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Plans and Drawings

When is this required?

Plans and drawings will be required for all applications to show the development being applied for.

What should this include?

All submitted plans should be to a standard, identified metric scale so they can be measured.

Each application is assessed individually; however, as a guide, the drawings required may include:

- Location plan
 - A plan of the existing site.
 - Recommended scale 1:1250.
 - The site boundary must be clearly marked in red and include all land necessary to carry out the development, including access from the public highway. Other land owned should be outlined in blue.
 - This will be required for all development.
- Block plan
 - A plan of the existing site which must include the area of works marked in red and/or labelled.
 - Recommended scale 1:500.
 - The site boundary must be clearly marked in red and include all land necessary to carry out the development, including access from the public highway. Other land owned should be outlined in blue.
 - Bin storage clearly detailed (when relevant)
 - This will be required for all development.
- Existing floorplans
 - A layout of the existing arrangement of the building(s). This should show all doors and openings.
 - This will be required for all cases where an existing building is being altered or removed.
 - Floorplans will be required for any buildings or structures that are to be demolished as part of the application.
 - Floorplans including clear labelling of the existing use of each room/area will be required.
 - Recommended scales: 1:50, 1:100
- Existing elevations
 - Drawings showing each side of the existing building that will be altered as part of the application as it stands prior to the applied works.
 - This will be required for all cases where an existing building is being altered or removed.
 - Where the building adjoins a neighbouring structure, the existing elevation must include enough of the neighbouring property to clearly show the arrangement.
 - Recommended scales: 1:50, 1:100
- Proposed floorplans
 - A layout of the proposed arrangement of the building(s). This should show all doors and openings.
 - This will be required in all cases where a building is to be altered or erected.
 - Floorplans including clear labelling of the proposed use of each room/area will be required.
 - Recommended scales: 1:50, 1:100

- Proposed elevations
 - Drawings showing each side of the building displaying how it will look following completion of the applied works.
 - This will be required in all cases where a building is to be altered or erected.
 - Where the building adjoins a neighbouring structure, the proposed elevation must include enough of the neighbouring property to clearly show the arrangement.
 - Recommended scales: 1:50, 1:100
- Roof plan
 - A roof plan is a birds-eye view of the roof of the building, which should contain clear labelling showing the direction of the roof slopes and positioning of any roof lights or dormers.
 - This will be required if changes to the roof are unable to be adequately described with elevations and floorplans.
 - Recommended scales: 1:50, 1:100
- Sections
 - A section is a “cut through” of a site often used to show ground or floor levels.
 - This will be required if changes to site or floor levels are proposed as part of the application.
- Street Scenes
 - Similar to the elevations as described above, however this drawing shows the view of the entire street.
 - These will be required for major residential estate developments.

Guidance

Additional guidance on the requirements for each type of planning application can be obtained on our [website](#).

Affordable Housing Statement

When is this required?

An Affordable Housing Statement will be required when the proposed residential development is above the relevant threshold as set out in Policy DP31 of the [Mid Sussex District Plan 2014-2031](#).

What should this include?

This statement should include:

- Number and mix of proposed residential units including property type, number of bedrooms and proposed number of occupants
- Habitable floor space of each of the proposed units.
- Proposed number of each tenure based on 75% Social or Affordable Rent and 25% Intermediate homes
- Details of the Registered Partner who will take over the affordable units if this has been determined.
- If an existing building is being redeveloped, the size in m² of the existing building and the size in m² of the proposed new development including any remodelling of the existing building

Guidance

It is strongly recommended that the applicant contacts a member of the District Council's Housing Enabling team **prior** to submitting an application in order to discuss their proposal and to ensure they meet all affordable housing requirements.

Principal Housing Enabling Officer: nicholas.royle@midsussex.gov.uk 01444 477401

Additional information

Please see policy DP31 of the [Mid Sussex District Plan 2014-2031](#).

[Affordable Housing SPD \(July 2018\)](#)

Where the Affordable Housing policy cannot be met then a Viability Appraisal will be required as detailed in the above document.

Section 5 Delivering a sufficient supply of homes, of the National Planning Policy Framework

Planning practice guidance on [housing needs for different groups](#)

Air Quality Assessment

When is this required?

Excluding Householder, Advertisement, Tree and Listed Building applications an Air Quality Assessment may be required for:

- All applications within, or in relevant proximity, to an Air Quality Management Area.
- Major development, as defined by Town and Country Planning (Development Management Procedure) Order (England) 2015
- B8 storage and distribution use class with a floorspace of 500m² or more

What should this include?

This assessment should include:

- Such information as is necessary to allow full consideration of the impact of the proposal on the air quality of the area.
- An emissions mitigation assessment as per the latest Air quality and emissions mitigation guidance for Sussex

Additional information

Air Quality Officer: pollution@midsussex.gov.uk

Please also see policy SA38 of the [Site Allocation DPD](#)

Section 15 Conserving and enhancing the natural environment of the National Planning Policy Framework.

Planning practice guidance, [Air Quality](#)

Sussex Air: Air Quality Partnership _
<https://www.midsussex.gov.uk/media/5608/sussex-aq-guidance-2021.pdf>

Mid Sussex District Council [Air Quality - Mid Sussex District Council](#)

Biodiversity Net Gain

BNG is a mandatory requirement which came into force on 12 February 2024 as set out in The Biodiversity Gain (Town and Country Planning) (Consequential Amendments) Regulations 2024 and the Environment Act 2021. Major planning applications submitted on or after 12 February 2024 and Minor planning applications submitted on or after 2 April 2024 must demonstrate that the development exceeds the pre- development biodiversity value of the onsite habitat by at least 10%.

Under the statutory framework for biodiversity net gain, [subject to some exceptions](#) every grant of planning permission is deemed to have been granted subject to the condition that the biodiversity gain objective is met (“the biodiversity gain condition”).

For the National requirements for what information must be submitted please see the link below to the Planning Practice Guidance.

The statutory biodiversity metric or the statutory small sites metric should be provided in an **editable Excel format** and not a PDF format or screenshots.

