

National and Local Information Requirements – Planning Applications (including Outline, Reserved Matters and Variation of Condition)

National Information Requirements

Planning applications are required to be accompanied by the following national information requirements. The basis for these requirements is the Town and Country Planning (Development Management Procedure) (England) Order 2010. If you fail to provide this information the Council will declare your application invalid. Documents not of sufficient quality to be scanned will also be returned.

Item	Requirement
<p>The Standard Application Form</p>	<p>All planning applications should be presented on a standard application form.</p> <p>The Council encourages the submission of applications electronically via the Planning Portal Government website. Applications can be submitted at www.bradford.gov.uk/planning and click on “Make a Planning Application”.</p> <p>If the application is submitted in paper format the Council requires:</p> <p>One original and three copies of the completed standard application form for major development proposals* or</p> <p>One original and one copy of the completed standard application form for all other proposals.</p>
<p>Ownership Certificates and Agricultural Land Declaration</p>	<p>Under section 65(5) of the Town and Country Planning Act 1990, read in conjunction with Article 12 of the Town & Country Planning (Development Management Procedure) Order 2010, an ownership certificate must be completed stating the current ownership of the land to which the application relates.</p> <p>For all applications for planning permission a completed ownership certificate A, B, C or D must be submitted.</p> <p>For this purpose an ‘owner’ is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years.</p> <p>‘Agricultural tenant’ means a tenant of an agricultural holding, any part of which is comprised in the land to which the application relates.</p> <p>Certificate A should only be completed if the applicant is the sole owner of the land to which the application relates and there are no agricultural tenants.</p> <p>If the application involves a leasehold flat then certificate A does not apply as the applicant is not the sole owner. Similarly, Certificate A does not apply if there are agricultural tenants of the land to which the application relates. Therefore, in these circumstances, the applicant should complete certificates B, C or D.</p> <p>Ownership Certificates and Agricultural Land Declarations are incorporated within the standard application form.</p> <p>Where a certificate B, C or D is completed, the Notice No1 (for all non householder applications) or the Householder Notice to Owners must also be completed and sent to all known owners/ agricultural tenants. If some or all of the owners or agricultural tenants are unknown, the Notice No1 or Householder Notice to Owners must also be published in a local newspaper.</p> <p>A copy of the Notice No 1 or Householder Notice to Owners should be submitted with the application.</p> <p>Under Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990, ownership certificates must also be submitted for applications for listed building consent and conservation area consent for demolition.</p>
<p>Location plan</p>	<p>All applications must include a location plan (unless submitted electronically) based on an up to date map. These should be at an identified metric scale (typically 1:1250 or 1:2500, but wherever possible the plan should be scaled to fit onto A4 or A3 size paper).</p> <p>If the application is submitted in paper format the Council requires one original and one copy of a location plan to be submitted.</p> <p>Plans should identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear.</p> <p>The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings.</p> <p>A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.</p> <p>An up to date ordnance survey map for this purpose can be purchased from the Planning Portal or the Council.</p>
<p>Site plan</p>	<p>A site plan must be submitted with all applications.</p>

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	<p>If the application is submitted in paper format the Council requires one original and one copy of a site plan to be submitted.</p> <p>Site plans should be drawn at an identified standard metric scale (typically 1:200 or 1:500) and accurately show:</p> <ul style="list-style-type: none"> • The direction of north • The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries and the following, unless these would NOT influence or be affected by the proposed development: • All the buildings, roads, and footpaths on land adjoining the site including access arrangements • All public rights of way crossing or adjoining the site • The position of all trees on the site and those on adjacent land • The extent and type of any hard surfacing; and • Boundary treatment including walls or fencing where this is proposed
The correct fee	<p>Planning applications incur a fee. These are prescribed in CLG Circular 04/2008, Planning Related Fees.</p> <p>The Planning Portal includes a fee calculator for applicants. A fee schedule can also be found on the Council's website at www.bradford.gov.uk/planningforms.</p>
Design & Access Statement	<p>A 'Design and Access Statement' must be submitted in conjunction with certain planning applications. The requirements for design and access statements are set out in Article 8 of the Town & Country Planning (Development Management Procedure) Order 2010.</p> <p>If the application is submitted in paper format the Council requires:</p> <ul style="list-style-type: none"> • One original and three copies of a Design and Access Statement for major development proposals* or • One original and one copy of a Design and Access Statement for all other proposals <p>A 'Design and Access Statement' must accompany the following types of application for outline or full planning permission:</p> <ul style="list-style-type: none"> • All Listed Building Consent applications • All Major planning applications except those for the following types of development: <ul style="list-style-type: none"> (i) A material change in the use of land or buildings, unless it involves operational development (ii) Mining and engineering operations (iii) Section 73 Variation or Removal of condition applications (iv) Extensions to the time limits for implementing existing planning permissions • In conservation areas and Saltaire World Heritage Site developments consisting of: <ul style="list-style-type: none"> (i) 1 or more dwellings (ii) Building or buildings where the floorspace created is 100 sq metres or more <p>Except those for the following types of development:</p> <ul style="list-style-type: none"> (i) A material change in the use of land or buildings, unless it involves operational development (ii) Section 73 Variation or Removal of condition applications (iii) Extensions to the time limits for implementing existing planning permissions
Design & Access Statement (continued)	<p>Content of Design & Access Statements for Planning Applications</p> <p>A design and access statements is a short report accompanying and supporting a planning application that should seek to explain and justify the proposal in a structured way. The level of detail required in a design and access statement will depend on the scale and complexity of the application, and the length of statement will vary accordingly.</p> <p>A Design & Access statement should:</p> <ul style="list-style-type: none"> • Explain the design principles and concepts that have been applied to the proposed development • Demonstrate the steps taken to appraise the context of the development and how the design of the development take that context into account • Explain the policy adopted as to access, and how policies relating to access in the development plan have been taken into account • State what consultation if any has been undertaken on issues relating to access to the development and what account has been taken of the outcome of any such consultation • Explain how any specific issues which might affect access to the development have been addressed. <p>Content of Design & Access Statements for Listed Building Consent Applications</p>

