

West Sussex County Council Local List for the Validation of Planning Applications (January 2025)

Introduction

The National Planning Policy Framework (NPPF), paragraph 45 (December 2024) requires local planning authorities to publish a 'local list' setting out their information requirements for planning applications; that is, the information required for the submission of a valid planning application.

The following Local List, which must be reviewed at least every two years, accords with national planning guidance, which states that the information requested via the local list must be:

- Reasonable, having regard, in particular, to the nature and scale of development proposals; and
- about a matter which it is reasonable to think will be a material consideration in determining the application.

In preparing the Local List, account has been taken of the advice set out in:

- [Planning Practice on Making an Application](#)
- [Town and Country Planning \(Development Management Procedure\) Order 2015](#)

The National List

This Local List should be read alongside the [National List](#), which sets the minimum requirements for all applications including a location plan, a site boundary plan, plans and information sufficient to describe the development, an application fee, and a completed application form, including an Ownership Certificate and Agricultural Land Declaration. A summary is set out in 'Table 1: National Validation Requirements'.

Applications dealt with by the County Council

The County Council only deals with minerals and waste applications, and applications for development by the County Council itself. It does not deal with other types of application such as household, commercial, or residential development, which should be submitted to the relevant District Council.

It also does not deal with applications within the South Downs National Park. These should be submitted directly to the [South Downs National Park Authority](#).

Types of Application

There are several different types of application, of which the most common are Full Planning Applications, Outline Planning Applications, Reserved Matters Applications, Variation of Condition Applications and Discharge of Condition Applications. If you are uncertain about the type of application to submit, please contact us and we will advise you on the correct application type for your proposal.

Please note that in the relation to Variation of Condition Applications, these cannot be submitted where the variation sought would amend or contradict the description of the development permitted in an existing planning permission, and they cannot be submitted for a different area of land from that to which existing planning permission relates. Such applications will not be accepted as valid, and you will be advised of the need to submit a new Full Application.

Number of Copies

Where possible, planning applications should be submitted electronically via the [Planning Portal](#). Please submit files in PDF format, named appropriately and informatively for uploading directly to the planning website (e.g. "Site Location Plan – Ref Dwg 01").

If in hard copy, three hard copies of each document (including plans, reports, and forms) should be submitted, unless otherwise agreed with the County Council. Please note that if submissions are in hard copy, the County Council will also need an electronic copy of submission documents in PDF format. All individual electronic files should be reduced/compressed as far as practicable, and no individual file should be greater than 20MB.

Additional copies may also be required for Environmental Impact Assessment (EIA) development. This should be discussed with the County Council prior to submission.

Environmental Impact Assessment (EIA) Development

The content of EIA applications is not considered in detail in this document as this is covered by separate [legislation](#). Considerations relating to EIA development are set out in the [Planning Practice Guidance: Environmental Impact Assessment](#).

If you are unsure if your development would be considered EIA development or will require Screening/Scoping, please contact the County Council prior to submission. Please note that EIA development is subject to additional information requirements.

Pre-Application Advice

The County Council can provide various levels of [pre-application advice](#) to help inform the preparation of planning applications.

Requests for Additional Information

Please note that inclusion of the information set out in the Local List in your planning application does not mean that West Sussex County Council may not need to ask you to submit additional information during the planning application process. Such requests may be made where further information is considered necessary to inform the consideration of material matters and will be proportionate to the nature and scale of the proposed development and matters arising.

WSSC Webpages and External Websites

To assist applicants for Planning Permission this list includes hyperlinks to useful WSSC webpages and to external websites. West Sussex County Council is not responsible for the content of external websites.

Table 1: National Validation Requirements

Document	When Required	What Is Required	Drivers/Further Information
Completed Application Form	All applications.	<p>Completed standard application form (1APP) for most applications other than for development including:</p> <ul style="list-style-type: none"> ❖ Oil and Gas Development; ❖ Non-Material Amendments; and ❖ Prior Approvals. <p>For these developments, paper forms can be printed from the Planning Portal.</p> <p>Planning applications for mineral extraction sites and associated waste related development may be submitted in hard copy by post using the County Council's own minerals planning application form which is available on our website.</p>	Article 7 of the Town and Country Planning (Development Management Procedure) (England) Order 2015.
Plans and Drawings	All applications.	<ul style="list-style-type: none"> ❖ Drawn to an identified and appropriate scale. ❖ Linear scale bar is useful. ❖ Plans must show north. 	Planning Policy Guidance: Making an Application.
Site Location Plan	All applications.	<ul style="list-style-type: none"> ❖ Based on an up-to-date map. ❖ At 1:1250 or 1:2500 scale (typically). ❖ Identify at least two named roads and include all the roads/buildings adjoining the site. 	Planning Policy Guidance: Making an Application.
Site Boundary Plan	All applications.	<ul style="list-style-type: none"> ❖ Application site – edged in red, including all land necessary to carry out the proposed development (e.g. land required for access from a public highway, visibility splays, landscaping, car parking, open areas). ❖ Blue line around land in applicant's ownership close to/adjoining site. ❖ For minerals applications involving underground working (including oil and gas), the site boundary should include the extent of the underground works (or as a minimum, an indicative zone of deviation). 	Planning Policy Guidance: Making an Application.
Design and Access Statement	<p>Applications for:</p> <ul style="list-style-type: none"> ❖ Development in a conservation area consisting of 1 or more dwellings; or floor space of 100m² or more; ❖ Listed building consent; and ❖ 'Major development' except <ul style="list-style-type: none"> ➤ waste development; ➤ engineering or mining operations (including minerals); ➤ material change of use; ➤ amendments to conditions (s.73 applications). 	<p>A Design and Access Statement: a report setting out:</p> <ul style="list-style-type: none"> ❖ the design principles and concepts and steps taken to appraise and account for the development context; ❖ the approach taken to accessing the development; and ❖ the community engagement undertaken relating to access to the development and what account has been taken of the outcome. 	<p>Article 9 of The Town and Country Planning (Development Management Procedure) (England) Order 2015</p> <p>Active Travel England Planning Application Assessment Toolkit: Checklist User Manual</p> <p>Active Travel England Planning Assessment Toolkit</p>