In addition to the National requirements, the following additional information will need to be submitted;

- A completed BNG Statement
[Biodiversity Net Gain Statement \(midsussex.gov.uk\)](https://midsussex.gov.uk/biodiversity-net-gain-statement)
- Photographs of the site to show its condition at the time of submitting the application and its condition at the time that the ecological surveys to support the application were carried out.

Guidance

[Defra guidance on biodiversity net gain](#)

[Planning practice guidance: biodiversity netgain](#)

Additional Information

Mid Sussex District Council Biodiversity Net Gain [webpage](#)

Ecological Impact Assessment Report

When is this required?

An Ecological Impact Assessment Report is required for a proposed development on which there is a reasonable likelihood that the features listed below that are within or adjacent to the application site, may be affected:

- Protected species
- Species of conservation concern including those listed as Species of Principal Importance in England under Section 41 of the Natural Environment and Rural Communities (NERC) Act 2006

Designated nature conservation sites (including those of geological conservation importance)

- Habitats of conservation value, including those listed as Habitats of Principal Importance in England under Section 41 of the Natural Environment and Rural Communities (NERC) Act 2006

Reports must be prepared by suitably experienced and qualified ecologists / wildlife specialists (e.g., professional members of the Chartered Institute of Ecology and Environmental Management CIEEM)

- Surveys and reports must accord with BS42020: 2013 Biodiversity — Code of practice for planning and Development and best practice guidance published by CIEEM.

What should this include?

- Information should be provided on existing biodiversity interests and possible impacts on them to allow full consideration of those impacts.
- When the demolition, alteration or conversion of older buildings or rural buildings is proposed, the report should include a Bat and Owl survey and mitigation plan.

Guidance

Please also see policies DP37 and DP38 of the [Mid Sussex District Plan 2014-2031](#).

Section 15 Conserving and enhancing the natural environment, of the National Planning Policy Framework.

Planning Practice Guidance, [Natural Environment](#).

Natural England and Forestry Commission [standing advice](#) for developments near ancient woodlands and veteran trees.

Natural England: [Bats: Advice for making planning decisions](#)

[Sussex Biodiversity Record Centre](#) can provide information on species present in a data search.

Natural England and DEFRA: [Protected species and development: Advice for Local Planning Authorities](#)

In many cases, it will be necessary to commission a Preliminary Ecological Appraisal to determine if the above habitats or species are present or likely to be present. The purpose of this preliminary appraisal is to highlight the need for specific wildlife / habitat surveys, which can then be used, along with the findings of the preliminary appraisal, to:

- ensure that there will be no loss or deterioration caused to irreplaceable habitats, contrary to paragraph 193 of the NPPF; and
- assess and inform development options so that any other significant impacts can be avoided where possible, adequately mitigated or, as a last resort compensated for, in accordance with policies DP38 of the Mid Sussex District Plan 2014-2031 and 193 of the NPPF.

For larger or more complex developments, applicants may also find it helpful to prepare a biodiversity opportunities and constraints plan to aid site planning and demonstrate how the design process has sought to avoid impacts and maximise opportunities for enhancing biodiversity.

Please note, a Preliminary Ecological Appraisal report is only intended to provide basic baseline information and will only be sufficient on its own, where the findings indicate that there is no requirement for further surveys and that any significant impacts on biodiversity can reasonably be ruled out. In these cases, the Preliminary Ecological Appraisal report should be submitted as evidence.

The scope and contents of the Ecological Impact Assessment report should be proportionate to the scale and significance of development impacts and the range of habitats and species that may be impacted (as identified from the preliminary ecological appraisal and any follow-up surveys). A barn conversion with no change to surrounding habitats, for example, may only need to cover impacts on bats and nesting birds. However, the report must consider the impact of the development proposals in relation to relevant legislation and planning policies and describe how these will be complied with, including recommendations for any avoidance, mitigation or compensation measures.

Great Crested Newts:

Further details regarding the information that is required in respect of Great Crested Newts is contained within the Wildlife and Planning Page on the Council's website:

<https://www.midsussex.gov.uk/planning-building/wildlife-and-planning/>

This includes details of the District Licensing Scheme. The Council holds a Great Crested Newt (GCN) Organisational (or "District") Licence granted by Natural England which provides an alternative licensing option for developers to address their impacts on GCN. Under District Licensing, pre-development GCN surveys are not required so there is no need to wait for the survey window in the spring. NatureSpace Partnership is the Council's delivery partner for the district licence.

Environmental Impact Statement

When is this required?

Please see the [Environmental Impact Assessment](#) section of the Planning Practice Guidance to determine if an Environmental Impact Assessment (EIA) is required.

What should this include?

Where an EIA is required, the Town and Country Planning (Environmental Impact Assessment) Regulations 2017 sets out the information that should be included in an Environmental Statement. Please see the "[Environmental Impact Assessment – Preparing an Environmental Statement](#)" Section in the Planning Practice Guidance for further details.

Guidance

It may be helpful for a developer to request a 'screening opinion' (i.e., to determine whether EIA is required) from the District Council before submitting a planning application. In cases where a full EIA is not required, the Council may still require environmental information to be provided.

Fire Statement Form

When is this required?

Full planning applications for development that includes a “relevant building” or is within the curtilage of a relevant building. A relevant building is a building that:

- contains 2 or more dwellings or educational accommodation, and
- is 18m or more in height or 7 or more storeys.

For applications for Battery Energy Storage Systems a statement will be required to demonstrate what the human and environmental receptors for smoke, contamination and other materials from potential fires are, and that a comprehensive plan for mitigating receptor risk is provided, including battery management safety, emergency fire service access and water supply.

Guidance:

Planning Practice Guidance - [Fire safety and high-rise residential buildings \(from 1 August 2021\) - GOV.UK](#)

DLUHC Fire Statement Form Guidance - [Guidance: fire statement](#)

HSE Planning Gateway One Guidance - [Planning and fire safety - Planning and fire safety - Planning Portal](#)

Flood Risk Assessment

When is this required?