Item	Requirement
	<p>Design and Access Statements are also required for all applications for Listed Building Consent.</p> <p>A Design and Access Statement in conjunction with a listed building consent application should:</p> <ul style="list-style-type: none"> • Explain how the design principles and concepts that have been applied to the works take account of: <ul style="list-style-type: none"> (i) the special architectural or historic importance of the building (ii) the particular physical features of the building that justify its designation as a listed building (iii) the building's setting • Explain the policy adopted as to access, including what alternative means of access have been considered, and how policies relating to access in the development plan have been taken into account • Explain how the policy as to access takes account of: <ul style="list-style-type: none"> (i) the special architectural or historic importance of the building; (ii) the particular physical features of the building that justify its designation as a listed building; and (iii) the building's setting • State what consultation if any has been undertaken and what account has been taken of the outcome of any such consultation <p>Statements setting out issues relating to access are not required for applications for works affecting the interior of the building only</p> <p>Where there is a planning application submitted in parallel with an application for listed building consent, a single, combined statement should address the requirements of both.</p> <p>Further information about how to prepare a Design and Access Statement is set out in the Council's guidance document "Design and Access Statements for Planning Applications and Applications for Listed Building Consent". This can be found at www.bradford.gov.uk/planningforms.</p>
<p>Outline Applications</p>	<p>The Town & Country Planning (Development Management Procedure) Order 2010 sets out the scope of information to be submitted with an outline application. Even, if all matters are reserved, an outline application requires a basic level of information. As a minimum outline applications should always contain information on:</p> <p>Use – the use or proposed uses for the development and any distinct development zones within the site identified</p> <p>Amount of development – the amount of development proposed for each use</p> <p>Indicative access points – an area or areas in which the access point or points to the site will be situated.</p> <p>* For the purposes of this document major development proposals relate to:</p> <ul style="list-style-type: none"> • Creation of 10 or more dwellings • Residential development of 0.5 hectares or more where the number of dwellings is not specified • Creation of 1000 square metres or more of floorspace • Site area of 1 hectare or more <p>Applications for the processing and storage of waste</p>

Bradford Local Information Requirements

This document sets out what information should be submitted with planning applications in addition to the national requirements. Local information requirements are at the discretion of the Council, but are based on national or adopted local policy requirements or 'policy drivers'. If you fail to provide this information the Council may declare your application invalid.

If the application is submitted in paper format the Council requires two copies of all relevant items to be submitted.

Local List Item	Policy Driver	Type of application or development that require this information	What Information is required
Plans			
Existing and proposed elevations	National Planning Policy Framework - Paragraph 192	All applications where new building work is proposed	<p>These should be drawn at a scale of 1:50 or 1:100 and show clearly the proposed works in relation to what is already there. All external sides of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of doors and windows. Blank elevations must also be included; if only to show that this is in fact the case.</p> <p>Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property.</p>
Existing and proposed floor plans	National Planning Policy Framework - Paragraph 192	All applications where new building work is proposed	<p>These should be drawn at a scale of 1:50 or 1:100 and should explain the proposal in detail. Where existing walls or buildings are to be demolished these should be clearly shown. The drawings submitted should show details of the existing building(s) as well as those for the proposed development.</p> <p>New buildings should also be shown in context with adjacent buildings (including property numbers where applicable).</p> <p>Existing and proposed floor plans are also required for changes of use where no external work or alterations are to be carried out.</p>
Existing and proposed site sections and finished floor and site levels	National Planning Policy Framework - Paragraph 192	All applications where new building work is proposed	<p>Section drawings should be drawn at a scale of 1:50 or 1:100 and show a cross section(s) through the proposed building(s). In all cases where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both the existing and finished levels to include details of foundations and eaves and how encroachment onto adjoining land is to be avoided.</p> <p>Full information should also be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development. Such plans should show existing site levels and finished floor levels (with levels related to a fixed datum point off site) and also show the proposals in relation to adjoining buildings. This will be required for all applications involving new buildings.</p> <p>In the case of householder development, the levels may be evident from floor plans and elevations, but particularly in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified.</p> <p>Levels should be taken into account in the formulation of design and access statements.</p> <p>Details of the design and location of any retaining walls should also be included.</p> <p>Where no changes to levels are proposed, the submitted plans should clearly state that this is the case.</p>

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Roof Plans	National Planning Policy Framework - Paragraph 192	All applications where new building work is proposed	These should be drawn at a scale of 1:50 or 1:100 and show details of any roof that would be altered by the proposed development. Details such as the roofing materials, vents and their location should be specified on the roof plan.
Block Plan	National Planning Policy Framework - Paragraph 192	Applications for listed building consent Applications for conservation area consent	These should be drawn at a scale of 1:100 or 1:200 and show site boundaries; the type and height of boundary treatment (e.g. walls or fences) where a change is proposed; the position of any building or structure on the other side of such boundaries, where these could influence or be affected by the proposed development.
Detailed Plans	National Planning Policy Framework - Paragraph 192	Applications for listed building consent	These should be drawn at a scale of not less than 1:20 and show all new doors, windows, shop-fronts, panelling, fireplaces, plaster moulding and other decorative details.
Advertisement Plans	National Planning Policy Framework - Paragraph 192	Applications for advertisement consent	These should show advertisement size, siting materials and colours to be used, height above ground, extent of projection and details of the method and colours(s) of illumination (if relevant)
Site Plan	National Planning Policy Framework - Paragraph 192	Lawful Development Certificate for a proposed use or development	<p>Site plans should be drawn at an identified standard metric scale (typically 1:200 or 1:500) and accurately show:</p> <ul style="list-style-type: none"> • The direction of north • The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries <p>and the following, unless these would NOT influence or be affected by the proposed development:</p> <ul style="list-style-type: none"> • All the buildings, roads, and footpaths on land adjoining the site including access arrangements • All public rights of way crossing or adjoining the site • The position of all trees on the site and those on adjacent land • The extent and type of any hard surfacing; and • Boundary treatment including walls or fencing where this is proposed