Document	When Required	What Is Required	Drivers/Further Information
Fire Statement	Applications for: <ul style="list-style-type: none"> ❖ Development containing two or more dwellings or educational accommodation; and ❖ And are 18m or more in height, or 7 or more storeys. 	<p>A Fire Statements is report which sets out information on fire safety matters as they relate to land use planning matters (e.g. site layout, water supplies for firefighting purposes and access for fire appliances) and should evidence the thinking on fire safety matters, as they relate to planning, has been incorporated into the planning application. It must be submitted on a form published by the Secretary of State (or a form to similar effect) containing the particulars specified or referred to in the form, which includes information about (not exhaustive list):</p> <ul style="list-style-type: none"> ❖ The principles, concepts and approach relating to fire safety that have been applied to each building in the development; ❖ The site layout; ❖ Emergency vehicle access and water supplies for firefighting purposes; and ❖ What, if any, consultation has been undertaken on issues relating to the fire safety of the development; and what account has been taken of this; How any policies relating to fire safety in relevant local development documents have been taken into account. 	<p>Guidance: Fire safety and high-rise residential buildings (from 1 August 2021)</p> <p>Planning application and fire statement forms: templates</p>
Ownership Certificate/ Article 13 Notice	All applications.	<ul style="list-style-type: none"> ❖ Completed notices (found at the end of the planning application forms or in legislation). ❖ 'Owner': anyone with a freehold interest or leasehold interest the unexpired term of which is not less than 7 years. ❖ Certificate A: sole ownership, no agricultural tenants. ❖ Certificate B: shared ownership, all other owners/tenants known. ❖ Certificate C: shared ownership, some owners/tenants known. ❖ Certificate D: shared ownership, no other owners/tenants known. Completed notice with details of ownership of application, confirming that appropriate notice served 21 days prior to submission (if required). ❖ Article 13 Notice: For Minerals Applications, notice must be served on owners, and a site notice erected for at least 7 days, including reference to where plans can be viewed. The notice must be in the form set out in Schedule 2 of Statutory Instrument 595 in 2015. 	<p>Planning Policy Guidance: Making an Application. Article 13 of The Town and Country Planning (Development Management Procedure) (England) Order 2015.</p>
Application Fee	All applications (where a fee is payable).	<p>Details of which fee is applicable (and, where applicable, which exemptions can apply) can be found on the Planning Portal's fee calculator.</p> <p>Also see the Planning Portal and the Planning Portal's A Guide to the Fees for Planning Applications in England for currently applicable fees.</p>	<p>The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012</p> <p>And</p> <p>The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) (Amendment) Regulations 2023</p>

Document	When Required	What Is Required	Drivers/Further Information
Biodiversity Net Gain	All applications for Minor and Major Development except for applications made under Section 73 of the Town and Country Planning Act 1990 (as amended), i.e. to vary the conditions of an existing planning permission where the original planning permission which not subject to the requirement for statutory Biodiversity Net Gain.	<p>Biodiversity net gain is required under a statutory framework introduced by Schedule 7A of the Town and Country Planning Act 1990 (inserted by the Environment Act 2021). This is referred to as biodiversity net gain. Under the statutory framework for biodiversity net gain, every grant of planning permission is deemed to have been granted subject to a general biodiversity gain condition to secure biodiversity net gain. The aim is to deliver at least a 10% increase in relation to the pre-development biodiversity value of the development granted permission.</p> <p>Where development is subject to the statutory biodiversity net gain requirement, the application must be accompanied by the minimum information set out in Article 7 of The Town and Country Planning (Development Management Procedure) (England) Order 2015, as amended by Article 15 of The Biodiversity Gain (Town and Country Planning) (Modifications and Amendments) (England) Regulations 2024. This includes the following:</p> <ul style="list-style-type: none"> ❖ a statement as to whether the applicant believes that planning permission, if granted, would be subject to the biodiversity gain condition; ❖ the pre-development biodiversity value of the onsite habitat on the date of application (or an earlier date) including the completed metric calculation tool used showing the calculations, the publication date and version of the biodiversity metric used to calculate that value; ❖ where the applicant wishes to use an earlier date, the proposed earlier date and the reasons for proposing that date; ❖ a statement confirming whether the biodiversity value of the onsite habitat is lower on the date of application (or an earlier date) because of the carrying on of activities ('degradation') in which case the value is to be taken as immediately before the carrying on of the activities, and if degradation has taken place supporting evidence of this; ❖ a description of any irreplaceable habitat (as set out in column 1 of the Schedule to the Biodiversity Gain Requirements (Irreplaceable Habitat) Regulations [2024]) on the land to which the application relates, that exists on the date of application, (or an earlier date); and ❖ a plan, drawn to an identified scale which must show the direction of North, showing onsite habitat existing on the date of application (or and earlier date), including any irreplaceable habitat. 	<p>Environment Act 2021, Part 6 The Biodiversity Gain Requirements (Exemptions) Regulations 2024 The Biodiversity Gain Requirements (Irreplaceable Habitat) Regulations 2024 The Biodiversity Gain Site Register Regulations 2024 The Biodiversity Gain (Town and Country Planning) (Modifications and Amendments) (England) Regulations 2024 Draft biodiversity net gain planning practice guidance Submit a biodiversity gain plan Legal agreements to secure your biodiversity net gain Biodiversity net gain: exempt developments Statutory biodiversity metric tools and guides Creating a habitat management and monitoring plan for biodiversity net gain Meet your BNG requirements: steps to take for land managers Statutory biodiversity credit prices Statutory biodiversity credits Sell biodiversity units as a land manager Make on-site biodiversity gains as a developer Meet biodiversity net gain requirements: steps for developers Biodiversity gain plan Calculate biodiversity using the biodiversity metric Make off-site biodiversity gains as a developer</p>

Table 2: Local Validation Requirements

The following sets out the local validation requirements – the information that may be required in support of different types of planning applications in West Sussex (outside the South Downs National Park). Further guidance is provided for different types of applications below.

Please note: Where the final details of a proposal are yet to be finalised (such as dimensions of oil rigs/wind turbines, length of construction works, noise from plant), the 'worst case scenario' should be used for submitted information (the '[Rochdale Envelope](#)' approach).

Document	When Required	What Is Required	Drivers/Further Information
Drawings/Plans/Sections	All applications.	❖ Drawings/plans at an appropriate identified metric scale, with a north point.	Planning Policy Guidance: Making an Application.
Elevations	All applications proposing new or altered buildings.	❖ All sides of the proposed/affected building including all openings. ❖ Existing and proposed elevations (where relevant).	Planning Policy Guidance: Making an Application.
Site Layout Plans	All applications.	Sufficient information to identify the development including: ❖ the layout and extent of the proposed development in relation to site boundaries and existing buildings on site; ❖ existing buildings, roads and footpaths (including public rights of way) on and adjoining the site; ❖ proposed buildings (including details of appearance – colour, materials, etc); ❖ trees and vegetation on and adjoining the site; ❖ the extent and type of existing and proposed hard surfacing including access and internal roads; and ❖ any proposed boundary treatment including walls, fencing and planting. For schools: ❖ the location of playing fields and any areas to be lost. ("Playing field" means the whole of a site, which encompasses at least one playing pitch. This could include hard surfaces, such as tennis courts, if they are adjacent to the field.) For waste sites: ❖ indicative uses for each area of the site (e.g. waste reception, outside storage, picking line, shredding, etc).	Planning Policy Guidance: Making an Application.
Topographic Surveys and Existing/Proposed cross sections	All applications proposing altered land levels.	❖ Up-to-date topographic surveys of land levels (to metres above ordnance datum (m AOD)). ❖ Proposed contours following the development. ❖ At least two sections showing existing land levels across affected parts of the site. ❖ At least two sections showing proposed land levels across affected parts of the site.	Planning Policy Guidance: Making an Application.

