a Land Registry document/ plan (copyright)*
- up to date as possible OS based map
- at an identified measurable scale of 1:1250, 1:2500 and include a scale bar
- scale must be indicated in writing on the drawing
- be clearly marked with the direction of North
- show the full site, all site boundaries, adjoining properties
- show the application site boundaries and all land necessary to carry out the proposed development, including any land required for access to the site from the highway - area to be **outlined in red**
- the red line should be a continuous, unbroken red line on the plan
- include any other land within your ownership or control adjacent to the site to be **outlined in blue**
- include a unique drawing reference to be used in any subsequent decision notice
- include original paper size (A4, A3 etc) on drawings for printing and to be uploaded/ printed in colour
- clearly show authorised copiers licence number with appropriate copyright acknowledgements

***Ordnance Survey Licences and unauthorised copying of maps**

7.6.3 Applicants/Agents who have their own copyright licence should ensure that all maps extracts submitted with planning applications carry the relevant copyright acknowledgement and their licence number.

7.6.4 Please note that copying Ordnance Survey maps without a valid licence is a breach of Ordnance Survey copyright.

7.7 Proposed Site Plan/Block Plan

7.7.1 We require this plan to identify the site and the proposed development in relation to its surroundings.

7.7.2 Block/Site plan requirements:

- up to date as possible OS based map

- at an identified measurable scale of 1:500, 1:200 and include a scale bar
- be clearly marked with the direction of North
- the red edge of the site shown on the site/block plan must match the location plan provided
- show the full site, all site boundaries, existing buildings, roads, tracks, historic features, ponds, watercourses, proposed boundary treatments
- identify any buildings to be removed
- include access arrangements where relevant to the proposal - access width, vision splays, existing and proposed vehicle parking provision, and cycle parking provision
- clearly and accurately show the position of existing trees and hedges, including those that could be affected by the development (such as those in proximity to the boundaries of the site) and identify those proposed to be removed (where applicable)
- include original paper size (A4, A3 etc) on drawings for printing and to be uploaded/ printed in colour

7.8 Existing and Proposed Elevations

7.8.1 We require these plans to clearly show the proposed works in relation to what currently exists on the site.

7.8.2 An elevation is a view of a building seen from one side - a flat representation of one face of a building

7.8.3 Elevation requirements:

- at an identified measurable scale of 1:100, 1:50 and include a scale bar
- each elevation to be clearly marked with the direction for example, north elevation, east elevation
- show all elevations in full unless otherwise agreed
- include proposed building materials, style, and finish of the building along with window, door, and rainwater goods details
- include a unique drawing reference to be used in any subsequent decision notice
- include original paper size (A4, A3 etc) on drawings for printing and to be uploaded/ printed in colour

7.9 Existing and Proposed Roof Plan

7.9.1 These plans are required where alterations are proposed to the roof form.

7.9.2 Roof plan requirements:

- at an identified measurable scale of 1:100, 1:50 and include a scale bar
- show the position of all ridges, valleys, dormer openings, rooflights and other features
- include a unique drawing reference to be used in any subsequent decision notice

- include original paper size (A4, A3 etc) on drawings for printing and to be uploaded/printed in colour

7.10 Site sections and finished floor and site levels (existing and proposed)

7.10.1 These plans are required where alterations are being made to the existing ground levels, for example a sloping site or where there are clear ground level differences across the site and/or between neighbouring properties.

7.10.2 Site sections and finished floor and site levels requirements:

- at an identifiable scale of 1:200, 1:100, 1:50 and include a scale bar
- show a cross section through the building(s) or structure as existing and proposed
- provide details of existing and proposed levels with reference to an off-site fixed datum point and include any retaining walls, existing or proposed where there is a change in ground levels across the site, or between the site and neighbouring land
- show the proposal in relation to adjoining or neighbouring buildings
- indicate original paper size on drawings for printing (A4, A3 etc)

7.11 Proposed Street Scene

7.11.1 These plans are required to show the proposal in the context of the wider street scene. Whilst not always necessary in some cases a street scene accurately showing adjoining buildings can be useful.

7.11.2 Proposed street scene requirements:

- to be provided at an identifiable scale of 1:100, 1:200 and include a scale bar
- accurately show the height and outline of neighbouring buildings relative to the proposal including the position and sizes of windows and doors for both the proposed and neighbouring buildings
- specify the direction in which the street scene elevation is taken from, for example, "*Road (South) Street Scene*"
- include a unique drawing reference to be used in any subsequent decision notice
- include original paper size (A4, A3 etc) on drawings for printing and to be uploaded/printed in colour.

Documents

NATIONAL LIST REQUIREMENTS

7.12 Design and Access Statement (DAS)

7.12.1 A concise and site-specific report accompanying applications for planning permission and listed building in the following cases:

- all major development proposals (both full and outline applications)
- all listed building consent proposals
- one or more new dwellings in a Conservation Area
- a building or buildings with a floor space of 100 square metres or more.

7.12.2 A DAS provides a framework for you to describe and 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.

7.12.3 A Design and Access Statement must:

- explain the design principles and concepts that have been applied to the proposed development; and
- demonstrate the steps taken to appraise the context of the proposed development, and how the design of the development takes that context into account.