A Flood Risk Assessment (FRA) will be required for all developments (including minor development and changes of use) proposed:

- in Flood Zones 2 or 3 or see [flood map for planning](#)
- within Flood Zone 3b
- within Flood Zone 1 with a site area of 1 hectare or more
- within 'Flood Zones plus Climate Change', showing it is at increased risk of flooding from rivers or sea in future – see [flood map for planning](#)
- with Flood Zone 1 and the [flood map for planning](#) shows it is at risk of flooding from surface water[AR1.1][EJ1.2][JS1.3] , now or in future
- in areas with critical drainage problems
- within Flood Zone 1 where the LPA's strategic flood risk assessment (SFRA) shows it will be at increased risk of flooding during its lifetime
- that increases the [vulnerability classification](#) and may be subject to sources of flooding other than rivers or sea'

What should this include?

- Identification and assessment of all forms of flooding to and from the development (and the interactions between different sources of flooding), and a demonstration of how these risks will be managed so the development remains safe throughout its lifetime and will not cause any increase in flood risk off-site and elsewhere. This assessment should show that the impact of climate change has been considered.
- Identification of opportunities to reduce the probability and consequences of flooding.
- Details of proposed management of surface water including the use of Sustainable Drainage Systems (SuDS).
- Addressing the requirement for safe access to and from the development in areas at risk of flooding.
- Demonstrating application of the sequential test, and exception test, where relevant.
- A statement demonstrating that the SuDS scheme would not increase the bird strike risk to the airport.

Guidance

Further information can be downloaded from:

- [The Environment Agency Flood Map for Planning](#)
- [MSDC Strategic Flood Risk Assessment interactive map](#)
- [MSDC Strategic Flood Risk Assessment](#)
- [Environment Agency Long Term Flood Risk](#)
- [Department for Environment Food & Rural Affairs - LiDAR](#)
- 1. [Climate change allowances](#)
- [British Geological Survey – GeoIndex Onshore](#)
- [Multi-Agency Geographic Information for the Countryside \(MAGIC\) map](#)
- [Wastewater provider](#)
- [Internal Drainage Boards Map](#)

Further information can be downloaded from the [Flood Risk and Drainage for Planning - Mid Sussex District Council](#) drainage page of the Mid Sussex District Council website. The checklists detailed on this

page can assist in the submission of an application and could prevent further information being requested if provided from the outset

Further guidance on hydrological and hydraulic modelling requirements for Flood Risk Assessments is available here:

<https://www.gov.uk/guidance/using-modelling-for-flood-risk-assessments>

Please note:

- Minor extensions located within the 1 in 30-year flood extent and classified as 'Highly Vulnerable', 'More Vulnerable' or 'Less Vulnerable' development will be objected to on flood risk grounds.
- Major development applications are consulted to West Sussex County Council as Lead Local Flood Authority (LLFA). Mid Sussex District Council will still provide comments in relation to flood risk.

[CAST Advice Note 3 'Wildlife Hazards Around Aerodromes' at CAST Advice Notes](#) | Civil Aviation Authority (caa.co.uk)

Safeguarding Circular 01/2003 – Annexe 2, under "[Birdstrike](#)" Hazard
[CAP 772: Wildlife Hazard Management at Aerodromes](#) - and the section on 'Wildlife Attractant Habitats'

Off Aerodrome starting on page 25

[CAP 738: Safeguarding of Aerodromes](#) - under paras 3.21 to 3.23 on page 27

Sequential Test and Exception Test

When is this required?

A [sequential test](#) is required for major and non-major development (refer to [check the development class](#)) if any proposed building, access and escape route, land-raising or other vulnerable element will be:

- Development in Flood Zones 2 or 3,
- Development in Flood Zone 1 where the SFRA or other datasets identify increased flood risk from any source — including surface water, groundwater, sewer or reservoir flooding;
- Development within Flood Zone 1 and the flood map for planning shows it is at risk of flooding from surface water;
- Any part of a site falling within or adjacent to Flood Zone 3b (functional floodplain) and development is not incompatible, as defined by the SFRA;
- Development within Flood Zone 1 and the flood map for planning shows it is at increased risk of flooding from rivers or sea during its lifetime.

You do not need to undertake a Sequential Test where any of the following exemptions apply:

- Householder development, where no new dwelling is created;
- Minor non-domestic extensions (less than 250m²);
- Changes of use, unless the proposal relates to a caravan, camping chalet, mobile home or park home site;
- solely at risk from surface water flooding and a site-specific FRA demonstrates it will be safe throughout its lifetime, without increasing flood risk elsewhere – this exemption does not apply to sources of flooding other than surface water
- Sites allocated through the adopted or submission District Plan where flood risk has not materially changed.

Both present-day and future flood risk, incorporating climate change allowances across all sources should be considered. If, following the application of a Sequential Test, it is not possible to locate the development in a lower flood risk zone or area with reduced flood risk; an Exception Test will be required for development with a [vulnerability classification](#) of:

- 'highly vulnerable' in Flood Zone 2
- 'more vulnerable' in Flood Zone 3a
- 'essential infrastructure' in Flood Zone 3a or 3b

If the sequential test is satisfied, you need to satisfy both elements of the exception test before the LPA can permit the development.

What should this include?

Information must be submitted to demonstrate that there are no other reasonably available sites at a lower probability of flooding that could accommodate the proposed development.

Sequential Test submissions should include:

- Defined and justified search area
- Assessment of reasonably available alternative sites
- Comparison of flood risk across sites
- Justification for discounting alternative sites

Exception Test submissions should demonstrate:

- Wider sustainability benefits outweigh flood risk; and

- The development will be safe for its lifetime without increasing flood risk elsewhere.

Both elements of the Exception Test must be met in full, supported by a robust Flood Risk Assessment.