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Information Requirements				
Air Quality Assessment	<p>National Planning Policy Framework Section 11 Paragraphs 35, 39, 109 and 124</p> <p>Unitary Development Plan - Policy P1</p> <p>Bradford Air Quality Action Plan (hyperlink to be provided when updated)</p> <p>Draft Low Emission Strategy (hyperlink to draft doc)</p>	<ul style="list-style-type: none"> • Major developments where an EIA is required • Major developments likely to increase traffic flows by more than 5% on roads with >10,000 AADT or change average speeds by > 10 km/hr – likely to cause increased congestion • Major developments where a transport assessment is required and HGV movements are => 10% of total trips • Developments where the proposals could result in exposure to existing poor air quality, e.g. in exceedance of EU limits, including: <ul style="list-style-type: none"> • Residential development • Medical or health services • Nurseries and creches, Education & training • Houses in multiple occupation • Developments within AQMAs • Developments within 30m of roads with >10,000 AADT 	<p>The type of Air Quality Statement/ Assessment (AQA) required should be proportionate to the likely significance of any air quality impact that may be presented. Quantification of pollutant damage costs arising from the development will inform mitigation options</p> <p>The type of AQA required will depend upon how much information is already available, the significance of any air quality issue, the scale over which impacts might be expected and the availability of suitable methodology. The content and methodology to be used for the assessment should be agreed prior to it being undertaken.</p> <p>Guidance on air quality assessment and air quality mitigation proposals is provided within the Bradford Air Quality Action Plan Addendum 2013.</p>	<p>Bradford Air Quality Management Area's</p>
Air Quality Mitigation Proposals	<p>National Planning Policy Framework Section 11 Paragraphs 35, 39, 109 and 124</p> <p>Unitary Development Plan - Policy P1</p> <p>Bradford Air Quality Action Plan (hyperlink to be provided when updated)</p>	<p>Residential, commercial and industrial developments and any other developments (including changes of use) where new parking provision is proposed. Developments where a travel plan is required.</p>	<p>Guidance on air quality mitigation proposals is provided within the Bradford Air Quality Action Plan Addendum 2013.</p> <p>Air quality mitigation will be required in the form of Electric Vehicle Charging points where appropriate. Details must be submitted in accordance with the Bradford Air Quality Action Plan Addendum when finalised.</p>	

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<p>Bat Survey</p>	<p>National Planning Policy Framework Section 11 Paragraphs 109, 118 Unitary Development Plan – Policies NE10 and NE11</p>	<p>Where there is a reasonable likelihood of bats being found within or adjacent to the application site</p>	<p>Bats are ‘reasonably likely’ to roost close to woodland or water or in certain structures, such as barns, in any area below 300m. The following guidance and map provides further information.</p> <p>Bradford Bat Alert Layer Bat Alert Layer Guidance - Flow Diagram</p> <p>Wind Turbines and Bats in West Yorkshire</p> <p>Bats are a material consideration when deciding whether to grant planning permission.</p> <p>If there is a ‘reasonable likelihood’ that bats roost at the site, you will need to submit a Bat Roost Potential Assessment Form.</p> <p>If the assessment determines that you will require a survey it should be undertaken by suitable experienced and licensed surveyors in line with the ‘Minimum Standards for Bat Surveys in West Yorkshire’ published by West Yorkshire Ecology</p> <p>It may not be possible to undertake a full bat survey during the months from October to April which means there may be insufficient information to determine an application. However, where it can be established that there is limited bat roost potential or that impacts can be avoided, it may be possible to validate the application. Guidance on winter surveys for bats can be found at the following link: Flow diagram for bat surveys of household or small developments between October and April.</p> <p>The presence of bats within or adjacent to the development site is unlikely to stop the development going ahead provided that appropriate mitigation measures are in place.</p> <p>Mitigation is usually the term used for the combination of avoidance measures, such as careful timing to avoid the impacts, actions to limit the impact and compensation to create replacement habitat.</p> <p>If a bat roost is likely to be affected, a developer has a legal duty to carry out agreed measures to ensure that bats continue to roost at the site after the development has taken place. This is likely to need a license from Natural England in addition to valid planning permission.</p>	<p>Bats Surveys West Yorkshire Ecology Natural England Enquiry Service 0845 600 3078 Natural England website Bats Conservation Trust National Bat Helpline 0845 1300 228.</p>

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<p>Coal Mining Risk Assessment Report</p>	<p>National Planning Policy Framework Paragraphs 109 and 121 Unitary Development Plan – Policy P6</p>	<p>All non householder planning applications within the Development High Risk Areas as defined by the Coal Authority (excluding reserved matters, changes of use where no building works proposed, external alterations to buildings that create no new floor space, temporary structures with no ground works, means of enclosure, street type furniture, domestic stables, variation or removal of conditions unless the condition relates to land stability)</p>	<p>A desk based Coal Mining Risk Assessment should be prepared by a suitably qualified and competent person (see extract from former PPG14 for definition)</p> <p>It should contain:</p> <ul style="list-style-type: none"> • Site specific coal mining information including past/present/future underground mining, shallow coal workings (recorded or probable), mine entries (shafts and adits), mine gas, current licensed areas for coal extraction, any geological features, any recorded surface hazards, past/present surface mining sites (past sites may have used the old style opencast extraction methods); • Identify what risks these coal mining features, including the cumulative effects pose to the new development • Identify how coal mining issues have influenced the proposed development scheme, (e.g. layout) and what mitigation measures will be required to manage those issues and/or whether any changes have been incorporated into the development proposals; and • Confirm whether the prior written permission of the Coal Authority will be required for the site investigations and/or mitigation works; and indicate when this permission will be sought. <p>Any development that involves intrusive activities which intersect, disturb or enter any coal seams, coal mine workings or mine entries require the prior written permission of the Coal Authority in the interests of public safety and state property management.</p> <p>Note: if the development is subject to the Environmental Impact Assessment process under the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 2011 (as amended), it is suggested that the Coal Mining Risk Assessment can be incorporated into the Environmental Statement.</p>	<p>National Planning Practice Guidance Section 11 – conserving and enhancing the natural environment Coal Authority: Coal Mining Risk Assessments</p> <p>The Coal Authority -Planning and Local Authority Liaison</p> <p>Tel: 01623 637 119 Email: planningconsultation@coal.gov.uk</p>