7.12.4 A development's context refers to the characteristics of the application site and its wider setting. These will be specific to the circumstances of an individual application and a Design and Access Statement should be tailored accordingly.

7.12.5 Design and Access Statements must also explain your approach to access and how relevant Local Plan policies have been considered. They must detail any consultation undertaken in relation to access issues, and how the outcome of this consultation has informed the proposed development. You must also explain how any specific issues which might affect access to the proposed development have been addressed.

7.13 Fire Safety Statement

7.13.1 Measures to ensure the consideration of fire safety matters as part of the planning process which should be submitted with applications for:

- 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

7.13.2 Fire safety statement requirements:

- the statement must be submitted on a form published by the Secretary of State (or a form to similar effect). Details must include information about:
 - the principles, concepts and approach relating to fire safety applied to each building
 - the site layout
 - emergency vehicle access and water supplies for firefighting purposes
 - any consultation undertaken on issues relating to the fire safety of the development
 - how any relevant development plan policies have been considered in the design of the proposal.

7.13.3 National Planning Policy Guidance relating to fire safety and high-rise buildings can be found [here](#)

LOCAL LIST REQUIREMENTS

7.14 Each document type is set out below and includes the planning policy hook to require the submission of the detail. Many of the local requirements are dependent on the scale of the development or the planning constraints applicable to the site. You can check what constraints apply to your application site by using our online GIS mapping system. For sites found within the South Oxfordshire District administrative area, please follow this link [SODC GIS link](#). For Vale of White Horse District searches, please use this [VOWH GIS link](#)

7.15 Acoustic Report/ Noise Impact Assessment

7.15.1 An acoustic report could be needed where a proposed development could change the quality of life for people who live or work nearby due to excessive noise, or if a development is proposed near to an existing noise source.

7.15.2 When is an acoustic report or noise impact assessment required?

- where noise is likely to be a material consideration/ cause an impact for either noise sensitive development or noise generating development, such as:
 - plant, ventilation, air extraction of air conditioning equipment and flues
 - uses likely to create significant noise such as food/drink, entertainment and leisure uses, industrial uses, day nurseries, etc.
 - a noise-sensitive use located in a noisy environment
 - use likely to generate a significant amount of traffic
 - noise-sensitive use being proposed in proximity to an existing noise generating use.

7.15.3 What should an acoustic report/noise impact assessment include:

- an assessment of existing background noise levels measured over a 24-hour period
- a clear understanding of proposed noise levels
- any proposed measures to reduce noise levels
- details of the method used to compile the report and examples of the calculations and assumptions made.

7.15.4 We always recommend discussing the requirements of an acoustic assessment with our Environmental Protection Team.

7.15.5 The Assessment should be prepared by a suitably qualified acoustic consultant, and where required, include a scheme of noise mitigation measures. See further guidance: planning practice guidance PPG Noise [NPPG Noise](#)

7.15.6 The South Oxfordshire policy hooks for this requirement are SOLP 2035 Policies ENV11, ENV12 & DES6 and for Vale of White Horse it is LPP2 DP25.

7.16 Affordable Housing Statement/Plan

7.16.1 In line with development plan policy requirements an affordable housing statement or plan may be required.

7.16.2 When is an affordable housing statement or plan required?

- for all Use Class C3 housing proposals delivering a net gain of 10 units or more, or where the site has an area of 0.5 hectares or more
- for Use Class C2 proposals delivering a net gain of 10 self-contained units or more
- in Areas of Outstanding Natural Beauty (AONB) where proposals deliver a net gain of 5 units or more, or where the site has an area of 0.5 hectares or more

7.16.3 What should an Affordable housing statement or plan contain:

- we will require information concerning both affordable housing and any open market housing proposed. Such information shall include:
 - number, mix and tenure of units
 - gross internal floor area per unit in square metres
 - how the detail of the proposal complies with relevant development plan policy
 - where a financial contribution is proposed in lieu of on-site provision, the statement should clearly state this alongside the reasons why this is acceptable
 - a viability assessment must be provided if less affordable units are proposed, and/or the proposals do not meet the requirements of the development plan policy.

7.16.4 An affordable housing statement can be included in an overarching Planning Statement. In these circumstances the title of the report must reflect this inclusion, for example 'Planning and Affordable Housing Statement'.

7.16.5 Where a proposal meets the contribution and tenure requirements of the Local Plan, a Housing Tenure Plan will be sufficient to demonstrate compliance.

7.16.6 The South Oxfordshire policy hook for this requirement is SOLP 2035 Policy H9 and for Vale of White Horse it is LPP2 CP 24.

7.17 Agricultural, Rural or Occupational Worker Dwelling Justification and Development

7.17.1 This document is required with:

- any application proposing new agricultural, forestry, equestrian or other occupational workers dwellings in open countryside

- applications to remove existing occupancy conditions on existing dwellings.
- applications for new rural buildings where the proposal would have a significant impact on the landscape and/or environment.

7.17.2 The document requirements will differ depending on the proposed works.

7.17.3 Proposals for new dwellings should include functional and financial evidence to demonstrate and support the need for a dwelling and that there are no suitable, alternative dwellings in the locality that could fulfil the essential need. Such appraisals should be completed by a suitably qualified consultant.

