

East Renfrewshire Council – Planning Application Supporting Information Requirements

This is a summary list of the documents that may be requested by the Council in support of a planning application. This is a guide only and the Council will assess each application on its individual merits. If you are proposing a significant development we advise that you engage in pre-application discussions with us before you make your planning application, in which case we will advise what additional supporting information you will need to provide. We are aware that the preparation of additional information can be time consuming and costly for applicants, so we shall only require these where they are absolutely necessary in order for us to assess the proposal. We are also happy to speak to potential applicants at the pre-application stage about these requirements, to ensure that the information provided is proportionate and clearly scoped to avoid unnecessary costs to the applicant and the Council.

DOCUMENT	WHAT IS IT?	WHEN WILL IT BE NEEDED?
PLANNING		
Planning statement in support of the application	This is a statement prepared by the applicant explaining why they think that the proposal should be approved. The statement should make particular reference to the policies of the development plan (including any emerging or draft versions)	This is not a requirement, but is encouraged in every case as it will assist the Council in assessing the proposal.
STATUTORY		
Design Statement	A statement explaining the design principles and concepts that have been applied to the development	This is a statutory requirement for all 'major' applications. It is also required for proposals in a conservation area and proposals affecting a category A listed building (other than extensions or alterations to buildings).
Design and Access Statement	A document containing both a design statement and a written statement about how issues relating to access to the development for disabled people have been dealt with	This is a statutory requirement for all 'major' applications for full planning permission.
ICNIRP Declaration	A certificate relating to telecommunications antenna, stating that the antenna meets certain international standards	This is needed for all telecommunications antennae applications.
Pre-application Consultation Report	A report explaining what community consultation and public engagement the applicant has undertaken prior to submitting the application, and the outcome of these actions	This is a statutory requirement for all 'major' applications.

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TRANSPORT		
Transport Assessment	A report detailing how existing roads and traffic patterns may be affected by a proposed development and what measures should be taken to minimise and/or mitigate congestion and road safety concerns.	A <i>Transport Assessment Form</i> should be completed and submitted to the Council to help ascertain if a Transport Assessment or a Transport Statement is required. Transport Assessment will be required where the development or redevelopment is likely to have significant transport implications, no matter the size. As an indication, development with the following characteristics is likely to need a transport assessment: <ul style="list-style-type: none"> • housing sites of 100 units or more • 100 or more vehicle movements per day • 10 freight movements per day • when the council has significant concerns about the possible impact of the development
Transport Statement	This is less detailed than a full Transportation Assessment and will be utilised when transport implications still need to be considered but a full assessment is not needed (see above).	A transport assessment will identify the existing transport infrastructure and travel characteristics associated with the site, and the proposed measures to improve the infrastructure and services to encourage sustainable travel to and from the site.
Road Safety Audit	This will identify any aspects of a proposal that give rise to road safety concerns, and where possible, proposes modifications that would improve the road safety of the resultant proposal .	The need for this will be assessed on a case-by-case basis, but may be required where there are road safety concerns in the local area.
Travel Plan	A travel plan consists of a package of measures to encourage people to use alternatives to single-occupancy car-use. A travel plan can offer real benefits to an organisation and its employees, as well as a local community and the environment that surrounds it.	This will be required for the following developments: <ul style="list-style-type: none"> • food retail, leisure, business, industry, distribution & warehousing > 1,000sq.m. • hospitals, higher & further education > 2,500sq.m • housing > 100+ dwellings
OTHER		
Air Quality Assessment	A report which reviews the air quality around a development before , during and after a development takes place; assesses whether any exposure to poor air quality is acceptable and whether any mitigation measures would be appropriate.	This is needed when a proposed development is in an area of poor air quality and/or will have a significant impact on the air quality of the surrounding area (either directly or indirectly).