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<p>Ecological Survey</p>	<p>National Planning Policy Framework Section 11 Paragraphs 109, 117 and 118</p> <p>Unitary Development Plan - Policies NE7, NE8, NE9, NE10, NE11, NE12 and NE13</p>	<ul style="list-style-type: none"> • All planning applications likely to affect protected species • All planning applications likely to affect designated sites, priority habitats, species or geological features and other sites where development may impact upon the natural environment or create opportunities for wildlife enhancement • Development on sites meeting the West Yorkshire Local Site criteria 	<p>Natural England has produced a ‘Decision Tree’ to identify features on application sites that are likely to be associated with protected species.</p> <p>All natural habitats and habitats which support priority species must also be assessed in accordance with the West Yorkshire Local Wildlife Site Criteria, with relevant species lists/habitat details to substantiate the conclusions reached.</p> <p>Ecological Surveys should be undertaken by competent, suitably qualified persons and must be carried out at an appropriate time of year, in suitable weather conditions and using nationally recognised survey guidelines/ methods where available.</p> <p>Natural England has produced species sheets which provide detailed information on survey and mitigation requirements for the species most often encountered in the planning process.</p> <p>The survey must be appropriate in scope and detail and should record which species/habitats and features are present, identify their numbers, map their distribution and use of the area, site structure or feature. It may be informed by ecological data from a local environment records centre. (West Yorkshire Ecology) and any relevant species interest groups such as West Yorkshire Bat Group or Bradford Ornithological Group who have separate records.</p> <p>The assessment must identify and describe potential development impacts likely to harm the protected species and/or their habitats, designated sites, priority habitats and other listed biodiversity features or geological features (these should include both direct and indirect effects during both construction and afterwards). This includes sites which potentially meet the West Yorkshire Local Sites criteria, even though they may not be designated as such.</p> <p>Where harm is likely, evidence should be submitted to show how alternative designs or locations have been considered, how adverse effects will be avoided where possible, how unavoidable impacts will be mitigated or reduced and how impacts that cannot be avoided or mitigated will be compensated.</p>	<p>Natural England Protected Species West Yorkshire Local Wildlife Site Selection Criteria</p> <p>Bird risk map for wind turbines equal or over 20m hub height</p> <p>Bird risk map for wind turbines less than 20m hub height</p> <p>Guidance for birds and small wind turbine developments (version 1)</p>

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Ecological Survey (continued)			<p>In accordance with the Natural Environment and Rural Communities (NERC) Act 2006, Section 40 (1) and (3), proposals are to be encouraged that will create, enhance, restore, or add to features or habitats used by protected species, designated sites, priority habitats etc. The assessment should also give an indication of the likely change, if at all after development.</p> <p>If it is clear that no protected species are present, evidence should be submitted to demonstrate that such species are absent. This may be in the form of a letter or brief report from a suitably qualified and experienced person, or a relevant local nature conservation organisation).</p>	
Flood Risk Assessment	<p>National Planning Policy Framework Paragraph 103 Planning Policy Statement 25: Development and Flood Risk: Practice Guide</p> <p>Unitary Development Plan – Policies NR15b and NR16</p>	<ul style="list-style-type: none"> • Sites of 1ha or more in Flood Zone 1 • Any development in flood zones 2 and 3 (including minor development and changes of use) 	<p>The Flood Risk Assessment (FRA) should:</p> <ul style="list-style-type: none"> • Identify and assess the risks of all forms of flooding to and from the development and demonstrate how flood risks will be managed taking climate change into account. • Demonstrate that the development is appropriately flood resilient and resistant including safe access and escape routes where required and that any residual risk can be safely managed. • Give priority to Sustainable Drainage Systems (SuDs). <p>The Environment Agency provides guidance on preparing Flood Risk Assessments that is specific to the particular flood zone and type of development.</p> <p>The FRA should be prepared by an applicant in consultation with the local planning authority with reference to published local development documents and the Council’s Strategic Flood Risk Assessment.</p> <p>The FRA should form part of an Environmental Statement when one is required by the Town and Country Planning (Environmental Impact Assessment) 2011 (S.I. 2011/1824)</p>	<p>Planning Policy Statement 25: Development and Flood Risk: Practice Guide Flood Risk Assessments Environment Agency Flood Zone Maps</p>

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Flood Risk Sequential test Evidence	<p>National Planning Policy Framework Paragraph 103 Planning Policy Statement 25: Development and Flood Risk: Practice Guide</p> <p>Unitary Development Plan – Policies NR15b and NR16</p>	<p>All applications use within flood zones 2, 3a and 3b (excluding householder applications, advertisements, air conditioning units and changes of use (except for caravans, camping sites and mobile homes))</p>	<p>The sequential test should be applied to all applications in flood zones 2 and 3. Evidence that a proposal can pass the sequential test should be submitted.</p> <p>If there are other available sites at a lower probability of flooding that could accommodate the proposed development then the Sequential Test will be failed and a Flood Risk Assessment would be irrelevant.</p> <p>Further information on the Sequential Test can be found in NPPF paragraphs 100-102 and the Technical Guidance to the National Planning Policy Framework (Paragraphs 3-5).</p> <p>The Environment Agency has produced the guidance document Demonstrating the Flood Sequential Test for Planning Applications</p> <p>If, following the application of a Sequential Test, it is not possible to locate the development in a lower flood risk zone, an Exception Test may also be required (see Table 3, page 8 of the Technical Guidance to the National Planning Policy Framework . Details of the Exception Test is set out in NPPF paragraph 102.</p> <p>Evidence that the Sequential Test has been passed, and the Exception Test requirements have been satisfied, where applicable, will be added to the planning file.</p>	<p>Planning Policy Statement 25: Development and Flood Risk: Practice Guide Demonstrating the Flood Sequential Test for Planning Applications</p> <p>Environment Agency Flood Zone Maps</p>
Foul Drainage Assessment		<p>Applications proposing non mains foul drainage</p>	<p>Please refer to Foul Drainage Assessment Form</p>	
Policy SC8 Assessment			<p>Please refer to supplementary page Local Information Requirements – Policy SC8 Assessment</p>	