The Mid Sussex District Flood Risk and Drainage information checklist -[Application stage Section E: Sequential and Exception Test Evidence](#)

Guidance

Further information can be downloaded from:

- [National Planning Policy Framework - December 2024 Paragraphs 173 to 174](#)
- [Planning Practice Guidance: Flood Risk and Coastal Change Paragraph 023 to 032](#)
- The [Flood Risk and Drainage for Planning](#) page of the Mid Sussex District Council website.
- MDSC Sequential and Exceptions Flood Risk Test for the District Plan 2021- 2039
- MSDC applicant guidance note – applying the sequential and exception test for windfall sites

Development is also exempt from the sequential test if it is a development on a site allocated in the development plan through the sequential test and:

- the proposal is consistent with site's allocated use
- there have been no significant changes to the known level of flood risk to the site, now or in the future, which would have affected the outcome of the test

You may not need a sequential test if development can be laid out so that only elements such as public open space, biodiversity and amenity areas are in areas at risk of any source of current or future flooding.

Foul Sewage and Surface Water (Drainage) Assessment

When is this required?

A Foul Sewage and Surface Water Drainage Strategy will normally be required for:

- Commercial proposals relying on non-mains drainage;
- Residential developments where a new dwelling or replacement dwelling is created;
- Residential development where alterations are greater than 250m² and/or where the site area is 0.5ha (5,000m²) or more;
- Other development where the floor area to be created is 1,000m² or greater;
- Other development where the site area is 1ha (10,000m²) or greater;
- Development within Flood Zones 2 or 3, or within areas at risk of surface water flooding [AR2.1] [AR2.2];
- Development involving alterations to the existing sewerage system or creation of a new drainage system.

What should this include?

Applications should provide sufficient information to demonstrate that foul water and surface water drainage can be adequately managed in principle. This should include:

- Existing drainage arrangements and existing connection points;
- Existing and proposed drainage plans;
- Existing and proposed impermeable areas;
- Existing surface water flow routes and drainage constraints;
- Proposed foul and surface water drainage strategy;
- Proposed discharge locations and discharge rates;
- Scale plans, cross-sections/elevations and specifications where required;
- Finished levels and design exceedance routes where relevant;
- Management and maintenance arrangements.

Where development proposes connection to an existing drainage network, details of the existing system should be shown on the submitted drawings.

Surface water should not discharge to the public foul sewer network.

Where development involves changes to, replacement of, or creation of a new drainage system, applications should include sufficient detail to demonstrate that the proposals could achieve Building Regulations approval and comply with West Sussex County Council Lead Local Flood Authority policy requirements.

The surface and foul water drainage strategy should demonstrate how runoff will be controlled and managed in accordance with:

- Approved Document H of the Building Regulations;
- National standards for sustainable drainage systems (SuDS);
- CIRIA SuDS Manual (C753).

The drainage hierarchy should be applied in the following order:

1. Infiltration to ground;
2. Discharge to a watercourse;
3. Discharge to a surface water sewer or other surface water system;
4. Discharge to a combined sewer.

Applicants should first consider infiltration drainage methods such as soakaways, swales, permeable paving and infiltration basins.

Where infiltration is proposed as the sole means of disposal with no secondary discharge route, site-specific BRE365 infiltration testing should be submitted.

Where infiltration is not feasible, the strategy should demonstrate how attenuated runoff could discharge to a watercourse at an appropriately restricted rate, typically the greenfield runoff rate (Qbar). Where no suitable watercourse is available, discharge to a surface water sewer may be considered.

Where a non-mains foul drainage system is proposed, applicants must demonstrate how the proposal complies with the Environment Agency's General Binding Rules.

Applicants should also refer to:

- Mid Sussex District Flood Risk and Drainage Information Checklist:
 - o Section C: Surface Water Drainage Strategy
 - o Section D: Foul Water Drainage Strategy

Guidance

Further information can be downloaded from;

- The [Flood Risk and Drainage for Planning](#) page of the Mid Sussex District Council website.
- [Policy DP41 of the Mid Sussex District Plan 2014-2031.](#)
- [Sustainable drainage systems - West Sussex County Council](#)
- [Planning Practice Guidance: Flood Risk and Coastal Change](#) Paragraph: 055 Reference
- [National standards for sustainable drainage systems \(SuDS\) - GOV.UK](#)
- [Non-statutory Technical Standards for SuDS](#)
- [Susdrain SuDS Guidance resources](#)
- [CIRIA SuDS Manual \(C753\)](#)
- Planning Practice Guidance – Water Supply, Wastewater and Water Quality
- Building Regulations Approved Document Part H
- BS 6297:2007
- [Environment Agency's General Binding Rules.](#)
- [Foul drainage assessment form \(FDA1\) - GOV.UK](#)

Ordinary Watercourse Consent and/or Flood Risk Activity Permits may be required separately from planning permission.

Ordinary Watercourse Consent (a separate process to planning permission) will also be required for any changes that affect the flow of a watercourse, either temporary or permanent.

An ordinary watercourse is any river, stream, brook, ditch, drain, culvert, pipe and other passage through which water may flow which is not designated as a Main River. It does not have to be recorded on a map to be an ordinary watercourse and often is not.

You can check whether a watercourse is classed as a Main River with the Environment Agency's [Main River map](#). If the section of watercourse you want to work on is not on their map, then it is automatically classified as an ordinary watercourse.

Further information is available here:

[Ordinary watercourse land drainage consent - West Sussex County Council](#)

Flood Risk Activity Permits (a separate process to planning permission) may also be required for works carried out in, over, under or near a Main River or flood defence structure.

A Flood Risk Activity Permit (FRAP) is regulated by the Environment Agency and is required for activities that could affect flood risk, flood flow, flood storage, erosion, or the structural integrity of flood defences. Works requiring a permit may include culverts, outfalls, structures within a river corridor, bank works, temporary works, and surface water discharges to a Main River.

Main Rivers are watercourses designated by the Environment Agency and are shown on the Environment Agency [Main River map](#). If a watercourse is designated as a Main River, applicants should contact the Environment Agency to determine whether a Flood Risk Activity Permit is required.