7.17.4 Removal of existing occupancy tie conditions will require evidence to demonstrate there is no long term need for the restricted accommodation in the locality. It will be expected for the property to have been appropriately marketed for at least 12 months.

7.17.5 The South Oxfordshire and Vale of White Horse policy hooks for this requirement are set out in the NPPF.

7.18 Air Quality Assessment

7.18.1 An air quality assessment is an assessment of the impact of a proposed development on air quality.

7.18.2 An air quality assessment is required:

- For all major planning application proposals
- where the development could result in significant vehicle movements through an Air Quality Management Area (AQMA)

7.18.3 The assessment should include:

- The existing air quality (baseline)
- A prediction of future air quality without the proposed development (future baseline)
- The impacts of the development during construction (construction phase)
- A prediction of future air quality with the development (development operational phase)
- Measures to mitigate and manage impact should be included

7.18.4 It is important that an appropriate methodology and datasets are chosen in agreement with the Council's Environmental Protection Team before this work is undertaken. Additional guidance can be found at Section 11 of the NPPF and in the National Planning Practice Guidance [NPPG Air Quality](#)

7.18.5 The South Oxfordshire policy requirement for this detail is through SOLP 2035 Policy EP1, and the AQMA's of Wallingford, Henley-on-Thames and Watlington. For the Vale of White Horse, the requirements are through LPP2 DP26, and AQMA's of Abingdon-on-Thames, Botley and Marcham.

7.19 Arboricultural Assessment/Tree Survey

7.19.1 A tree survey or Arboricultural Assessment should identify the quantity, species, position, and size of the tree(s) and provide a full and clear specification of the works intended and any protection measures required for the retained trees.

7.19.2 An arboricultural assessment is required when:

- there are any trees within 15m of any part of the development. They should be surveyed and assessed as part of an Arboricultural Impact Assessment, including trees on neighbouring land that could be affected by the development. Development in relation to trees also includes provision of site access, service routes, compound areas, drainage infrastructure
- where there are significant or protected trees (subject to a Tree Preservation Order or within a Conservation Area – you can check this on our [website](#)) on or adjacent to the site which will either be (directly or indirectly) impacted by the development or its construction.

7.19.3 Arboricultural assessment requirements:

- tree survey (based on a topographical survey) accurately positioning the trunks of trees that could be influenced by the development
- trees selected for retention, numbered, and marked on a plan
- trees to be removed, also numbered, and marked on a plan
- trees to be pruned (including access facilitation pruning) numbered, marked on a plan and a schedule of works clearly set out
- areas designated for structural landscaping that need to be protected from construction operations to prevent the soil structure from being damaged
- an evaluation of the impact of any proposed tree loss
- evaluation of the tree constraints identified and a draft Tree Protection Plan
- all issues to be addressed in an Arboricultural Method Statement

7.19.4 The information should be prepared by a qualified arboriculturalist and in line with guidelines set out in the British Standards Guidance BS 5837:2012 or any subsequent revisions

7.19.5 The South Oxfordshire policy hook for this requirement is SOLP 2035 ENV1 and for Vale of White Horse it is LPP1 2031 Core Policy 44.

7.20 Archaeological Survey/Assessment

7.20.1 An Archaeological Assessment is a report that evaluates archaeological heritage. This may be combined into one Heritage Statement where designations due to heritage significance relate to heritage assets above and below ground (including archaeological remains).

7.20.2 An Archaeological assessment is required:

- if the site or part of the site is within, or in the setting of, a Scheduled Ancient Monument or if the site is within a priority or in an archaeologically sensitive area.
- the proposal is a major development application

7.20.3 You can check if a site is part of, or close to, a Scheduled Monument by checking the [Historic England website](#)

7.20.4 Archaeological Assessment requirements:

- 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 to show historic features that may exist on or adjacent to the development site. This includes listed buildings, structures, historic parks and gardens and historic battlefields.
- that regard and consideration has been given to the impact of a proposal on heritage assets and their settings, as described in Section 12 of the NPPF - Conserving and Enhancing the Historic Environment.

7.20.5 If a field evaluation is required, it is recommended that proposals are discussed with Oxfordshire County Council's Archaeologist before an application is submitted to establish their requirements and the extent of information required.

7.20.6 The South Oxfordshire policy hook for this requirement is SOLP 2035 Policy ENV9 and the Vale of White Horse LPP2 Policy DP39

7.21 Biodiversity/Ecological Impact Assessment and Survey

7.21.1 Local Planning authorities have a duty to consider biodiversity conservation when assessing planning applications.

7.21.2 A biodiversity/ecological impact assessment is required:

- for all major planning application proposals
- if the site is within or adjacent to a designated habitat site:
 - Site of Special Scientific Interest (SSSI)
 - Special Area of Conservation (SAC)
 - Special Protection Area (SPA)
- where there is a reasonable likelihood that a planning proposal might affect important protected species or habitats
- if the proposal affects mature/overgrown gardens, areas of rough grassland or derelict land, including brownfield, allotments on or adjacent to the site
- where a development proposal may have possible impacts on wildlife and biodiversity, in particular protected species such as bats – a survey is generally considered necessary for demolition proposals, including small-scale householder extension and refurbishment schemes where bats are known to be in the area.