Document	When Required	What Is Required	Drivers/Further Information
Aerodrome Safeguarding Statement	<p>All applications for development involving:</p> <ul style="list-style-type: none"> ❖ Buildings, structures or works exceeding 90m in height; ❖ Wind turbines; and ❖ Development involving the Aviation/Aerodrome uses. <p>Applications within 15km of either:</p> <ul style="list-style-type: none"> ❖ Gatwick Airport (co-ordinates 526677,140322); ❖ Goodwood Aerodrome (co-ordinates 505133, 0004533); or ❖ Brighton City Airport (Shoreham) (co-ordinates 508356, 0002972) <p>where the development involves any of the following:</p> <ul style="list-style-type: none"> ❖ Building/structures/crane heights that could infringe the Obstacle Limitation Surfaces (OLS) or impact on Instrument Flight Procedures (IFPs) or navigational aids; ❖ Buildings/structures that could impact on the Public Safety Zone (PSZ); ❖ Buildings/structures very close to the airport that could lead to building induced turbulence; ❖ landfilling and/or proposals involving the outdoor disposal, processing or treatment of putrescible/organic waste; ❖ the venting and flaring of gas; ❖ features attractive to birds such as amenity landscaping, lakes/ponds/wetlands/SUDS, large buildings/structures with large ledges, gantries, and flat or shallow-pitched roofs; ❖ lighting schemes close to the airport which may impact on safety through glare or dazzle to pilots of confusion with aeronautical ground lighting; and/or ❖ large banks of solar panels. 	<ul style="list-style-type: none"> ❖ A statement and information demonstrating that the development would not constitute a hazard to air traffic, including any mitigation proposed. 	<p>West Sussex Joint Minerals Local Plan Policy M21: Aerodrome Safeguarding.</p> <p>West Sussex Waste Local Plan Policy W22: Aviation</p> <p>Annex 2 of Circular 01/2003: Safeguarding of Aerodromes, Technical Sites and Military Explosives Storage Areas: The Town and Country Planning (safeguarded aerodromes, technical sites and military explosives storage areas) Direction 2002.</p> <p>DfT Circular 01/2010 - Control of Development in Airport Public Safety Zones</p> <p>Policy Paper - Control of Development in Airport Public Safety Zones Updated 8 October 2021</p> <p>Combined Aerodrome Safeguarding Team Civil Aviation Authority (caa.co.uk)</p> <p>For specific advice please email:</p> <p>Gatwick: gal.safeguarding@gatwickairport.com;</p> <p>Goodwood: aviation.enquiries@goodwood.com;</p> <p>Brighton City: operations@flybrighton.com.</p> <p>Heathrow: Safeguarding@Heathrow.com</p> <p>Southampton Airport: sousafeguard@southamptonairport.com</p>

Document	When Required	What Is Required	Drivers/Further Information
Air Quality Assessment	<p>Applications involving:</p> <ul style="list-style-type: none"> ❖ putrescible waste (including anaerobic digestion and composting); ❖ Incineration/energy-from-waste/gasification (or similar); ❖ New sites (or significant intensification on existing sites) involving the management of minerals and/or waste outside; ❖ a significant increase in HGVs; (Construction phase: More than 200 vehicle movements/day over a year or an increase in annual average daily traffic flows by 10% or peak. Operational phase: An increase of 200 HGV movements/day or a 10% or more increase in annual average daily traffic flows or peak.) ❖ within/adjacent to and/or affecting an Air Quality Management Area (AQMA) – see, 'Appendix 1: Air Quality Management Areas (AQMA)'; ❖ substantial new ventilation systems or other industrial plant likely to produce emissions to atmosphere; and ❖ Major development that would generate significant traffic volumes - see IAQM guidance criteria 	<p>A report setting out:</p> <ul style="list-style-type: none"> ❖ the baseline local air quality including existing concerns, and detail of assessment methods (including verification); ❖ sensitive receptors/locations (dwellings, schools, designated nature conservation sites etc.); ❖ the methodology for assessing impact and determining the significance of impact; and ❖ proposed mitigation measures including those to protect sensitive receptors from the effects of air pollution, where required. <p>Air quality assessments should assess the impact of the proposed development on local air quality. As required, where identified in the assessment, assessment should include a scheme for protecting any future residential occupiers of the building(s) and the locality from the effects of air pollution.,</p> <p>If composting (open or in-vessel) is proposed, consideration should also be given to bioaerosol emissions (particularly where facilities will be within 250m of a sensitive receptors).</p> <p>Impacts during construction phase of development to be assessed in accordance with IAQM guidance (see also Dust section)</p> <p>An Emissions Mitigation Statement will be required for all major development that would result in significant transport-related movements. This will need to calculate the additional transport emissions associated with a development and determine the appropriate level of mitigation required to help avoid, minimise and/or off-set the impact on air quality (see Air Quality and Emissions Mitigation Guidance for Sussex).</p>	<p>West Sussex Joint Minerals Local Plan Policies M15: Air and Soil and M18: Public Health and Amenity</p> <p>West Sussex Waste Local Plan Policies W16: Air, Soil and Water and W19: Public Health and Amenity.</p> <p>NPPF (December 2024) Chapter 15.</p> <p>Planning Practice Guidance: Air Quality.</p> <p>Air Quality and Emissions Mitigation Guidance for Sussex (2021).</p> <p>IAQM Guidance - Land-Use Planning & Development Control: Planning for Air Quality (2017).</p> <p>IAQM Guidance on the Assessment of Air Quality Impacts on Designated Nature Conservation Sites (2020)</p> <p>IAQM document – Guidance on the assessment of dust from demolition and construction Jan 2024 (version 2.2)</p>
Alternative Sites Assessment	Minerals and waste development on unallocated sites.	<ul style="list-style-type: none"> ❖ An assessment of why the application site has been chosen over other sites. ❖ An assessment of why permitted or allocated sites cannot be used (if waste/minerals type). 	<p>West Sussex Waste Local Plan Policies W1 and W3.</p> <p>West Sussex Joint Minerals Local Plan Chapter 6.</p>

Document	When Required	What Is Required	Drivers/Further Information
Archaeological Assessment	<p>Applications:</p> <ul style="list-style-type: none"> ❖ within the boundary of/within 250m of a Scheduled Monument; ❖ within the boundary of/within 250m of a Park/Garden on Historic England's Register of Parks and Gardens of Special Historic Interest; ❖ involving Listed Building Consent; ❖ within a Conservation Area; ❖ within flood zones 2 or 3; and/or ❖ on Greenfield sites of more than 1ha in area. <p>Archaeological Notification Areas (ANA) have been identified in West Sussex to indicate the existence, or probable existence, of archaeological heritage assets. The ANA have been created from the information held on the West Sussex Historic Environment Record (HER), a database of all known heritage assets (except those in Chichester district) and mapped to provide an alert system. Each ANA has an alert colour associated with it (either red or amber) to denote the level of likelihood that archaeological remains may survive and therefore require you to request a HER search.</p>	<p>An Archaeological Desk -Based Assessment appropriate to the nature of the proposed development, which must include and take account of relevant information from the Historic Environment Record database (West Sussex County Council's for West Sussex (except for Chichester District) and (for Chichester District only) Chichester District Council's), setting out:</p> <ul style="list-style-type: none"> ❖ the archaeological interest of known heritage assets and their significance; ❖ the potential of the site to contain presently unknown surviving archaeological heritage assets; ❖ assessment of the positive and negative impacts of the development upon these (with any harm clearly justified); ❖ where appropriate, proposals for further investigation; ❖ mitigation/enhancement measures. 	<p>West Sussex Joint Minerals Local Plan Policy M14: Historic Environment</p> <p>West Sussex Waste Local Plan Policy W15: Historic Environment.</p> <p>NPPF (December 2024) Chapter 16.</p> <p>Planning Practice Guidance: Conserving and enhancing the historic environment.</p> <p>Map of Archaeological Notification Areas in West Sussex County Council</p>