Further information is available from the Environment Agency:

[Flood Risk Activities: Environmental Permits – GOV.UK](#)

Heritage Statement and Archaeological Assessment

When is this required?

A Heritage Statement will be required for:

- All applications for listed building consent.
- Applications affecting the setting of a Listed Building
- Planning applications that include demolition of buildings within a Conservation Area.
- All applications for development other than change of use in areas that are within or adjacent to scheduled monuments, registered parks and gardens, or is located within an Archaeological Notification Area.

Historic Environment Record searches will be required for:

- All applications involving any below ground activity to a boundary/adjacent to a Listed Building, Scheduled Ancient Monument or a historic church or churchyard.
- New residential development within Red Archaeological Notification Area for one or more units.
- New residential development within Amber Notification Area for 5 or more units.
- New residential development for 10 or more units.
- Non-residential schemes within an Archaeological Notification Area where the site is over 0.2ha, or outside an Archaeological Notification Area where the site is over 0.5ha.

What should this include?

- A description of any heritage assets that are affected, including any contribution made by their setting. 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.
- The relevant historic environment record should be consulted, and the heritage assets assessed using appropriate expertise where necessary. These are held by West Sussex County Council and further information can be obtained from the [West Sussex County Council website](#).
- Applications seeking listed building consent, the Heritage Statement should also include:
 - An analysis of the significance of archaeology, history, and character of the building/structure. Significance can be defined as the special interest of a heritage asset, which may be archaeological, architectural, artistic, or historic.
 - The principles of justification for the proposed works and their impact on the special character of the listed building or structure, its setting, and the setting of adjacent listed buildings.
- For all applications affecting heritage assets with an archaeological interest, or for proposals which are located within a pre-defined area of Archaeological Notification Area or represent significant infrastructure works, an applicant will need to commission an Archaeological Desk-Based Assessment and submit the results. Where such Assessment is inconclusive or indicates that a proposed development might detrimentally impact upon the archaeological significance of a site, the applicant may be required to carry out field evaluation and a report on the findings may be required to accompany the planning application.

Guidance

[NPPF – Chapter 16 – Conserving and Enhancing the Historic Environment](#)

Planning Practice Guidance, [Conserving and Enhancing the Historic Environment](#).

[Analysing Significance in Heritage Assets - Historic England Advice Note](#) 12

Please also see policies DP34 and DP35 of the [Mid Sussex District Plan 2014-2031](#)

Historic England guidance on the Settings of Heritage Assets: [The Setting of Heritage Assets](#) | [Historic England](#)

Land Contamination Assessment

When is this required?

A Land Contamination Assessment will be required for applications for development on land that may be affected by contamination including, but not limited to, fuel filling stations, gas works, landfills, industrial sites, barn conversions.

What should this include?

- Where contamination is known or suspected or the proposed use would be particularly vulnerable, the applicant should provide such information with the application as is necessary to determine whether the proposed development can proceed. As a minimum, this should include a desk study report by a suitable qualified consultant, including a site walkover, a conceptual site model, and risk assessment in support of their planning application.
- Depending on the results of the desktop study, applications may also need to be accompanied by an intrusive site investigation, in accordance with the National Planning Policy Framework and Land Contamination: Risk Management guidelines. Sufficient information should be required to determine the existence or otherwise of contamination, its nature, and the risks it may pose and whether these can be satisfactorily reduced to an acceptable level.

Guidance

[NPPF – Chapter 15 – Conserving and Enhancing the Natural Environment](#)

Environment Agency [Land Contamination: Risk Management guidance note](#)

Planning Practice Guidance, [Land affected by contamination](#).

[MSDC – Land Contamination – Planning Advice Note](#)

Landscape Visual Impact Assessment (LVIA)

When is this required?

A LVIA is required for all 'Major' planning applications, including reserved matters, on predominately greenfield sites.

'For development within, or affecting the setting of, the High Weald (National Landscape), LVIAs should ensure they specifically consider impacts not just on views but also on landscape character, and on the natural beauty of the High Weald National Landscape, as defined in the AONB Management Plan, including reference to impacts on the key character components identified in the Management Plan.'

For major applications, details of hard and soft landscaping (including boundary treatments) and SUDS features will be required.

What should this include?

The LVIA should detail the potential impact of the proposal on the landscape along with proposed measures to mitigate that impact.

Guidance

NPPF – Chapter 15 – Conserving and Enhancing the Natural [Environment](#)

Please also see policies DP12 , DP16 and DP26 of the [Mid Sussex District Plan 2014-2031](#)

[Guidelines for Landscape and Visual Impact Assessment \(GLVIA3\)](#)

[High Weald National Landscape - Planning Technical Advice Note: Soft Landscaping & Planting Plans in Development Proposals](#)

[High Weald National Landscape - Management Plan \(2024-2029\)](#)

Lighting Assessment

When is this required?

A lighting assessment will be required for applications for the provision or alteration of floodlighting, or any other planning applications other than householder that include external lighting.

What should this include?

- Proposals involving the provision of publicly accessible developments, in the vicinity of residential property, a listed building or a conservation area, or open countryside, where external lighting would be provided or made necessary by the development, should be accompanied by a lighting plan / lighting assessment, including
- details of external lighting, including the locational position of all proposed lighting
- Technical specifications of the lighting including isolux, power, lumen output, colour temperature, CCT
- obtrusive lighting calculations (including URL)
- proposed hours when the lighting would be switched on, and the method of control
- a layout plan showing vertical and horizontal illuminance
- a schedule of the proposed equipment in the design, including proposed heights of fixings and details of any shielding.
- A statement demonstrating that aerodrome safeguarding requirements have been taken into consideration.
- Baseline conditions, including details of any existing lighting, or any nearby lighting that is providing useful levels of ambient lighting
- For development within, or affecting the setting of, the High Weald National Landscapelighting schemes should confirm the Environmental Zone light calculations they have been designed to conform to, and should follow the advice in the ManagementPlan.'
- Where relevant, a lighting design strategy for the impact on biodiversity (light sensitive species)

Guidance

Planning Practice Guidance, [Light Pollution](#).