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<p>Heritage Statement</p>	<p>National Planning Policy Framework Paragraph 128 PPS5: Planning for the Historic Environment: Practice Guide</p>	<ul style="list-style-type: none"> • Planning Applications affecting a listed building, its curtilage or setting • Planning Applications affecting a Conservation Area or its setting • Planning Applications affecting Saltire World Heritage Site or its setting • Planning Applications affecting Registered Historic Parks and Gardens or their setting • Planning Applications affecting a Scheduled Ancient Monument or its setting • Planning Applications affecting Adwalton Registered Battlefield or its setting • Planning applications affecting non designated heritage assets such as non-scheduled archaeological sites and locally important historic buildings • Applications for Listed Building Consent • Applications for Conservation Area Consent 	<p>A Heritage Statement should contain a description of the significance of the heritage asset affected by the proposal including any contribution made by their setting.</p> <p>The level of detail should be proportionate to the assets' importance and no more than is sufficient to understand the potential impact of the proposal on their significance. As a minimum the relevant historic environment record should have been consulted and the heritage assets assessed using appropriate expertise where necessary.</p> <p>Where a site on which development is proposed includes or has the potential to include heritage assets with archaeological interest, local planning authorities should require developers to submit an appropriate</p> <p>Desk based assessment and, where necessary, a field evaluation.</p> <p>Further information about the preparation of a heritage statement can be found in the Council's Heritage Statements - Guidance for Applicants</p>	<p>PPS5: Planning for the Historic Environment: Practice Guide Shopfront Design Guide</p> <p>Conservation Areas in the Bradford District Descriptions of Listed Buildings in the Bradford District</p>

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<p>Land Contamination Assessment – Phase I Report</p>	<p>National Planning Policy Framework Section 11 Paragraphs 109, 120-121 Unitary Development Plan – Policies NR17 and NR17a</p> <p>Development on Land Affected by Contamination: Technical Guidance for Developers, Landowners and Consultants, YAHPAC 2010</p> <p>Draft Core Strategy paragraph 5.3.146 and Policy EN8 - Environmental Protection B Land</p>	<ul style="list-style-type: none"> Where it is suspected the land or adjacent land may be contaminated due to its uses now or in the past and ground works are proposed e.g. where the site was previously occupied by: <ul style="list-style-type: none"> <input type="checkbox"/> Manufacturing or industrial activity <input type="checkbox"/> Chemical or fuel storage <input type="checkbox"/> Treatment or disposal of waste, <input type="checkbox"/> Housing & Residential institutions & <input type="checkbox"/> Offices and non residential institutions <input type="checkbox"/> The application site is within 250m of a landfill site 	<p>Phase 1 report should include:</p> <ul style="list-style-type: none"> A desk study search of available historical and current records and maps to identify potential on-site and off-site sources of contamination A site walkover survey including observations relating to the site's layout, nature and setting, condition of the site and structures, visual or odorous evidence of contamination and signs of vegetation distress. A preliminary conceptual site model that illustrates the potential pollutant linkages including sources of any potentially significant contamination, pathways through which contaminants can travel and receptors that ultimately can be affected by the contamination together with details of limitations and assumptions/uncertainties. <p>The conceptual site model will enable a preliminary risk assessment to be made, which will indicate whether a Phase 2 intrusive site investigation is required.</p> <p>Where contamination is suspected a Phase 1 desk study report must be submitted with application for outline or full planning permission.</p>	<p>Development on Land Affected by Contamination: Technical Guidance for Developers, Landowners and Consultants, YAHPAC</p>
<p>Land Contamination Assessment – Site Investigation (Phase II) Report and Risk Assessment</p>	<p>National Planning Policy Framework Section 11 Paragraphs 109, 120-122</p> <p>Draft Core Strategy paragraph 5.3.146 and Policy EN8 - Environmental Protection B Land Unitary Development Plan – Policies NR17 and NR17a</p> <p>Development on Land Affected by Contamination: Technical Guidance for Developers, Landowners and Consultants, YAHPAC</p>	<ul style="list-style-type: none"> Where it is known or “suspected” that the application site is contaminated to an extent that it could adversely affect the proposed development and/or create new pollutant linkages A Phase I report has identified that contamination is evident on the site 	<p>Where contamination is suspected a Phase 2 intrusive site investigation report must be submitted with applications for full planning permission.</p> <p>If a Phase 2 report is submitted it must be accompanied by the preceding Phase 1 report.</p> <p>A written sampling strategy (scope of works) should be agreed by Council before the commencement of site investigation works.</p> <p>A Phase 2 report should include:</p> <ul style="list-style-type: none"> A site investigation to determine the nature and extent of contamination where it is present and also areas where it is absent. Analysis of samples of soil, water and/or ground gases may be required to assess the contamination at a site. A Risk Assessment reviewing and updating the preliminary conceptual site model developed in Phase 1. Remediation and verification recommendations if necessary. 	<p>Development on Land Affected by Contamination: Technical Guidance for Developers, Landowners and Consultants, YAHPAC</p>