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Biodiversity Net Gain	All applications for Minor and Major development except for applications made under Section 73 of the Town and Country Planning Act 1990 (as amended), i.e. to vary the conditions of an existing planning permission where the original planning permission which not subject to the requirement for statutory Biodiversity Net Gain.	<p>In addition to the minimum information requirements set out in National Validation Requirements (above), all applications subject to the mandatory BNG condition will be required to provide:</p> <ul style="list-style-type: none"> ❖ BNG Strategy Statement – to include the proposed strategy for delivering BNG; information about how adverse impacts on biodiversity have been avoided and minimised; the pre- and post-development value of on-site habitats; the proposed approach to enhance biodiversity on-site (NB detailed proposals of these habitat enhancements will need to be included as part of the plans, drawings and supporting information accompanying the application); habitat condition assessment; and any off-site plans (including baseline and post-intervention biodiversity values). ❖ Where appropriate, a draft Biodiversity Gain Plan and a draft Habitat Management and Maintenance Plan. ❖ For phased development, a draft Overall Biodiversity Gain Plan – to detail the baseline and post-development interventions. ❖ If a planning obligation is proposed, a draft obligation should be included with the application (e.g. for significant on-site biodiversity net-gain or off-site biodiversity net gain). 	<p>When determining a planning application, BNG will be a material consideration, and the County Council will want to consider, whether the general biodiversity gain condition is capable of being discharged successfully through the imposition of conditions and agreement of S106 planning obligations.</p> <p>Environment Act 2021, Part 6 The Biodiversity Gain Requirements (Exemptions) Regulations 2024 The Biodiversity Gain Requirements (Irreplaceable Habitat) Regulations 2024 The Biodiversity Gain Site Register Regulations 2024 The Biodiversity Gain (Town and Country Planning) (Modifications and Amendments) (England) Regulations 2024 Draft biodiversity net gain planning practice guidance Submit a biodiversity gain plan Legal agreements to secure your biodiversity net gain Biodiversity net gain: exempt developments Statutory biodiversity metric tools and guides Creating a habitat management and monitoring plan for biodiversity net gain Meet your BNG requirements: steps to take for land managers Statutory biodiversity credit prices Statutory biodiversity credits Sell biodiversity units as a land manager Make on-site biodiversity gains as a developer Meet biodiversity net gain requirements: steps for developers Biodiversity gain plan Calculate biodiversity using the biodiversity metric Make off-site biodiversity gains as a developer</p>

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Dust Assessment	Applications involving: <ul style="list-style-type: none"> ❖ the open-air management of waste; ❖ new or extended surface mineral extraction; ❖ demolition; or ❖ Significant construction activities over an extended period. 	A report setting out: <ul style="list-style-type: none"> ❖ which activities may generate dust (during construction and/or operation); ❖ sensitive receptors likely to be affected; ❖ the scale and nature of dust emissions (PM10 and PM2.5); ❖ proposed mitigation measures (if needed); ❖ residual impacts following mitigation (if applicable). 	West Sussex Joint Minerals Local Plan Policies M15: Air and Soil and M18: Public Health and Amenity West Sussex Waste Local Plan Policies W16: Air, Soil and Water and W19: Public Health and Amenity. Planning Practice Guidance: Air Quality . Planning Practice Guidance: Minerals . IAQM Guidance - Guidance on the Assessment of Mineral Dust Impacts for Planning (2016) . IAQM Guidance on the Assessment of Dust from Demolition and Construction (2024)
Ecological Appraisal (Also see Shadow Habitats Regulations Assessment (HRA) below)	Development within/adjacent to or that could impact upon: <ul style="list-style-type: none"> ❖ internationally designated area (e.g. SAC, SPA, Ramsar sites); ❖ nationally designated area (SSSI); ❖ locally designated area (e.g. Local Wildlife Site, (LWS), Local Geological Site/RIGS, Local Nature Reserve) or an area of Ancient Woodland. Development that could affect protected or notable species or habitats. These could also include (but are not limited to): <ul style="list-style-type: none"> ❖ proposals on brownfield sites, applications involving works to or demolition of an existing building, ❖ proposals that involve the removal of trees, scrub or hedgerows; ❖ proposals affecting watercourses; ❖ proposals within 500m of a pond. 	A report which contains information on existing wildlife interests and possible impacts on them, to allow full consideration of those impacts. The report should include: <ul style="list-style-type: none"> ❖ Up to date, comprehensive information on protected/notable species and habitats recorded in the area, and information on any areas designated for their ecological importance on the site or on adjacent land ❖ Ecological surveys as appropriate; ❖ A full assessment of the likely effects of the development; ❖ Avoidance or mitigation measures if applicable; ❖ Information to support any proposals for mitigation/compensation measures; ❖ Enhancement measures. It should be noted that some ecological surveys are seasonally dependent. West Sussex County Council holds a licence from Natural England (known as District Level Licensing), allowing developers to be authorised to undertake work which may impact great crested newts. Naturespace is the Council's delivery partner for the licence which provides an alternative to seeking a licence from Natural England directly. For further information see links.	West Sussex Joint Minerals Local Plan Policy M17: Biodiversity and Geodiversity West Sussex Waste Local Plan Policy W14: Biodiversity and Geodiversity. Planning Policy Guidance: Natural Environment . Local biodiversity data may be available from the Sussex Biodiversity Record Centre . Great Crested Newt District Licencing Guidance on how to join the Great Crested Newt District Level Licensing Scheme District Licensing - NatureSpace Partnership