- Great Crested Newts (where there is a pond within 250m of the site or a pond on the site), badgers or common reptiles.

7.21.3 Biodiversity/ecological impact assessment requirements:

- we will require information on the species and habitat likely to be affected, and an assessment of the impacts of the proposals.
- up-to-date survey information on the species or habitat likely to be affected
- net gain of biodiversity (10%) using a recognised biodiversity accounting metric. To include excel spreadsheet for calculations
- biodiversity enhancement measures shown on a detailed plan with specifications
- information and detail on establishing, managing, and maintaining any habitat creation or other biodiversity enhancement measures.

7.21.4 It is important to acknowledge that any ecological survey may need to be carried out at the specific time of year for the relevant species or habitat. Survey timings could impact on anticipated project delivery if not considered in advance.

7.21.5 Information on Statutory designated sites can be found through the following website:

<https://magic.defra.gov.uk/MagicMap.aspx>

7.21.6 The policy hook for South Oxfordshire proposals is Local Plan policy ENV2, ENV3, ENV4 and for Vale of White Horse proposals LPP1 Core Policy 46, LPP2 Development Policy 30.

7.22 Community Infrastructure Levy (CIL) Form 1 and Measurement Plan

7.22.1 CIL is a charge on new development to pay for infrastructure, for example sports facilities, education, parks, health facilities, highways improvements. The CIL Additional Information Form (Form 1 CIL Additional Information) is needed to assist us in determining CIL liability.

7.22.2 CIL Form 1 and associated measurement plan are required for:

- all applications where one or more new dwellings are created
- Reserved Matters applications following outline planning permission
- Section 73 applications for removal/variation of condition
- Lawful Development Certificates (proposed only)
- Non-Material Amendments where the proposed changes would result in any changes to the floor space being created
- all householder extension proposals, including provision of outbuildings, over 100sqm (Gross Internal Area)
- applications for annexes of any size
- supermarkets and retail warehousing

7.22.3 CIL requirements:

- to calculate the amount of liable CIL development, you should complete a CIL Form 1 – Additional Information Form. It is very important that it is filled in accurately and

submitted with the application. The Form (Form 1) can be downloaded here: [CIL Additional Information Requirement Form](#)

- To assist us in calculating CIL liability an annotated plan to accompany CIL 1 Form demonstrating how the GIA has been calculated would be beneficial and is strongly recommended.

7.22.4 The policy requirement for South Oxfordshire proposals is Local Plan policy INF1 and for Vale of White Horse proposals, LPP1 policy CP7.

7.23 Contaminated Land Survey and Report

7.23.1 A contaminated land survey and report is needed where contamination is known or suspected or the development site is in the vicinity of such land and ground works are proposed, or where there is a sensitive end-user. Sensitive end-users include residential, allotments, schools, nurseries and creches, children's playing areas and playing fields.

7.23.2 Sites that would require a contaminated land survey are:

- sites with a known past potentially contaminative historical land use
- petrol filling station sites
- industrial and manufacturing sites
- rural building conversions to other uses
- sites where previous or proposed alterations to the topography of the land, or land nearby, may have, or may result in the land being contaminated

7.23.3 A contaminated land survey/ report is a phased report into risks from site contamination to:

- human health
- property, both existing and proposed, including buildings, crops, livestock, woodland, service lines
- adjoining land
- ground waters and surface waters
- ecological systems
- archaeological sites (heritage assets)

7.23.4 A contaminated land survey/report should be submitted in line with [national guidance](#) and it should form a preliminary risk assessment.

7.23.5 In some cases, it will be sufficient for a preliminary risk assessment to be a desk-based review, in other cases it may be necessary for a site exploratory investigation, soil sampling or ground gas monitoring.

7.23.6 Where a site is affected by contamination, it is the responsibility of the landowner/developer to identify measures for remediation and this should form part of a land contamination report.

7.23.7 The policy requirement for South Oxfordshire proposals is SOLP 2035 ENV11, ENV12 and for Vale of White Horse proposals, LPP2 policy DP27.

7.24 Drainage and Water Report – Foul and/or Surface Water and Water Supply/Efficiency

7.24.1 A drainage and water report is required for:

- any application that has surface water implications e.g. applications for new dwellings, annexes, extensions that necessitate new drainage
- all major planning application proposals

7.24.2 Drainage and water report requirements:

- demonstration that there is adequate water and wastewater infrastructure to serve proposed development (see <https://www.thameswater.co.uk/developers/larger-scale-developments/planning-your-development/water-and-wastewater-capacity>)
- drawings should indicate where surface and foul drainage is to be discharged
- a drainage report should identify all potential flood risks, including assessment of existing run-off rates, calculation of proposed run off rates
- for surface water drainage, proposals should adopt a sustainable drainage system (SuDS). Details should include a detailed design, including proposed materials of the surface water management system to prevent surface water run-off and flooding.
- detail as to how the scheme will prevent infiltration of surface and ground water into the foul drainage network
- for major development proposals, schemes need to identify the existing foul drainage infrastructure. Reports should set out the additional volume of sewage that will be discharged to the network because of the development. This data needs to include the average peak and daily volume discharges and should include all workings and calculations. The report should also include the permitted dry weather flow, flow to full treatment, and storm tank capacity
- we will require confirmation from the relevant provider that the sewer network, including pumping stations linking the proposed development to the foul drainage network have adequate capacity to serve the development. Where an increase in capacity is required, reports need to set out how the increase in capacity is to be provided and confirm that this has been agreed with the relevant provider.