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Landscape Character Assessment	<p>National Planning Policy Framework Paragraphs 56-59, 62 - 64, 67, 68, 70, 73, 74, 76, 77, 79-92, 93, 94, 96 - 99, 109, 110, 113 - 118, 120 -123, 143, 144, 152, 156, 165, 166, 170, 176, 187 and 192.</p> <p>Unitary Development Plan – Policies UDP3, UR2, UR3, D1, D2, D3, D4, D5, D6, D7, D7A, D8, D9, D10, D11, D12, D14, D15, D16, GB1, GB2, GB3, GB4, GB5, GB6, NE2, NE3, NE3A, NE4, NE5, NE6, NE10, NE12, NR2, NR3, NR4, NR7, NR8, NR10, NR11A, NR11B, NR13, NR17A, OS1, OS2, OS3, OS7, OS8</p> <p>Supplementary Planning Document - Landscape Character Assessment</p> <p>Planning Policy Statement 10-Waste Management.</p>	<p>Non householder developments within or adjacent to Bradford Landscape Character Areas</p> <p>(excluding changes of use where no building works are proposed and external alterations to buildings)</p>	<p>The information provided should be appropriate to the scale and nature of the proposed development.</p> <p>Appendix 4 of the Landscape Character SPD 'Design Guidance' sets out a number of requirements that should be fulfilled or taken into account. These include:</p> <ul style="list-style-type: none"> • Preliminary Work - site survey and appraisal, outline landscape plan, • Design Principals - landscape principals and detailed design details • Landscape Management and Maintenance – maintenance considerations, responsibilities, and management plans. 	<p>Landscape Character Assessment SPD National Character Area profiles: data for local decision making</p> <p>Assessment Guidelines for Landscape and Visual Impact Assessment (3rd Edition) 2013 (Landscape Institute and Institute of Environmental Management & Assessment Planning for Crime Prevention SPD</p>

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<p>Landscape Treatment</p>	<p>National Planning Policy Framework Paragraphs 56 - 59, 61- 64, 67, 68, 70, 73, 74, 76, 77, 93, 94, 96, 97-99, 109, 110, 113 - 118, 120 - 123, 143, 144, 152, 156, 165, 166, 170, 176, 187, 192. Unitary Development Plan – Policies UDP3, UR2, UR3, D1, D2, D3, D4, D5, D6, D7, D7A, D8, D9, D10, D11, D12, D14, D15, D16, NE4, NE5, NE6, NE10, NE12, NR2, NR3, NR4, NR7, NR8, NR11A, NR11B, NR13, NR17A, OS1, OS2, OS3, OS5, OS7 and OS8 Supplementary Planning Document - Landscape Character Assessment Planning Policy Statement 10-Waste Management.</p>	<p>Non householder developments where the development would affect the spaces between buildings, whether hard or soft, in both rural and urban locations throughout the district</p>	<p>The information provided should be appropriate to the scale and nature of the proposed development.</p> <p>Appendix 4 of the Landscape character SPD 'Design Guidance' sets out a number of requirements that should be fulfilled or taken into account. These include:</p> <ul style="list-style-type: none"> • Preliminary Work-site survey and appraisal, outline landscape plan. • Design Principals-landscape principals and detailed design requirements • Landscape Management and Maintenance-maintenance considerations, responsibilities, and management plans. 	<p>Landscape Character Assessment SPD Better Places to Live by Design. A Companion Guide to PPG3, DTLR and CABE (2001) By Design – Urban Design in the Planning System: Towards Better practice. DETR/ CABE (2000). CABE: CABE: Street design guides (4 no.). Good Design: The fundamentals. CABE (2009) Health, Place and nature. Sustainable Development Commission (2008). Manual for Streets. CLG/ DfT (2007) Protecting Design Quality in Planning. CABE (2003) Safer Places: The Planning System and Crime Prevention. ODPM (2004) The Value of Good Design: How Buildings and Spaces Create Economic and Social Value. CABE (2002).</p>

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<p>Noise Assessment</p>	<p>National Planning Policy Framework Paragraphs 109 and 123</p> <p>Unitary Development Plan – Policies P7 And UR3</p>	<ul style="list-style-type: none"> • “Noise sensitive” developments e.g. residential developments and institutions, hospitals & medical establishments, educational establishments, proposed adjacent to existing major roads, railway lines or other transportation noise sources, industrial/commercial premises, other noise generating land uses • Developments containing noise sources internally or externally such as public houses, wind turbines, hot food takeaways, industrial/commercial premises, which may have an impact upon existing “noise sensitive” uses such as residential developments and institutions, hospitals & medical establishments, educational establishments 	<p>The noise assessment should:</p> <ul style="list-style-type: none"> • Outline the potential sources of noise generation, how these may have a negative effect on local amenity. • Specify how the applicant intends to overcome these issues including details of sound insulation measures to be provided. <p>Proposals for control of construction site noise must follow the requirements of BS 5228.</p> <p>For planned dwellings in the vicinity of existing commercial or industrial buildings the developer must provide evidence that any future occupiers of the proposed dwellings will not be disturbed by environmental nuisances such as noise, vibration, dust, odours, fumes and/or lighting emanating from these existing premises.</p> <p>For proposed commercial/industrial buildings, if the existing buildings in the area include noise sensitive properties e.g. houses, the applicant must submit a noise impact assessment report employing BS 4142 methodology or other method agreed with Environmental Health.</p>	

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Parameter Plans	National Planning Policy Framework Paragraphs 57, 58, 61 and 64. Unitary Development Plan – Policies UDP3, UR2, D1, D2, D5, D6, D7, D7A and D9.	Outline applications for residential schemes of 100 units or more (or 3 Hectares or more where the number of units is not specified) Outline applications for retail schemes of 5000 sqm of floorspace or more Outline commercial, Industrial and other schemes of 10,000 sqm of floorspace or more The Council may sometimes require parameter plans for major outline development proposals which don't meet the above criteria but where the scale and complexity of the proposals justify it. These proposals will be identified through the Council's Major Pre-application Advice Service.	Parameter Plans set out the design parameters for future reserved matters stages to adhere to. Depending on the scheme/context they could include: <ul style="list-style-type: none"> • green infrastructure/ open spaces • movement framework/ access/ connections • character areas • building heights • density zones • retained features • views/landmarks/focal points/ building lines etc. • land uses The Parameter Plans should be supported by the design principles set out in the Design & Access Statement.	Establishing the Parameters & Principles of Development
Planning Obligations – draft heads of terms statement	National Planning Policy Framework Paragraphs 203-205 OPPM Circular 05/05 – Planning Obligations Unitary Development Plan – Policies CF2, CF7A, D8, D9, H9, H10, NE8, NE9, NE10, OS5, TM1, TM2, TM6, TM8, TM10, TN19a, UDP7 and UR6 Supplementary Planning Document – Planning Obligations	Major developments which generate requirements for planning obligations in relation to the following: <ul style="list-style-type: none"> • Affordable housing • Education contributions • Highways and Physical • Infrastructure • Travel • Natural Environment • Open space, sport & recreation • Public Art • Public Realm 	The Planning Obligations – draft heads of terms statement should include: <ul style="list-style-type: none"> • Draft heads of terms for the planning obligation or Draft obligation/unilateral undertaking • A completed planning obligations proforma 	Supplementary Planning Document – Planning Obligations