Document	When Required	What Is Required	Drivers/Further Information
Flood Risk Assessment	Applications for: <ul style="list-style-type: none"> ❖ Development on sites in Flood Zones 2 or 3; ❖ Applications within Flood Zone 1 where: <ul style="list-style-type: none"> - Development on any site of over 1ha in size; or - Where there is a change of use to a more vulnerable class (e.g. waste management facilities for hazardous waste/educational establishments/residential care homes) where they could be affected by flooding from sources other than rivers and the sea such as surface water drains; or - the site has critical drainage problems as notified by the Environment Agency; or - land identified in a strategic flood risk assessment as being at increased floor risk in future; or - land subject to other sources of flooding 	A proportionate Flood Risk Assessment including consideration of (where relevant): <ul style="list-style-type: none"> ❖ type of development, location, flood zone (see Strategic Flood Risk Assessment if available), vulnerability classification; ❖ all sources of flooding and probability; ❖ the Sequential Test/Exception Test; ❖ existing surface water drainage arrangements, including existing rates/volumes of run-off (if known); ❖ effect of climate change; ❖ means of mitigation, including flood protection measures and measures to prevent increased flood risk elsewhere; and ❖ residual risks after mitigation; 	West Sussex Joint Minerals Local Plan Policy M19: Flood Risk Management West Sussex Waste Local Plan Policy W17: Flooding. NPPF (December 2024) Chapter 14. Planning Practice Guidance: Flood Risk and Coastal Change . DEFRA/EA Guidance: Flood risk assessments if you're applying for planning permission . DEFRA/EA Guidance: Flood risk maps for surface water West Sussex Flood Risk Management Homepage West Sussex Local Flood Risk Management Strategy Flood Map for Planning .
Foul and Surface Water Drainage Assessment	All applications requiring new or changed foul or surface water drainage systems (e.g. new buildings, extensions, increased hard surfacing, changed topography).	<ul style="list-style-type: none"> ❖ Information demonstrating how surface and foul water will be managed; ❖ Details of changes to site topography; ❖ If connecting to existing surface water drainage system, details of connection; ❖ proportionate details for the surface water drainage system, including its design, specification and location (where appropriate, to include ground investigation results, details of compliance with the hierarchy for sustainable drainage, surface water drainage calculations, impermeable area, identification of catchment areas, future management and monitoring of proposed drainage systems, and drainage layout – See 'Surface Water Drainage Proforma'); ❖ Details of how foul water will be managed, to include details of any connections, capacity considerations, and where appropriate to include details of any separate consent require, how/if this is to be achieved, and details of the relevant foul water management body (and any correspondence therewith - e.g. Southern Water). 	West Sussex Joint Minerals Local Plan Policy M19: Flood Risk Management West Sussex Waste Local Plan Policy W17: Flooding. NPPF (December 2024) Chapter 14. Planning Practice Guidance: Flood Risk and Coastal Change . SuDS non statutory technical standards Surface Water Drainage Proforma CIRIA SuDS Manual Flood Risk Management: Pre-application advice
Heritage Statement	Applications for development which: <ul style="list-style-type: none"> ❖ affects non-designated heritage assets (including historic landscape features and components); ❖ affects a listed building; ❖ is located within/adjacent to a Conservation Area; ❖ could impact upon a built heritage asset and/or its setting. 	A Statement setting out: <ul style="list-style-type: none"> ❖ the significance of the heritage asset and the contribution to its setting; ❖ the positive and negative impacts of the development on this (with any harm clearly justified); ❖ measures to conserve the significance of the heritage asset and/or its setting (describing how any harmful impacts have been avoided or minimised); ❖ mitigation/enhancement measures. The Statement must include and take account of relevant information from the Historic Environment Record database (West Sussex County Council's (for West Sussex except for Chichester District) and (for Chichester District only) Chichester District Council's)	West Sussex Joint Minerals Local Plan Policy M14: Historic Environment West Sussex Waste Local Plan Policy W15: Historic Environment. NPPF (December 2024) Chapter 16. Planning Practice Guidance: Historic Environment . Historic England: Statements of Heritage Significance - Analysing Significance in Heritage Assets - Historic England Advice Note 12 . Historic Environment Record - West Sussex County Council .

Document	When Required	What Is Required	Drivers/Further Information
Hydrological/Hydrogeological Assessment	Applications for mineral extraction or landfill/waste deposit in groundwater source protection zones 1, 2 or 3 and principal and secondary aquifers.	A risk assessment following the source-pathway-receptor approach, considering the impact of the development on groundwater and surface water quality and resources.	West Sussex Joint Minerals Local Plan Policy M16: Water Resources West Sussex Waste Local Plan Policy W16: Air, Soil and Water. The Environment Agency's approach to groundwater protection. Flood Map for Planning.
Land Contamination Assessment	Applications where: ❖ contamination is known to/suspected to exist; and/or ❖ sites within 250m of an existing or historic landfill site. ❖ Where a potentially polluting land use is proposed	An assessment: ❖ establishing whether the land is contaminated (a Phase 1 assessment). If so: ❖ identifying the extent and nature of the contamination; ❖ the impact of and risk to the proposed development; and ❖ the remediation strategy. ❖ Where an application states that remediation has been carried out - verification that remediation has been completed satisfactorily	West Sussex Joint Minerals Local Plan Policy M15: Air and Soil. West Sussex Waste Local Plan Policy W16: Air, Soil and Water. NPPF (December 2024) Chapter 15 (paragraphs 196–197) Planning Practice Guidance: Land Affected by Contamination. Part 2A of the Environmental Protection Act 1990 - Contaminated Land Strategy Guidance. GOV.UK - Land Contamination Risk Management (LCRM)
Landscape and Visual Impact Assessment (LVIA)	Applications: Required for proposals with the potential to have significant landscape and/or visual impacts including all new/extended surface mineral extraction and waste deposit (disposal and/or inert waste recovery) applications, and for all development affecting the South Downs National Park or within or affecting National Landscapes. Other applications may also be requested to provide an LVIA. The assessments must be carried out by a competent Landscape Architect and must be proportionate to the complexity of the site. It must outline the likely effects of the proposal on the landscape, along with the proposed measures to mitigate the impact. Viewpoints and types of visualisation should be agreed in advance with WSCC and be accompanied by a Zone of Theoretical Visibility (ZTV) plan.	A report setting out: ❖ an assessment of the existing site and surroundings, including landscape character, historic landscape features and components, landscape type and visual receptors; ❖ an assessment of the impact (positive and/or negative) of the development on those features (including residual impact after mitigation (usually landscaping/screening)); ❖ an indicative landscaping scheme.	West Sussex Joint Minerals Local Plan Policies M12: Character; M13: Protected Landscape; and M23: Design and Operation of Mineral Development West Sussex Waste Local Plan Policies W11: Character, W12: High Quality Developments, and W13: Protected Landscapes. NPPF (December 2024) Chapter 15 (particularly paragraph 187). Planning Practice Guidance: Natural Environment. Landscape Institute: Guidelines for Landscape and Visual Impact Assessment. High Weald National Landscape Chichester Harbour National Landscape
Lighting Assessment	Applications which include lighting likely to be visible off site (i.e. light spill), particularly proposals involving flood lighting, and lighting in rural areas.	A lighting assessment including details of: ❖ the type, location and direction of external lighting including height and power rating; ❖ measures to minimise light spill off site; ❖ proposed hours of use (including means of control such as automated, sensor); ❖ the extent of light spill (by lux drawing if appropriate).	NPPF (December 2024) Chapter 15 (paragraph 198). Planning Practice Guidance: Light Pollution. Guidance Note 1 for the reduction of obtrusive light 2021.