7.24.3 This information should be prepared by a qualified engineer and where the scheme is a major development, we would recommend a pre-application discussion is held with us prior to any submission.

7.24.4 The policy requirement for South Oxfordshire proposals is SOLP 2035 policy EP4 and for Vale of White Horse proposals, LPP1 policy CP42.

7.25 Economic Report

7.25.1 An Economic Report is required for:

- all changes of use of employment land (either current or last use) where no equivalent replacement employment is provided
- loss of public houses to alternative uses
- loss of village shop or other community facilities

7.25.2 Economic report requirements:

- to demonstrate that the continued commercial use of the site is not economically viable
- to demonstrate that all reasonable efforts have been made to sell, or let the site on the open market at a realistic price and evidence to that effect (full details of a marketing report for a period of one year); and
- there is no reasonable likelihood of a suitable alternative being provided

7.25.3 The policy requirement for South Oxfordshire proposals is SOLP 2035 policies EMP3, EMP10 and for Vale of White Horse proposals, LPP1 policies CP29, DP13, LPP2 policies DP9, DP13.

7.26 Energy Statement – SOUTH REQUIREMENT ONLY

7.26.1 An Energy Statement should demonstrate how a proposed development will meet the requirements of policy DES10 of the Local Plan and incorporate renewable and low carbon energy facilities demonstrating a minimum 40% reduction in carbon emissions compared with the 2013 Building Regulations.

7.26.2 An energy statement is required for:

- all new build residential dwellinghouses
- all developments that include 1,000 sqm or more of C2 use and Houses in Multiple Occupation (HMOs)
- all non-residential development over 1,000 sqm or more.

7.26.3 Energy statement requirements:

- demonstrate the development being proposed can achieve a percentage reduction in carbon emissions compared with the 2013 Building Regulations, starting at 40%. This applies to each individual dwelling and/or building and should not just be applied to the site as a whole
- for non-residential development, there is an additional requirement for the development to be built to BRE AAM excellent standard
- all reports must include the following:
 - SAP/SBEM Calculations to demonstrate compliance
 - a short statement of the information relating the Target Emissions Rate (TER) and Design Emission Rate (DER)
 - state the percentage carbon emission reduction achieved by the proposal

7.26.4 For further guidance and advice, please see our advice note relating to Policy DES10 Carbon Reduction [DES10 Carbon Reduction Note](#)

7.26.5 The policy requirement for this is set out in SOLP 2035 policy DES10.

7.27 Flood Risk Assessment (Site-Specific)

7.27.1 A Flood Risk Assessment (FRA) is a site-specific assessment of the flood risk to both property and people. The assessment should demonstrate how flood risk will be managed now and over the lifetime of the development, considering climate change and having regard to the users of the site and their vulnerability.

7.27.2 To find out what flood zone a site is in, please refer to the Environment Agency's [online map search](#)

7.27.3 A flood risk assessment is required for:

- all development within Flood Zones 2 and 3
- for all sites in Flood Zone 1
 - Of 1 hectare or more
 - With land which has been identified by the Environment Agency as having critical drainage problems
 - With land identified in the Strategic Flood Risk Assessment as being at increased flood risk in the future
 - With land that may be subject to other sources of flooding, where the development would introduce a more vulnerable use

7.27.4 Flood risk assessment requirements:

- the assessment should identify and assess the risks of all forms of flooding to and from the development including surface water drainage
- it should demonstrate how these flood risks will be managed, taking climate change into account
- the assessment should identify any flood incidents in the vicinity
- it will need to ensure the development will be safe for its lifetime, and that flood risk will not be increased elsewhere. This should include flood risk from all sources.

7.27.5 It is expected that the district-wide strategic flood risk assessment will be used as a starting point for any FRA.

7.27.6 Flood Risk Assessments (FRAs) should assess the risks of fluvial, surface water and other sources of flooding. For sites of strategic scale, the cumulative impact of the proposed development on flood risk in relation to existing settlements, communities or allocated sites must be assessed and measures for mitigation identified.

7.27.7 You should refer to the Government guidance on flood risk assessment for [planning applications](#) alongside the flood risk assessment: [standing advice](#)

7.27.8 This introductory video from the Planning Portal may also be useful: [Understanding and assessing flood risk](#)

7.27.9 The policy requirement for South Oxfordshire proposals is set out in SOLP 2035 policy EP4 and for Vale of White Horse proposals in LPP1 policy CP42.