Please also see policy DP29 and DP38 of [Mid Sussex District Plan 2014-2031](#)

[CAP 738 – Safeguarding of Aerodromes 2020](#)

[Civil Aviation Authority – CAST Advice Note 2 – Lighting Near Aerodromes, 2024](#)

[High Weald National Landscape \(AONB\) Management Plan](#)

[Planning Technical Advice Note: Dark Skies in the High Weald](#)

Minerals and Waste Safeguarding

Mineral Resource Assessment

When is this required?

Applications for new development that fall within the Mineral Consultation Area as defined by West Sussex County Council and within the criteria set out in the 'Minerals and Waste Safeguarding Guidance'.

What should this include?

An assessment of the underlying mineral, taking into account the information listed in the 'Minerals and Waste Safeguarding Guidance' and how the proposal addresses Policy M9 of the Joint Minerals Local Plan 2018 (Partial Review 2021).

Guidance

Policy M9 of the West Sussex County Council [Joint Minerals Local Plan, 2018 \(Partial Review 2021\)](#)

Minerals and Waste Safeguarding [Guidance](#)

Mineral Infrastructure Statement

When is this required?

Required for all development that falls within 250 metres of minerals infrastructure within the Mineral Consultation Area as set out in the 'Minerals and Waste Safeguarding Guidance'.

What should this include?

An assessment of the impact the non-mineral development will have on the minerals infrastructure taking into account the information in the 'Minerals and Waste Safeguarding Guidance' and how the proposal addresses Policy M10 of the Joint Minerals Local Plan 2018 (Partial Review 2021).

Guidance

Policy M10 of the West Sussex County Council [Joint Minerals Local Plan 2018 \(Partial Review 2021\)](#).

West Sussex County Council Minerals and Waste Safeguarding [Guidance](#)

Waste Infrastructure Statement

When is this required?

Required for all development that falls within a Waste Consultation Area as set out in the 'Minerals and Waste Safeguarding Guidance'.

What should this include?

An assessment of the impact the development will have on the waste infrastructure, taking into account the information listed the 'Minerals and Waste Safeguarding Guidance' and how the proposal addresses Policy W2 of the Waste Local Plan, 2014.

Noise Impact Assessment

When is this required?

Applications for developments that raise issues of disturbance by noise to the occupants of nearby existing buildings, and for developments that are considered to be noise sensitive, and which are proposed to be sited close to existing sources of noise. This may include, but is not limited to:

- Residential Developments
- Offices
- Hospitals
- Schools

What should this include?

- The Noise Impact Assessment should consist of a report conducted by a qualified acoustician.
- Background noise surveys should be of sufficient length and at appropriate times to be representative.
- Regard should be had to the contents of ProPG: Planning & Noise 2017 in preparing a Noise Impact Assessment.

Guidance

Applications for Air Source Heat Pumps (ASHP) may require an MCS 020 assessment. This will help determine if further noise assessment is needed.

Planning Practice Guidance, [Noise](#).

[NPPF – Chapter 15 – Conserving and Enhancing the Natural Environment](#)

Please see also policy DP29 of [Mid Sussex District Plan 2014-2031](#)
[Planning Noise Advice Document: Sussex, 2023](#)

Open Space Assessment

When is this required?

An Open Space Assessment is required for applications for development on school playing fields or public areas, e.g. parks.

What should this include?

An Open Space Assessment should include:

- Plans showing any areas of existing or proposed open space within or adjoining the application site.
- Demonstration that the land in question has been suitably assessed and deemed to be surplus to requirements, or that the loss of open space has been replaced by equivalent or better provision in terms of quantity, quality and location
- If the proposal is for alternative sports or recreational provisions, it must be shown that the need for the proposed development outweighs the loss of the existing provisions.

Guidance

Section 8 Promoting healthy and safe communities of the National Planning Policy Framework.

Planning Practice Guidance, [Open space, sports and recreation facilities, public rights of way and local green space](#).

Please see also policy DP24 of the [Mid Sussex District Plan 2014-2031](#)

Sport England provide guidance for applications affecting playing fields, including a checklist in Annex B, which enables them to provide a substantive response to consultations. This can be accessed by the following link <https://www.sportengland.org/news/new-playing-fields-planning-guidance>

Planning Obligation Instruction Form

When is this required?

A Planning Obligation Instruction Form is required in instances where financial contributions to local infrastructure and/or appropriate on-site mitigation or infrastructure provision will need to be secured as part of the application. The applications that this applies to are:

- Applications relating to a net increase of 5 or more units or where affordable housing is required
- Applications for the creation of additional residential units or annexes within the 7km buffer zone surrounding the Ashdown Forest.
- Applications for Holiday Lets within 7km of the Ashdown Forest
- Removal or Variation of Condition (Section 73) applications when required on the original application
- Commercial developments are considered on an individual basis. Applicants are advised to contact West Sussex County Council Highway Authority and the District Council's Leisure section before submitting an application. [Information for Developers](#) including other contributions may be viewed on their website.

What should this include?

Submission of a Planning Obligation Instruction Form with sections 1 to 8 completed. A copy of the form can be obtained at [this webpage](#).

Guidance

Planning obligations are private agreements negotiated between local planning authorities and person(s) with an interest in the land forming the application site entered pursuant to section 106 of the Town and Country Planning Act 1990 as amended. Planning Obligations assist in mitigating the impact of unacceptable development to make it acceptable in planning terms. Planning Obligations must meet the statutory tests contained in Regulation 122 of the Community Infrastructure Levy Regulations 2010.

The Council encourages early discussion to confirm and establish any infrastructure requirements that may apply.

Section 4 Decision-making of the National Planning Policy Framework

Planning Practice Guidance, [Planning Obligations](#).

Development Infrastructure and Contributions SPD Position Statement 2: Infrastructure
(December 2025)

Please see the "[Ashdown Forest](#)" Page on our website to view our "Strategic Access Management and Monitoring (SAMM)" and "Suitable Alternative Natural Greenspace (SANG)" strategies and tariffs.