Document	When Required	What Is Required	Drivers/Further Information
Minerals Infrastructure Statement (MIS)/Mineral Resource Assessment (MRA)	<p>MIS: Required for all applications where the development is located within 250m of existing, permitted and allocated mineral sites or infrastructure (as identified in the West Sussex Monitoring Reports and Joint Minerals Local Plan).</p> <p>MRA: Required for all applications for Major development within defined Mineral Consultation Zones (as identified West Sussex County Council Minerals and Waste Safeguarding Guidance) with the following exceptions;</p> <ul style="list-style-type: none"> ❖ applications for development and extensions to existing buildings within the curtilage of existing development (residential and commercial); ❖ minor amendments to planning permissions; ❖ Prior Notifications; ❖ Certificates of lawfulness of existing use or development (CLEUD) and Certificates of lawfulness of proposed use or development (CLOPUD); ❖ applications for extensions of time; and ❖ Development of less than 3Ha in the Weald Clay MCA 	<p>MIS: A minerals infrastructure statement should address the following matters:</p> <ul style="list-style-type: none"> ❖ The distance of the proposal from the safeguarded site; ❖ Any existing screening from buildings or vegetation; ❖ Identification of pre-existing conditions such as background noise, light, odours, vibration, dust and other emissions; ❖ The potential for the site to deliver suitable mitigation including the identification of the means by which the development has introduced layout, design and other mitigation measures to mitigate potential effect on and from the safeguarded site; ❖ Confirmation of pre-application consultation/engagement with the minerals infrastructure operator (to demonstrate a full understanding of the existing and potential future operation of the site); ❖ Where appropriate, a full assessment of issues such as noise and light; ❖ Statement of the overall compatibility of the development with the minerals infrastructure. <p>MRA: The MRA will need to address Policy M9 of the West Sussex Joint Minerals Local Plan. A MRA should be proportionate to the scale of the development and the scarcity of the mineral and may include the following:</p> <ul style="list-style-type: none"> ❖ An assessment of the geological information about the site; ❖ Site investigations/borehole data; ❖ Consideration of other locations that are outside the MSA; ❖ Assessment of whether the proposal can be modified to avoid sterilisation; ❖ Assessment of the potential for the use of the mineral in the proposed development and whether it is feasible and viable to extract the mineral resource ahead of the development; ❖ An explanation of the viability of prior extraction and how it will be carried out; ❖ Discussions with potential 'users' of the mineral; ❖ An explanation of how any voids will be 'backfilled' in preparation for development and/or incorporated into the design and layout of the development; ❖ Building Stone - an assessment of quarries, historic buildings using the stone and alternative supplies of the stone. 	<p>West Sussex Joint Minerals Local Plan Policy M9: Safeguarding Minerals, Policy M10: Safeguarding Minerals Infrastructure, Policy M11: Strategic Minerals Site Allocations, and relevant appendices</p> <p>West Sussex County Council Minerals and Waste Safeguarding Guidance.</p> <p>West Sussex Monitoring Reports Appendix B: Mineral Sites in West Sussex.</p>
Need Statement (Community Facilities)	All applications for WSCC development (including schools, libraries, fire stations).	A statement setting out why the development is needed, with specific reference to how the development would aid in the delivery or maintenance of a community facility/service/function.	NPPF (December 2024) Chapter 8. West Sussex County Council Planning School Places .

Document	When Required	What Is Required	Drivers/Further Information
Need Statement (Minerals)	Applications for new or expanded minerals development on unallocated sites.	Demonstration of market need for the proposed mineral including: <ul style="list-style-type: none"> ❖ the type of minerals to be extracted; ❖ the volume of mineral to be extracted; ❖ a review of the market (local/national, as relevant) need for the mineral; ❖ to what extent and over what period the proposal would meet the identified need; and ❖ where appropriate, how the proposal would meet a small local need (e.g. facilitate the repair of local heritage assets). 	West Sussex Joint Minerals Local Plan Chapter 6 and Policies M1-M8. NPPF (December 2024) Chapter 17. Planning Practice Guidance: Minerals , Paragraphs 10 and 124. West Sussex Annual Monitoring Reports . West Sussex Local Aggregate Assessments .
.Need Statement (Waste Management)	Applications for new or enhanced waste development on unallocated sites.	Demonstration of quantitative or market need for the relevant waste stream including: <ul style="list-style-type: none"> ❖ the type and origin of the waste; ❖ the existing or permitted operating capacity within the plan or catchment area; ❖ the levels of waste arising within the plan or catchment area; and ❖ the potential shortfall in capacity or market need that the proposal seeks to address. 	West Sussex Waste Local Plan Policies W1 and W3. National Planning Policy for Waste (NPPW) , Paragraph 7. West Sussex Annual Monitoring Reports .
Noise Assessment	Developments with potential to cause adverse noise impacts including: <ul style="list-style-type: none"> ❖ Development affecting noise-sensitive receptors (e.g. dwellings, schools etc.) such as: ❖ New/amended surface mineral extraction; or ❖ New/amended waste development involving noise-generating processes. ❖ New buildings with plant/equipment that can be a source of noise or associated high traffic volumes 	Noise assessment including details of: <ul style="list-style-type: none"> ❖ The existing (baseline) noise environment; ❖ Noise-sensitive receptors; ❖ Likely noise impacts; ❖ Proposed mitigation measures; ❖ Residual noise impacts post-mitigation. ❖ The noise survey and assessment methodologies should be clearly set out. 	West Sussex Joint Minerals Local Plan Policy M18: Public Health and Amenity. West Sussex Waste Local Plan Policy W19: Public Health and Amenity. Planning Practice Guidance: Noise . Planning Noise Advice Document Sussex (Nov 2023) BS4142 – Methods for rating and assessing industrial and commercial sound. BS7445-1 – Description and measurement of environmental noise. BS8233 - Guidance on sound insulation and noise reduction in buildings.
Odour Assessment	New/amended waste development involving odour-generating processes and applications for schools/institutions involving the development of new or extended kitchens and catering facilities.	Odour assessments should be undertaken in accordance with the Institute of Air Quality Management "Guidance on the Assessment of Odour for Planning" (July 2018). Ventilation/extraction equipment reports should follow EMAQ guidance where appropriate	West Sussex Joint Minerals Local Plan Policies M15: Air and Soil and M18: Public Health and Amenity West Sussex Waste Local Plan Policies W16: Air, Soil and Water and W19: Public Health and Amenity. IAQM Guidance on the Assessment of Odour for Planning (2018) EMAQ (05-05-2022 2nd Edition Control of Odour and Noise from Commercial Kitchen Exhaust Systems
Planning Obligation (Draft)	Applications where a legal agreement (s.106) is likely to be required e.g. HGV routing, works to highways.	A draft legal agreement setting out 'Heads of Terms'.	Planning Practice Guidance: Planning Obligations . West Sussex County Council Highways Advice on Road Agreements (Highways Act 1980, s.38 and s.278s).