7.28 Hard and Soft Landscape Plan

7.28.1 These documents should provide full details of any proposed landscaping schedule scheme.

7.28.2 Hard and soft landscape plans are required for:

- All major planning application proposals

7.28.3 Hard and soft landscape plan requirements:

- planting of trees and/or shrubs, surface materials, boundary screen walls and fences
- the scheme should describe:
 - materials
 - species
 - tree and plant sizes, numbers, and planting densities
 - levels, gradient, and any earthworks required
 - timing of the implementation of the scheme
- long term maintenance and landscape management proposals
- details of drainage, utility runs (in the approved maintenance schedule)

7.28.4 The policy requirement for South Oxfordshire proposals is SOLP 2035 policy STRAT4 and for Vale of White Horse proposals LPP1 policy CP38.

7.29 Health Impact Assessment (HIA) SOUTH REQUIREMENT ONLY

7.29.1 HIA's are undertaken to predict the health implications of a development proposal on a population, and in doing so aids decision-making. HIA's should aim to enhance the potential positive aspects of a proposal through assessment while avoiding or minimising any negative impacts. Particular emphasis should be had to disadvantaged sections of communities that might be affected.

7.29.2 A HIA is required for:

- large scale major development consisting of 200 dwellings or more, and/or provision of floorspace to be built is 10,000 sqm or more.

7.29.3 HIA requirements:

- health and wellbeing impacts of a development must be clearly demonstrated and presented.
- the HIA should assess the potential impacts of development proposals and Development Plans on the mental and physical health and wellbeing of communities to mitigate any potential negative impacts, maximise potential positive impacts, and help reduce health inequalities.
- the level of detail required will be determined during screening/pre-application discussions and will be dependent on the scale and type of development proposed.

7.29.4 The policy requirement for South Oxfordshire proposals is SOLP 2035 policy STRAT4.

7.30 Heritage Statement

7.30.1 A Heritage Statement is a report that describes the significance of any heritage assets and assesses any impact a proposal would have on that significance. The NPPF, Chapter 16 requires you to assess the impact of a development on any heritage assets affected by the proposed development.

7.30.2 A Heritage Statement is required for:

- all listed building consent applications
- planning applications affecting any of the following, or their setting:
 - listed buildings
 - conservation areas
 - scheduled ancient monuments
 - registered parks and gardens
 - world heritage sites
 - registered battlefields
 - proposals affecting non-designated heritage assets

7.30.3 Heritage Statement requirements:

- the nature of the heritage asset and the scale of the proposal will determine the level of detail any heritage statement should include. Notwithstanding this it should be detailed enough to understand and assess the impact of the proposed work on the significance of the designated heritage asset
- for proposals affecting historic buildings, documented research of the history of the building and analysis of surviving historic fabric is required
- for historic setting assessments, a detailed assessment of the surroundings in which a heritage asset is experienced. Analysis of the character of an area, its evolution and any important views will be necessary
- for proposals affecting a conservation area, the statement should assess the contribution that a building, or the site, makes to the character and appearance of the designated area
- photographs and structural surveys can often assist in the understanding of significance
- where proposals include structural changes to a listed building, a structural impact assessment should be included

7.30.4 Further guidance on preparing Heritage Statements can be found on [Historic England's website](#). Good practice advice can also be found [here](#).

7.30.5 A Heritage Statement template for straight-forward heritage proposals can be found here [South](#) and [Vale](#).

7.30.6 The policy requirement for South Oxfordshire proposals is SOLP 2035 policies ENV6, ENV7, ENV8 and for Vale of White Horse proposals LPP2 policy DP38.

7.31 Landscape Visual Appraisal (LVA)/ Landscape and Visual Impact Assessment (LVIA)

7.31.1 A LVA or LVIA should provide sufficient information to demonstrate the impact of a proposed development on the surrounding landscape and from visual receptors such as users of roads, public rights of way, public open space, residents in their homes or people at their place of work and users of recreation facilities.

7.31.2 A LVA or LVIA is required for:

- all major planning application proposals
- any minor development scheme where views and/or the landscape setting is sensitive e.g. proposals located within a view cone or viewpoint

7.31.3 LVA or LVIA requirements:

- the assessment should identify the different elements that give a place its unique character – landform, woodlands, trees, hedgerows, land use, historic features, building styles and settlement pattern
- it should demonstrate to what extent the development may alter the fabric, quality, and character of the landscape
- the assessment should be made in accordance with, and refer to, the Guidelines for Landscape and Visual Impact Assessment, published by the Landscape Institute and the Institute of Environmental Management and Assessment
- the Landscape and Visual Assessment work should inform the design of the development
- identify where the proposed development can be seen from and the extent to which those views would be affected by the development
- consideration should be given to seasonal variation and the impact of light pollution and the cumulative effects of any proposed development in conjunction with other possible neighbouring developments
- the assessment should clearly set out mitigation measures to address any adverse landscape and/or visual effects identified.

7.31.4 The assessment should be undertaken by an appropriately qualified person.

7.31.5 In circumstances where an assessment has been identified as necessary, it is recommended that contact is made with our landscape officers to discuss the assessment and scope of the brief including reaching an agreement on viewpoints.

7.31.6 The policy requirement for South Oxfordshire proposals is SOLP 2035 policy ENV1 and for Vale of White Horse proposals LPP1 policy CP44.