Please see the [West Sussex County Council](#) website for guidance on infrastructure contributions.

Planning Statement

When is this required?

A planning statement is required for all applications except those for trees, householders, and minor alterations to commercial premises.

What should this include?

The submission of a supporting planning statement provides the opportunity for the applicant to present the case for the proposal to be granted planning permission. Therefore, the statement should include:

- Identification of the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national, regional and local planning policies.
- It may also include details of consultations with the local planning authority and wider community/statutory consultees undertaken prior to submission.
- Airport Safeguarding, where relevant.

A statement demonstrating that Aerodrome Safeguarding requirements have been taken into consideration where appropriate including:

- The heights of buildings/structures and cranes to ensure that there will be no infringement of the protection surfaces for the Obstacle Limitation Surfaces (OLS), Communication, Navigation & Surveillance (CNS) equipment and Instrument Flight Procedures (IFPs)
- Features that could attract birds hazardous to aviation, such as amenity landscaping, proposed water bodies, SUDS schemes, large areas of flat and/or shallow pitched roofs, large areas of earthworks and waste disposal sites.
- Lighting scheme close to the airport which may impact on safety through glare or dazzle to pilot or Air Traffic Control (ATC) or could be confused with aeronautical ground lighting.
- Applications for wind turbines which could infringe the protected surfaces or could impact CNS equipment through the rotation of the blades
- Applications for solar panels that could cause glint or glare to pilots and/or ATC or if roof mounted could infringe the protected surfaces.
- Venting and flaring of gas

For Gatwick specific queries please contact GAL.safeguarding@gatwickairport.com with regard to aerodrome safeguarding queries.

Generic Aerodrome Safeguarding advice can be found at:

[CAST Advice Notes | UK Civil Aviation Authority](#)

For development within, or affecting the setting of the High Weald AONB, the planning statement should consider how the proposed development would accord with the Objectives and Actions of the AONB Management Plan, and, where relevant, the High Weald Housing Design Guide.

Road Safety Audit and Designers Response

A Road Safety Audit (RSA) is a formal, independent review of a proposed or existing road scheme, conducted by safety specialists to identify potential hazards and suggest preventative measures. The Designer's Response is the design team's official, collaborative feedback to address, accept, or reject the auditor's recommendations.

When a Road Safety Audit is Required:

- A Stage 1 RSA (preliminary design) is required for all residential developments of 20 units or greater, or all commercial developments of 2,000sqm or greater that include any of the following:
 - Creation of a new access or an intensification of an existing access where it is demonstrated there will be 100 or more two-way vehicle movements per day.
 - Off-site highway improvements including new and improved road crossings that access and/or link the public rights of way network.
 - New residential estate spine roads where a bus route is proposed, where a new through road between two existing adopted roads is created, or where the road serves a school, major public/community and/or retail facility.
- For all other developer-led works, WSCC requires a Stage 1 RSA where:
 - Works are included in the highway that do not meet recognised standards or guidance and where the speed limit or recorded 85th percentile speed is lower than 40mph.
 - Works are included in the highway where the speed limit or recorded 85th percentile speed is 40mph or greater.
- In all other situations, including where temporary access works are proposed, the need for a safety audit will be assessed by West Sussex County Council officers.
- Any new access onto the Strategic Road Network (regardless of scale) is required to be delivered through a Section 278 Agreement and therefore will require an RSA. This does include single dwellings wanting to install a dropped kerb, or even just widening an existing dropped kerb. The Stage 1 RSA is required prior to planning permission being granted.

Guidance

A Designers Response is a table setting out each issue raised by the auditor in the RSA, what their recommendation is, whether the Design Organisation (applicant/designer) agrees. WSCC as Local Highway Authority are the Overseeing Organisation so this column and last column (RSA Action) should be left blank for our input.

A RSA and Designers Response are often submitted within the Transport Assessment/ Statement.

The West Sussex County Council's Road Safety Audit Policy on the West Sussex County Council Road Agreements web page explains the procedure for developer proposals requiring a Road Safety Audit.

Statement of Community Involvement

When is this required?

A Statement of Community involvement is required for applications that include:

- Residential development of 50 units or more or a site area of 0.5 hectares (5000m²) or more when the numbers of units are unknown
- Commercial development of 1,000m² or more or a site area of 1 hectare (10,000m²) or more.
- Onshore windfarms

What should this include?

The Statement of Community Involvement should demonstrate that the views of the local community have been sought and taken into account in the formulation of development proposals. A proportionate approach is required depending on the scale and likely impact of the development proposal. This may include:

- Reports following discussions with the District, Town, or Parish Councils,
- Reports of feedback obtained from public exhibition,
- Details of leafletting or other advertisements in the local area and a report of any feedback received.

Guidance

The Councils' [Statement of Community Involvement](#) may be viewed on our website.

Structural Surveys

When is this required?

A Structural Survey will be required for applications where the structural integrity of a building is likely to be a key consideration. This may include but is not limited to:

- Re-use or alteration of rural buildings including barn conversions.
- Re-use or alteration of older buildings.
- Structural Surveys may be required for any structure adjacent to, or within 1.5 times the height of the structure, to land owned by National Highways (not just the carriageway).

What should this include?

A structural survey should include:

- appraisal of the structural stability of the building,
- schedule of the work that is required to make the building fit for the proposed purpose,
- method statement for carrying out the work,
- plans detailing the repairs and alterations required.

Guidance

The survey should be carried out by an independent specialist consultant.

DP15 of the [Mid Sussex District Plan 2014-2031](#)

Supplementary Information for Telecommunications Development

When is this required?

This information is required for applications for mast and antenna development by mobile phone network operators as set out in section 10 of the [National Planning Policy Framework](#)

What should this include?