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Statement of Community Involvement	Adopted Statement of Community Involvement	All Major developments	<p>A Statement of Community Involvement should:</p> <ul style="list-style-type: none"> • Explain how the applicant has complied with the requirements for pre-application consultation set out in the SCI • Demonstrate how the views of the local community have been sought and taken into account in the formulation of development proposals. • 	Bradford Statement of Community Involvement
Structural Survey	<p>National Planning Policy Framework Paragraph 120</p> <p>Unitary Development Plan – Policies GB4 and P6</p>	<ul style="list-style-type: none"> • Applications for the conversion of buildings in the Greenbelt or Countryside to demonstrate that they are capable of conversion without major or complete reconstruction • Developments on land known or suspected to be potentially unstable e.g. issues of slope stability, landslip areas and subsidence due to coal or stone mining • Proposals for free standing retaining structures e.g. gabion baskets • Proposals for excavation or fill on the site that would affect land stability 	<p>For building conversions, a structural survey should:</p> <ul style="list-style-type: none"> • Include an appraisal of the structural stability of the building • The areas of walling to be taken down and rebuilt should be shown as shaded/hatched on the submitted plans • Include a method statement and schedule of works, where necessary, for carrying out the recommendations of the structural appraisal <p>For Land Stability issues this should:</p> <ul style="list-style-type: none"> • Demonstrate that the proposed development/site will not be affected by subsidence or land instability by providing Desk Study reports/Site Investigation reports etc. A topographical survey should be included where necessary. • Include calculations and details to demonstrate that the land on the site and surrounding areas will remain stable in both the temporary and permanent condition. • Include calculations and details to verify the stability of retaining walls. A method statement, where necessary, should be provided for carrying out the works. • Specify remedial measures to overcome problems/defects highlighted in reports. 	

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<p>Surface Water Drainage Strategy</p>	<p>National Planning Policy Framework Paragraph 103</p> <p>Flood & Water Management Act 2014</p>	<ul style="list-style-type: none"> All major planning applications 	<p>A surface water drainage strategy should outline the principles that are to be followed to ensure that proposed surface water drainage system satisfied the requirements of the non-statutory technical standards for sustainable drainage and should include:</p> <ul style="list-style-type: none"> An existing drainage plan which demonstrates the existing site drainage characteristics. This should include the location of nearest watercourse (open and culverted), public sewer (surface and/ or combined water) and highway drainage network. Any existing flood sources or flood extents on or near to the site derived from the flood risk assessment of the site should be illustrated on the plan. A calculation to determine the existing sites peak runoff rates for the 1:2, 1:30 and 1:100 plus climate change rainfall events is required. Proposed surface water drainage principles and arrangements including the proposed finished levels of the site and how these incorporate any flood mitigation measure informed by the flood risk assessment. A site drainage layout of the main surface water drainage infrastructure with estimated sizing and location of each component is required. An overview of the design parameters in concluding these details should also included. The strategy should delineate the agreed discharge rate and receptor (including location) and prove its suitability in receiving the designed flow rate and volume. Detailed calculations showing that the proposed design will achieve the agreed requirements are required. This will need to be supported with a discussion about the selection of suitable SuDS methods including in the drainage scheme. 	<p>Sustainable drainage systems: non-statutory technical standards</p>

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<p>Surface Water Drainage Strategy (continued)</p>			<ul style="list-style-type: none"> • A geological assessment of the site which details the surface levels of the existing site (topographical survey), underlying geology and infiltration rates of the sub strata in supporting the use of: infiltrating drainage components, providing an indication of groundwater levels and migration, indicating the location of nearest source protection zone (from Environment Agency Source Protection Zone maps) and establishing if soil and groundwater contamination exists within the site boundaries. • A plan or strategy showing how the development will manage and control exceedance events with predicted flow paths will be necessary. • An indication of proposals relating to the future management and maintenance of surface water features over the lifetime of the development in the form of a detailed maintenance management plan which includes full details of who the responsible parties for the various activities and structures are. • A drainage strategy for dealing with each phase of the development scheme (where relevant) which indicates the flow rates, storage structures and filter components for each stage of the scheme. 	
<p>Telecommunications</p>	<p>National Planning Policy Framework Section 5 Unitary Development Plan – Policies D16</p> <p>The Code of Best Practice on Mobile Phone Network Development (2013).</p>	<ul style="list-style-type: none"> • Planning applications for telecommunications masts and antenna development • Prior Notification applications for telecommunications masts and antenna development 	<p>Applications should be accompanied by a range of supplementary information including:</p> <ul style="list-style-type: none"> • Acoustic report where relevant • the area of search • details of alternative sites rejected with a justification for rejecting them • Explanation if no assessment where relevant • Map showing the relationship of the application site to schools and other telecommunications equipment in the vicinity • Supporting planning statement • Signed declaration that the equipment and installation has been designed to be in full compliance with the requirements of the radio frequency (RF) public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection (ICNIRP) • Details of all consultations carried out. 	<p>The Code of Best Practice on Mobile Phone Network Development</p>