Document	When Required	What Is Required	Drivers/Further Information
Planning Statement	All applications (proportionate and specific to the development).	<ul style="list-style-type: none"> ❖ A description of the site (including access) and its surroundings. ❖ Details of any relevant planning history. ❖ A description of the proposed development – all information necessary to describe the development. ❖ Any historic, ecological, landscape or other designations. ❖ Historic/existing land uses. ❖ A description of the proposal including (where relevant) its physical dimensions, design/appearance, hours of operation, vegetation affected (particularly tree and hedge removal), proposed planting, proposed land raising/excavation, fencing, lighting, parking, changes to accesses, increased HGV movements. ❖ A description of the likely construction works involved (where relevant) including location of the compound and access, construction hours, construction period, and mitigation (or a separate Construction Management Plan). ❖ Consideration of relevant national guidance and development plan policies and other relevant guidance. ❖ Details of community engagement undertaken and how this has influenced the proposal (particularly for major proposals). ❖ For S73 (minor material amendments/variation of condition applications): what amendments are proposed and why. ❖ For development affecting a playing field, reasoned justification to state why the development should be allowed. ("Playing field" means the whole of a site, which encompasses at least one playing pitch. This could include hard, such as tennis courts, if they are adjacent to the field.) 	West Sussex Joint Minerals Local Plan Policy M23: Design and Operation of Mineral Development; and M25 Community Engagement. West Sussex Waste Local Plan Policies W12: High Quality Developments. NPPF (December 2024) . Planning Practice Guidance: Planning Obligations . Planning Practice Guidance: Open space, sports and recreation facilities, public rights of way and local green space . Sport England: Playing Field Policy and Guidance .
Public Rights of Way Statement	Applications for proposals affecting a Public Right of Way.	<ul style="list-style-type: none"> ❖ Details of the Public Rights of Way affected, including details of any temporary or permanent re-routeing, including construction details, details of any related fencing, signs and gates. 	West Sussex Joint Minerals Local Plan Policy M18: Public Health and Amenity. West Sussex Waste Local Plan Policies W19: Public Health and Amenity.
Recovery v. Disposal Statement	Proposals involving the disposal of inert waste to land.	A statement that addresses whether the proposal amounts to a waste 'recovery' or a waste 'disposal' operation with specific reference to the criteria set out in Policy W8 of the Waste Local Plan.	West Sussex Waste Local Plan Policies W8: Recovery Operations involving the Depositing of Inert Waste to Land and W9: Disposal of Waste to Land
School Travel Plan	Any school expansion or development that is likely to significantly increase the numbers of journeys to and from school (generally an increase of at least 30 pupils).	A School Travel Plan (or updated School Travel Plan, taking into account the additional journeys), accredited against 'Modeshift Stars' by one of WSCC's School Travel Advisors.	Planning Policy Guidance: Travel plans, transport assessments, and statements in decision-taking . West Sussex County Council Guidance on Requests road safety improvements near schools . WSCC Guidance on Travel Plans . Active Travel England Planning Application Assessment Toolkit: Checklist User Manual Active Travel England Planning Assessment Toolkit

Document	When Required	What Is Required	Drivers/Further Information
Shadow Habitats Regulations Assessment (HRA)	For any proposal which has the potential to impact on European designated wildlife sites (as defined as habitats sites in the National Planning Policy Framework).	Demonstrating that potential impacts have been avoided or mitigated for through documented assessment is an important part of compliance with The Conservation of Habitats and Species Regulations 2017 . Planning applications for developments which are likely to have significant effects on designated sites must be accompanied by a shadow Habitat Regulations Assessment.	The Conservation of Habitats and Species Regulations 2017 Guidance on Habitats Regulations Assessments: Protecting a European Site
Stage 1 Road Safety Audit	For all major planning applications that include any of the following: ❖ alteration to the existing highway; ❖ intensification of use of an existing access; ❖ formation of a new access; ❖ off-site highway improvements; ❖ all other applications that include proposals that do not meet recognised standards (Manual for Streets or Design Manual for Roads and Bridges) particularly relating to visibility, geometry and junction location. ❖ Any application that requires an amendment /works to Highways England's network will require a road safety audit in strict accordance with DMRB standard GG119". 'Major' applications are defined as development resulting in 1,000sqm or more floorspace, or with a site area of 1ha or more.	❖ A Stage 1 Road Safety Audit, carried out by an accredited auditor (see West Sussex County Council Road Safety Audit Policy). ❖ A signed Designer's Response detailing how the recommendations of the audit have been addressed. ❖ An Exception Report if identified problems would not be addressed through amendments to the scheme.	West Sussex Joint Minerals Local Plan Policy M20: Transport West Sussex Waste Local Plan Policy W19: Public Health and Amenity. West Sussex County Council Road Safety Audit Policy . Manual for Streets and Manual for Streets 2 .
Sustainability/Energy/Climate Change Resilience Assessment	Applications where: ❖ Proposals for minerals development, including ancillary development; ❖ Proposals for waste development; ❖ Other major planning applications.	A Statement setting out how the following objectives have been/will be addressed by the development: ❖ Maximising Water Efficiency; ❖ Minimising greenhouse gas emissions (e.g. carbon assessment); ❖ Minimising the use of non-renewable energy; ❖ Maximising renewable and low carbon energy generation (including heat recovery and the recovery of energy from gas); ❖ Where applicable - details of feedstock, capacity and outputs, opportunities and benefits associated with the proposal; Measures to ensure resilience and enable adaptation to a changing climate.	West Sussex Joint Minerals Local Plan Policy M23: Design and Operation of Mineral Development West Sussex Waste Local Plan Policy W12: High Quality Development. NPPF (December 2024) Chapter 14 Relevant District/Borough Council Local Plans Planning Practice Guidance – Climate Change Planning Practice Guidance – Renewable and low carbon energy