7.32 Nutrient Neutrality Statement – VALE OF WHITE HORSE REQUIREMENT ONLY

7.32.1 Nutrient Neutrality applies to parts of Vale of White Horse district area only. These areas are shown the map found [here](#)

7.32.2 The area affected is the nutrient catchment of the River Lambourn Special Area of Conservation (SAC). The SAC is assessed as being in an unfavourable condition due to phosphorus pollution.

7.32.3 When is a Nutrient Neutrality statement required?

- Development proposals that will result in new overnight accommodation and within the nutrient catchment of the SAC. Proposals consisting of the following:
 - new homes
 - barn/building conversions to dwellings including Prior Approval proposals
 - student accommodation
 - care homes
 - tourist/holiday accommodation
 - caravan sites

7.32.4 The above list is not exhaustive, we advise that you contact us to discuss whether your proposal is in scope for needing a Nutrient Neutrality Statement.

7.32.5 Nutrient Neutrality Statement requirements:

- proposals will need to demonstrate that the existing nutrient pollution in the River Lambourn SAC will not be worsened because of the development being proposed.
- schemes that generate and discharge phosphorus into the SAC nutrient catchment must demonstrate that, as a minimum the same amount of phosphorus can be removed through mitigation
- nutrient calculators are used to assess proposals and guide mitigation requirements. Further details can be found on our website [here](#)
- are likely to need to engage the services of a specialist consultant and to provide technical information to demonstrate

7.32.6 The policy requirement for Vale of White Horse proposals is LPP1, LPP2, and the NPPF

7.33 Planning Statement

7.33.1 A Planning Statement is a statement that sets out the justification for a planning proposal.

7.33.2 A planning statement is required for:

- all major planning application proposals
- applications where a planning justification, assessment or interpretation is required

7.33.3 Planning statement requirements:

- identify the context, provide an explanation of the principles behind the proposed development
- an assessment as to how the proposal complies with the relevant national and development plan policies including any supplementary planning guidance and documents
- a planning statement can take the form of a combined planning, design and access statement and heritage statement where appropriate.

7.33.4 The policy requirement for South Oxfordshire proposals is SOLP 2035 and the NPPF and for Vale of White Horse proposals LPP1, LPP2, and the NPPF.

7.34 Retail Impact Assessment

7.34.1 Where the development proposal is for larger scale retail use or is a retail proposal outside a town/village centre. The report should justify the proposal, setting out the full retail impact of the proposal on existing nearby centres.

7.34.2 A retail impact assessment is required for:

- all major planning application proposals for retail development
- in South Oxfordshire:
 - Outside of town centres and local centres (as defined in policy TC2 of SOLP 2035), proposals for 500sqm or more
- in Vale of White Horse:
 - LPP1 CP16 specific, retail development exceeding 500sqm (gross)
 - LPP1 CP32:
 - 1,000sqm gross retail floorspace for development likely to have an impact on Abingdon-on-Thames or Wantage town centre
 - 500 sqm gross retail floorspace elsewhere in the district

7.34.3 Retail impact assessment requirements:

- for all major retail proposals, assessments will need to include evidence or information to show compliance with the sequential test as set out under paragraph 86 of the NPPF.
- the assessment of 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

7.34.4 The policy requirement for South Oxfordshire proposals is SOLP 2035 TC2, TC3 and NPPF and for Vale of White Horse proposals LPP1 policy CP16 and CPP2 policy CP32 and the NPPF.

7.35 Statement of Community Involvement (SCI)

7.35.1 A statement of community involvement is required for:

- all major planning application proposals (residential and non-residential)

7.35.2 Statement of community involvement requirements:

- statement setting out how you have undertaken pre-application consultation in accordance with Section 4 of the NPPF
- it should demonstrate how the views of the local community/stakeholders have been sought and considered in the formulation of the development proposals
- the SCI should provide details of community engagement, meetings held etc. and the outcomes of this.
- the SCI should also demonstrate how the scheme has changed following the community engagement

7.35.3 For more advice and guidance on engagement please review the advice from Government which can be found [here](#)

7.35.4 The policy requirement for South Oxfordshire proposals NPPF, SOLP 2035 and for Vale of White Horse proposals NPPF, LPP1 2031, LPP2 2035.

7.36 Structural Survey

7.36.1 In the case of building conversions, the survey should demonstrate that the structure of the building is adequate to meet the need of the new use. If the survey identifies rebuilding work is necessary, the extent of building work should be clearly indicated on the accompanying application drawings and detailed within the survey report.

7.36.2 A structural survey report is required for:

- conversion of existing redundant buildings to alternative use proposals, namely residential uses.
- proposals involving substantial demolition or alteration to isolated dwellings and/or listed buildings/buildings of historic interest

7.36.3 Structural survey requirements:

- the report should include full details of the structural integrity of all elements of the building to be converted and/or altered and the report should outline any repairs or demolitions works necessary to facilitate the works being sought
- drawings accompanying the report must include detailed sections and coloured or marked up plans that clearly identify the extent of fabric/building being demolished, repaired, or rebuilt.

7.36.4 Surveys should be carried out by a suitably qualified person.

7.36.5 The policy requirement for South Oxfordshire proposals is SOLP 2035 EMP10 and for Vale of White Horse proposals is LPP2 policy DP7.