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<p>Town Centre Uses – Impact Assessment</p>	<p>National Planning Policy Framework 2 Paragraphs 23 to 27</p> <p>National Planning Policy Framework 8 Paragraph 70</p> <p>Planning for Town Centre Practice Guidance on need, impact and the sequential approach</p>	<p>Applications for retail, leisure and office developments (as defined in Annex 2 of the NPPF) over 2,500 sq metres (or locally set floorspace threshold) outside of town centres, which are not in accordance with an up-to-date Local Plan</p>	<p>The level and type of evidence and analysis required to address the key considerations should be proportionate to the scale and nature of the proposal. The impact assessment should include an assessment of:</p> <p>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</p> <p>The impact of the proposal on town centre vitality and viability, including local consumer choice and trade in the town centre and wider area, up to five years from the time the application is made. For major schemes where the full impact will not be realised in five years, the impact should also be assessed up to ten years from the time the application is made.</p> <p>The scope of the assessment should be agreed prior to the submission of an application.</p>	<p>Planning for Town Centre Practice Guidance on need, impact and the sequential approach</p>
<p>Town Centre Uses – Sequential Test</p>	<p>National Planning Policy Framework Paragraphs 23 to 27</p> <p>Planning for Town Centre Practice Guidance on need, impact and the sequential approach</p>	<p>Main town centre uses (as defined in Annex 2 of the NPPF) not in an existing centre and are not in accordance with an up-to-date Local Plan.</p>	<p>The scope of the assessment should be agreed prior to the submission of an application.</p> <p>The level and type of evidence and analysis required to address the key considerations should be proportionate to the scale and nature of the proposal.</p>	<p>Planning for Town Centre Practice Guidance on need, impact and the sequential approach</p>

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Transport Assessment & Statement	National Planning Policy Framework Paragraphs 32 and 36	<ul style="list-style-type: none"> • Transport Assessment for Major development proposals likely to have significant transport implications. • Transport Statement for major development proposals which would have less than significant transport implications 	<p>The coverage and detail of a Transport Assessment should reflect the scale of the development and the extent of the transport implications of the proposal.</p> <p>For smaller schemes the Transport Statement should simply outline the transport aspects of the application, while for major proposals, the Transport Assessment should illustrate accessibility to the site by all modes of transport, and the likely modal split of journeys to and from the site. It should also give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal, and to mitigate transport impacts.</p> <p>Further guidance will be found in Guidance on Transport Assessment, published by the Department for Transport. This includes, at Appendix B page 47, the thresholds for Transport Assessments (which can be either speculative and non-speculative).</p>	
Travel Plan	National Planning Policy Framework Paragraphs 32 and 36	<ul style="list-style-type: none"> <input type="checkbox"/> Development proposals which likely to have significant transport implications such as schools and educational establishments, public buildings, employment retail and leisure uses and residential schemes including homes for the elderly or student accommodation. <input type="checkbox"/> Developments where Air Quality Mitigation measures are required 	<p>A draft travel plan should:</p> <ul style="list-style-type: none"> • Outline the way in which the transport implications of the development are going to be managed in order to ensure the minimum environmental, social and economic impacts. • Have a strategy for its implementation that is appropriate for the development proposal under consideration. • Identify the travel plan co-ordinator and the management arrangements for the plan e.g. a steering group and the development timetable. • Include activities for marketing and promoting the plan to occupiers, users, visitors and residents of the site. 	<p>Good Practice Guidelines: Making residential travel plans work: guidelines for new development:</p>
Tree Survey & Constraints Plan	National Planning Policy Framework Paragraph 114, 118 Unitary Development Plan – Policies NE4, NE5, and NE6 BS5837 “Trees in relation to design, demolition and construction – recommendations”	<ul style="list-style-type: none"> • All Minor developments outside conservation areas and where no trees protected by a TPO would be affected (excluding changes of use where no building works are proposed and external alterations to buildings) 	<p>A Tree Survey conforming to BS 5837 (2012) Trees in relation to design, demolition and construction – Recommendations is required.</p> <p>The tree survey must include the constraints from all the trees within falling distance of the red line boundary.</p>	<p>BS5837 “Trees in relation to design, demolition and construction – recommendations”</p>

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Tree Survey & Tree Protection Plan	<p>National Planning Policy Framework Paragraph 114, 118</p> <p>Unitary Development Plan – Policies NE4, NE5, and NE6</p> <p>BS5837 “Trees in relation to design, demolition and construction – recommendations</p>	<ul style="list-style-type: none"> • Minor developments within a conservation area • Minor developments where trees protected by a TPO would be affected • Major development proposals where one or more trees would be affected (excluding changes of use where no building works are proposed and external alterations to buildings) 	<p>A Tree Survey conforming to BS 5837 (2012) Trees in relation to design, demolition and construction – Recommendations showing tree constraints and a Tree Protection Plan is required.</p> <p>The tree survey must include the constraints from all the trees within falling distance of the red line boundary.</p> <p>A tree protection plan is informed by the tree survey and is a scale drawing, informed by descriptive text where necessary, based upon the finalised proposals, showing trees for retention and illustrating the tree and landscape protection measures</p>	<p>BS5837 “Trees in relation to design, demolition and construction – recommendations”</p>
Ventilation & Extraction Statement	<p>National Planning Policy Framework Paragraph 109</p> <p>Unitary Development Plan – Policies D1 and UR3.</p> <p>Hot Food Takeaways Supplementary Planning Document</p>	<p>Planning applications for developments within the following use classes where extraction equipment for the sale/preparation of cooked food or air conditioning is to be installed.</p> <ul style="list-style-type: none"> • Use Class A3 - Restaurants and cafes for the sale of food and drink for consumption on the premises, • Use Class A4 - Public houses, wine bars or other drinking establishments • Use Class A5 - Hot food takeaways for the sale of food and drink for consumption off the premises • Major retail, business, industrial, leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed 	<p>A ventilation & extraction statement should include:</p> <ul style="list-style-type: none"> • Details of the position and design of ventilation and extraction equipment including odour abatement techniques and acoustic noise characteristics • Plans showing the design and detailing of the ducting, odour abatement techniques, grease filters and acoustic noise characteristics. • Details of the position and design of the air conditioning equipment, including acoustic noise characteristics. 	