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Archaeology Survey	A report detailing any areas of archaeological interest within the locality of or within the site. The report should include details of any measures proposed to safeguard such sites from being negatively impacted by the proposals.	This is needed when it is known or believed that there may be archaeological remains at a development site.
Contamination Survey	A site specific report covering the type and extent of any contamination on or near the site, and what measures are required and will be completed in order to ensure that the site is fit for the intended use.	This is needed when it is known or believed that there may be contamination present at a development site – previous land uses which were likely to involve contaminants may trigger the need for this survey.
Drainage Impact Assessment	This is a report prepared by a developer that looks at the existing and proposed site drainage and how the proposal can be drained in a sustainable way, including use of Sustainable Urban Drainage Systems.	This is needed for any residential development of more than 5 dwellings and for industrial or commercial developments or more than 250sq.m, or where it is in a particularly sensitive area.
Ecological Appraisal	A baseline Ecological Appraisal provides an initial assessment of the ecological interest of a site, informs the layout of a development and identifies the need for further habitat and species surveys.	It is used to establish baseline conditions and determine the importance of ecological features present (or those that could be present) within the specified area, as far as is possible: <ul style="list-style-type: none"> • to establish any requirements for detailed/further surveys • to identify key constraints • to recommend design improvements that will avoid significant effects on important ecological features/resources • to identify mitigation measures • to identify enhancement opportunities.
Environmental Impact Assessment (EIA)	This is a process by which information about the likely significant environmental effects of a project is collated, impacts predicted and mitigation is identified before a decision is given on whether the development should go ahead.	Developments falling within a description in Schedule 1 to the 2011 EIA Regulations always require EIA. Development of a type listed in Schedule 2 to the 2011 EIA Regulations will require EIA if it is likely to have a significant effect on the environment, by virtue of factors such as its size, nature or location.
Flood Risk Assessment	A report to determine whether there is any potential flood risk associated with the proposed development, looking at the development site and surrounding land and watercourses. The assessment may also propose certain protection and mitigation measures.	All developments within a functional flood plain, an area at risk of flooding or in a particularly sensitive area will require a flood risk assessment.

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Habitat Survey	A survey which records vegetation and other wildlife habitats. The survey results inform the appropriate level of protection, management and monitoring when considering development and mitigation.	Habitat surveys (phase 1) may be required for proposals affecting designated sites e.g. Sites of Special Scientific Interest, and sites with the potential to support ground water dependent terrestrial ecosystems (SEPA holds a list of such sites within designated areas). The timing of conducting surveys are crucial in getting good data. They may be extended to include scoping work for protected species. Phase 2 surveys provide more detail and may include information on the presence of particular species.
Landscape and Visual Impact Assessment (LVIA)	It is used to assess the effects of change on the landscape. It is used to help locate and design the proposed change, so that negative landscape effects are avoided, reduced or offset.	LVIA (which may be part of an Environmental Assessment of a development) is needed where there may be significant changes or negative effects to the landscape as a result of a proposed development e.g. a new road or a windfarm proposal.
Noise Impact Assessment	A report which identifies the potential noise impact of the proposed development on its surroundings and any measures proposed to mitigate any potential negative impact. It can also be used to assess the impact of existing noise sources on a proposed development.	This is needed when a proposed use may generate significant noise to surrounding properties; or when significant noise from surrounding properties may affect a proposed new development.
Protected Species Survey and Species Protection Plan	Protected Species Surveys are generally used to establish whether species with special protection are present on a site or may be affected by a proposal. If a good survey reveals no protected species issues, then you do not need to prepare a species protection plan. However, if they are found, the next step will be to develop a species protection plan.	<p>If there is reasonable evidence that a protected species is present on site or may be affected by a proposal, their presence must be established. Proposals that could impact on European Protected Species (such as bats, otter and great crested newt), species on Schedule 5 of the Wildlife and Countryside Act as amended (such as red squirrels and water voles) and badgers (Protection of Badgers Act 1992) require the most careful scrutiny.</p> <p>If protected species are found, the next step will be to develop a species protection plan which should:</p> <ul style="list-style-type: none"> • build on the results of surveys to look at potential impacts of the development on protected species; • describe how those impacts will be mitigated or compensated; • identify whether or not offences would otherwise be committed (i.e. whether or not a license is necessary); and • describe how all of the work in relation to protected species (including licensed work) will be undertaken.

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Retail Impact Assessment	A report which details the potential impact of the proposed development on the trade of existing premises and shopping centres within the surrounding area.	This will generally be needed when new retail development of the order of 2500 sq.m. or more is proposed outwith a town centre. Larger developments in-centre may also require an Assessment (these threshold may vary depending on circumstances).
Tree Survey	This provides information on trees on a site to inform landowners and the Council about the health of the trees and assist in determining which trees are to be retained and which can be removed.	This is needed when there are significant trees on a site that will be affected by a development.

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