Document	When Required	What Is Required	Drivers/Further Information
Transport Assessment or Statement	<p>A Transport Statement will be required for:</p> <ul style="list-style-type: none"> ❖ minerals/waste development resulting in 2,500-4,000sqm of floorspace; ❖ school development resulting in 500-1,000sqm of floorspace; ❖ new residential institutions with 50-150 students or 30-50 hospital beds; <p>A Transport Assessment will be required for:</p> <ul style="list-style-type: none"> ❖ minerals/waste development resulting in more than 4,000sqm of floorspace; ❖ school development resulting in more than 1,000sqm of floorspace; ❖ development resulting in 40 or more two-way HGV movements/day; ❖ development generating 30 or more two-way vehicle movements/hour or 100 two-way vehicle movements/day; ❖ new residential institutions with more than 150 students or 50 beds; ❖ development in a location where the local transport infrastructure is inadequate (e.g. substandard roads, inadequate public transport, poor pedestrian/cyclist facilities); ❖ development within/adjacent to/affecting an Air Quality Management Area. <p>Irrespective of the above thresholds, the developer should consult Highways England regarding developments that impact the Strategic Road Network to discuss the need for and scope of a Transport Assessment or Transport Statement as it may still be required for lower levels of traffic generation where the Strategic Road Network is congested.</p>	<p>Transport Statement: A statement identifying the transport issues arising from a proposed development including:</p> <ul style="list-style-type: none"> ❖ details of past, present and proposed vehicle movement numbers and types; ❖ details of the means of access, hours of operation, and parking; ❖ potential areas of concerns, e.g. accessing site; ❖ mitigation measures proposed; ❖ residential sensitive/areas. <p>Transport Assessment: The information set out in the West Sussex guidance on Transport Assessment Methodology. The developer should consult Highways England regarding developments that impact the Strategic Road Network to discuss what is required in the Transport Assessment or Transport Statement. The approach taken accessing the development should also consider whether the proposal has provided sufficient active travel opportunities to make a step change in walking, wheeling and cycling using the Active Travel England Planning Assessment Toolkit.</p>	<p>West Sussex Joint Minerals Local Plan Policy M20: Transport West Sussex Waste Local Plan Policy W18: Transport. Planning Policy Guidance: Travel Plans, Transport Assessments and Statements. West Sussex County Council Transport Assessment Methodology. Strategic Road Network and the Delivery of Sustainable Development Active Travel England Planning Application Assessment Toolkit: Checklist User Manual Active Travel England Planning Assessment Toolkit</p>
Tree (Arboricultural) Survey/Information	Applications involving felling or pruning of trees/hedges or works likely to affect trees or hedges either within or adjacent to the site (including their Root Protection Areas).	<p>A proportionate Arboricultural Assessment undertaken in accordance with the latest BS5837, and which where appropriate includes:</p> <ul style="list-style-type: none"> ❖ An arboricultural impact assessment (AIA); ❖ A tree survey including details of all existing trees/hedgerows (i.e. a schedule). To include identification of veteran trees, ancient trees, and ancient woodland. ❖ A tree retention and removal plan; ❖ A tree protection plan; ❖ An arboricultural method statement (AMS) setting out any proposed methods of work to avoid/minimise impacts on trees/hedgerows; ❖ Any recommendations for appropriate compensatory replacement planting where trees/hedges are to be removed. 	<p>West Sussex Joint Minerals Local Plan Policies M17: Biodiversity and Geodiversity; and M23: Design and Operation of Mineral Development West Sussex Waste Local Plan Policies W12: High Quality Development and W14: Biodiversity and Geodiversity. NPPF (December 2024) Chapters 12 and 15. BS5837 (latest revision)- Trees in Relation to design, demolition and Construction – recommendations. Planning applications affecting trees and woodland</p>

Document	When Required	What Is Required	Drivers/Further Information
Waste Infrastructure Statement	Required for all non-waste applications where the development is located within 250m of existing, permitted and allocated waste sites or infrastructure (as identified in the West Sussex County Authority Monitoring Reports).	<p>A waste infrastructure statement should address the following matters:</p> <ul style="list-style-type: none"> ❖ The distance of the proposal from the safeguarded site; ❖ Any existing screening from buildings or vegetation; ❖ Identification of pre-existing conditions such as background noise, light, odours, vibration, dust and other emissions; ❖ The potential for the site to deliver suitable mitigation including the identification of how the development has introduced layout, design and other mitigation measures to mitigate potential effect on and from the safeguarded site; ❖ Confirmation of pre-application consultation/engagement with the waste operator ❖ Where appropriate, a full assessment of issues such as noise and light; ❖ Statement of the overall compatibility of the development with the waste infrastructure. 	<p>West Sussex County Council Authority Monitoring Reports: Appendix D: Waste Sites in West Sussex.</p> <p>West Sussex Waste Local Plan Policies W2 and W10.</p>

Document	When Required	What Is Required	Drivers/Further Information
Water Neutrality Statement	Applications where the development is located within the Sussex North Water Supply Zone (SNWSZ). Water Neutrality	<p>A Water Neutrality Statement should cover the following:</p> <ul style="list-style-type: none"> ❖ Introduction – purpose of statement and reason for its submission. Details of site and its most recent use, planning history and details of proposed development. ❖ Establish baseline water demand calculation – Based on ❖ historic water bills (preferably metered) and using appropriate water calculators (e.g. BREEAM). The evidence must give certainty to the existing mains water consumption for the site. ❖ Proposed water budget – this will calculate the proposed water demand for the development. This should be assessed using the calculators and backed up by specifications of proposed fixtures and fittings. ❖ Water reduction measures – where proposed consumption is higher than the baseline, water reduction measures must be considered first though water efficient fixtures and appliances. Once these opportunities are exhausted, opportunities for water re-use through other technologies for example grey/rainwater harvesting should be considered. ❖ Details of offsetting measures (if necessary) – any additional offsetting to ensure that the development does not result in a net increase in water consumption must be on sites within the Sussex North Water Resource Zone and include details on how these measures will be secured. ❖ Conclusion – a clear calculation of the water figures and summary of mitigation measures should be presented, along with clear evidence that the mitigation measures are deliverable. <p>Please Note: Development proposals that would lead to an increase in water demand will need to demonstrate and robustly evidence 'water neutrality to satisfy Habitat Regulations Assessment.</p>	<p>West Sussex Joint Minerals Local Plan Policies M17: Biodiversity and Geodiversity; and M23: Design and Operation of Mineral Development</p> <p>West Sussex Waste Local Plan Policies W12: High Quality Development and W14: Biodiversity and Geodiversity.</p> <p>NPPF (December 2024) Chapter 15</p> <p>Natural England's Position Statement for Applications within the Sussex North Water Supply Zone.</p> <p>The Conservation of Habitats and Species Regulations 2017</p> <p>Anyone considering submitting a planning application within the SNWSZ should read the Natural England Position Statement, advice note and FAQs in full. These are available on the following link: Water Neutrality.</p>

Document	When Required	What Is Required	Drivers/Further Information
Working and/or Restoration and Aftercare Scheme	Applications involving minerals extraction sites and/or waste deposit (recovery or disposal) sites.	<p>A scheme setting out how the development will be worked and/or progressively restored including:</p> <ul style="list-style-type: none"> ❖ existing and proposed site levels/contours (including assumptions made re. fill rates, compaction rates, and material volumes); ❖ plans and supporting information clearly setting out all phases of the development and direction/methods of working (including sections, and existing and proposed site levels both pre- and post-settlement); ❖ location and extent of any stockpiles of materials/soils; ❖ consideration of the need to minimise impacts during extraction/construction / restoration; ❖ measures to ensure restoration as soon as practicable; ❖ restoration details including land use, landscaping, provision for ecology and public access; ❖ a scheme of maintenance, monitoring and aftercare for all landscape and ecological features. 	<p>West Sussex Joint Minerals Local Plan Policies; M23: Design and Operation of Mineral Development; and M24: Restoration and Aftercare.</p> <p>West Sussex Waste Local Plan Policy W20: Restoration and Aftercare.</p> <p>NPPF (December 2024) Chapter 17.</p> <p>Planning Policy Guidance: Minerals.</p>

Appendix 1: Air Quality Management Areas (AQMAs)

For further information, see the [Air Quality](#) page on the West Sussex County Council website.

District/Borough	Air Quality Management Area
Adur	No AQMAs
Arun	No AQMAs
Chichester	A286 St Pancras A272 Rumbolds Hill, Midhurst
Crawley	AQMA: Hazelwick roundabout/A2011 Crawley Avenue
Horsham	A272 High Street, Cowfold A283 High Street/Manley's Hill, Storrington
Mid Sussex	A273/B2116 Stonepound Crossroads, Hassocks
Worthing	A27/A24 Grove Lodge Roundabout