7.37 Sustainable Design Measures Statement

7.37.1 A statement which can be standalone or can be incorporated into an overarching planning statement that demonstrates how the development proposal promotes and considers sustainable design.

7.37.2 A sustainable design measures statement is required for:

- **all new development** including:
 - building conversions
 - refurbishments
 - residential extensions

7.37.3 Sustainable design measures statement requirements:

- evidence as to how the proposal seeks to limit greenhouse gas emissions through:
 - location
 - landform
 - layout/building orientation
 - design
 - massing
 - landscaping and planting
 - resilience
 - water conservation and management

7.37.4 We have prepared a sustainable design and construction checklist to assist you with your submission, please see the following links:

- [South Sustainable Construction Checklist](#)
- [Vale Sustainable Construction Checklist](#)

7.37.5 The policy requirement for South Oxfordshire proposals is SOLP 2035 policy DES10 and for Vale of White Horse proposals, LPP1 policies CP37, CP40, CP43.

7.38 S106 – Draft Heads of Terms

7.38.1 This is a document that sets out the heads of terms for inclusion within a planning obligation

7.38.2 A S106 draft heads of terms is required for:

- all major planning application proposals

7.38.3 The S106 draft heads of terms requirements:

- the draft heads of terms should set out the areas into which you and we will agree on where payments may have to be made and what the trigger points are for the payments
- the draft terms should also cover those matters which cannot be covered by planning conditions

7.38.4 Please follow the links below for more guidance on S106 agreements and when they may be required

- [South Guidance on S106 Agreements](#)
- [Vale Guidance on S106 Agreements](#)

7.38.5 The policy requirements for South Oxfordshire proposals sits with SOLP 2035 STRAT4, Infrastructure Delivery Plan (IDP) and for Vale of White Horse proposals sits with LPP1 policy CP7, Infrastructure Delivery plan (IDP).

7.39 Transport Assessment/Statement/Travel Plan

7.39.1 Transport Assessments/Statements are ways of assessing and evaluating the potential transport impacts of a development. The assessment may propose mitigation measures. Transport Assessments are thorough assessments of the transport implications of development and Transport Statements are a 'lighter-touch' evaluation to be used where this would be more proportionate to the scale and quantum of development.

7.39.2 A Transport Assessment is required for:

- all major planning application proposals (residential and non-residential)
- proposals that are likely to have significant highway implications that either arise from the development proposal or cumulatively with other development proposals

7.39.3 Transport Assessment requirements:

- demonstrate accessibility to the site by all modes of transport
- show likely modal split of journeys to and from the site
- detail measures to improve access to the site by sustainable methods
- detail parking and manoeuvring areas on a plan
- an outline of how the transport implications will be managed to minimise impacts
- a strategy for plan implementation and co-ordination of a travel plan

7.39.4 Additional national guidance on transport statement and assessments can be found [here](#)

7.39.5 Oxfordshire County Council are the Local Highway Authority and statutory consultee on planning applications. Guidance on preparing travel plans can be found [here](#)

7.39.6 The policy requirements for South Oxfordshire proposals sits with SOLP 2035 policies TRANS4, TRANS5 and for Vale of White Horse proposals LPP1 2031 policies CP33, CP35 and LPP2 2031 policy DP17.

7.40 Viability and Financial Information

7.40.1 Viability and financial information are required for:

- housing proposals where there is a policy requirement to provide affordable housing and for viability reasons the level of affordable housing contribution is not being proposed.
- any development that requires planning obligations or planning contributions but where such obligations, contributions or features are not being proposed due to viability reasons.

7.40.2 Viability and financial information requirements:

- any viability assessment shall provide sufficient financial information to demonstrate why the proposed scheme is unable to support the obligations/contributions sought
- any assessment should include an open book approach and reflect the guidance set out in the PPG on [standardised inputs to viability assessment](#)
- written confirmation that you will fund for this viability assessment to be independently assessed.

7.40.3 In line with National Planning Policy Guidance, any viability assessment or financial information submitted, and on which you wish to rely, will be published on our website in full. We will not accept documents entitled 'confidential' unless there are clear and compelling reasons for doing so, for example where there is specific commercial sensitivity, and this would need to be justified.

7.40.4 The policy requirement for South Oxfordshire proposals is SOLP 2035 policies H9, EMP3, CF1, TC2, TC3 and NPPF and for Vale of White Horse proposals LLP1 policies CP6, CP7, CP22, CP24, CP25, CP26.

7.41 Waste Management Plan

7.41.1 Waste Management Plans should identify suitable locations for the storage and collection of waste and to ensure that the premises can be adequately serviced.

7.41.2 A waste management plan is required for:

- All proposals and changes of use that are likely to generate waste

7.41.3 Waste management plan requirements:

- identification of enclosed adequately sized refuse and recycling bin storage
- identification of a suitably sized area for convenient refuse collection

- safe access to be provided for users/residents and for the refuse and recycling collection vehicles

7.41.4 The policy requirement for South Oxfordshire proposals is SOLP 2035 policy EP3 and for Vale of White Horse proposals LPP2 policy DP28.