- Details of the outcome of consultations with organisations with an interest in the proposed development, in particular with the relevant body where a mast is to be installed near a school or college or within a statutory safeguarding zone surrounding an aerodrome or technical site,
- For an application for an addition to an existing mast or base station, a statement that self-certifies that the cumulative exposure, when operational, will not exceed International Commission on non-ionising radiation protection guidelines;
- For an application for a new mast or base station, evidence that the applicant has explored the possibility of erecting antennas on an existing building, mast or other structure and a statement that self-certifies that, when operational, International Commission guidelines will be met.

Guidance

Please also see DP23 of the [Mid Sussex District Plan 2014-2031](#)

[Code of practice for wireless network development in England - GOV.UK](#)

Sustainability and Energy Assessment

When is this required?

A Sustainability Statement is required for all applications with the exceptions of:

- Householder planning applications,
- Non-residential change of use applications
- Listed building consent applications.

What should this include?

A Sustainability Statement should contain all details necessary to demonstrate how the proposed development will be efficient in its use of energy, water and drainage to comply with Policy DP39 of the Mid Sussex District Plan and any relevant Neighbourhood Plan policy.

A statement demonstrating that aerodrome safeguarding requirements have been taken into consideration.

Guidance

Please see policy DP39 of the [Mid Sussex District Plan 2014-2031](#).

Section 14 Meeting the challenge of climate change, flooding and coastal changes of the National Planning Policy Framework

Planning Policy Guidance, [Renewable and low carbon energy](#)

CAP738 Appendix C 'Solar Photovoltaic Cells'

CAP764 'Wind Turbines'

CAST Advice Note 5 'Renewable Energy Developments' at [CAST Advice Notes | Civil Aviation Authority \(caa.co.uk\)](#)

Town Centre Impact Assessment

When is this required?

A Town Centre Impact Assessment, to include a sequential test, is required for proposals that include creation of floorspace exceeding 500m² gross of main town centre uses (as defined in the NPPF), outside of town centres which are not in accordance with an up-to-date Local Plan.

What should this include?

A Town Centre Impact Assessment should include:

- 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
- The impact of the proposal on town centre vitality and viability, including local consumer choice and trade in the town centre and wider area.

Guidance

Section 7 Ensuring the vitality of town centres [National Planning Policy Framework](#)

Planning Practice Guidance, [Town Centres and Retail](#)

Policy DP2 of the [Mid Sussex District Plan 2014-2031](#)

Transport Assessment and Transport Statement

When is this required?

A Transport Assessment is generally required for:

- Residential development of more than 80 units.
- Commercial Development falling within use class E(g) (Business) resulting in over 2500m² floor space.

A Transport Statement is generally required for:

- Residential development of up to 50 - 80 units.
- Commercial Development falling within use class E(g) (Business) resulting in 1500m²– 2500m² floor space.

The thresholds for the level of assessment are for guidance purposes and we would always encourage early discussion with West Sussex County Council as Highway Authority to discuss the scope of assessment required for Transport Assessments & Statements.

Where an application may affect the Strategic Road Network of the A23 and/ or the M23, applicants are encouraged to discuss their proposal with National Highways.

There are other forms of development that may require a Transport Assessment or Transport Statement, such as food retail, general industrial uses and hotels. The DfT Guidance on Transport Assessment Appendix B provides guidance on the thresholds.

What should this include?

Both Transport Assessments and Transport Statements should include:

- Illustration of the accessibility to the site by all modes of transport,
- Demonstration of the likely modal split of journeys to and from the site, including a trip generation assessment using TRICs or equivalent method for determining potential vehicular trip generation as a result of the proposals
- If a new access is to be proposed technical drawings of the proposed access and off-site highways works with appropriate visibility splays demonstrated. Swept path tracking should also be provided (e.g. car/ refuse collection/ fire appliance) showing these can access, turn on site and exit in a forward gear.
- Details of proposed measures to improve access by public transport, walking and cycling to reduce the need for parking associated with the proposal and mitigate transport impact.
- A Design Audit of highway works proposed. Which should state the design guidance used (e.g., Design Manual for Roads and Bridges, Manual for Streets, etc.), how the design complies with this guidance and identifying any departures from any standards. Further guidance can be found in the [Transport evidence bases in plan making](#), (March 2015) published by the Department for Communities and Local Government.
- A Stage 1 Road Safety Audit and Designers Response (only necessary if required under WSCC Safety Audit policy).

Active Travel England are a statutory consultee for applications consisting of more than 150 dwellings, more than 7,500m² of commercial or an area of 5 hectares or more. For such applications Active Travel England encourage design and transport consultants to complete the toolkit:

<https://www.gov.uk/government/publications/active-travel-england-development-management>

Guidance:

WSCC Highways Authority Pre-Application: <https://www.westsussex.gov.uk/roads-and-travel/information-for-developers/pre-application-advice-for-roads-and-transport/>

Section 9 Promoting sustainable transport of the National Planning Policy Framework.

Planning practice guidance, [Transport evidence bases in plan making and decision taking](#).

National Highways: [Planning and the Strategic Road Network in England](#)

Policy DP21 of the [Mid Sussex District Plan 2014-2031](#)

For development affecting the Strategic Road Network,
<https://www.gov.uk/government/publications/strategic-road-network-and-the-delivery-of-sustainable-development>

Travel Plans and Travel Plan Statements

When is this required?

As a rule, a Travel Plan Statement is required for sites where a *Transport Statement* is required, and full Travel Plan is required for sites where a *Transport Assessment* is required.

The thresholds for Travel Plan Statements and full Travel Plans are contained within West Sussex County Council's Development Travel Plans Policy (see below):

What should this include?

Full Travel Plans should include:

- Background information about the site including any relevant travel information (e.g., staff travel surveys).
- A nominated Travel Plan Co-ordinator (including contact details).
- Details of the measures, information, and incentives that will be introduced to encourage use of non-car modes and car sharing. (N.B. for residential developments each dwelling should be offered a £150 voucher which can be used as a contribution towards a new bicycle, cycle training, a bus or rail season ticket, or membership of a Car Club etc.).
- Details of any measures and incentives that will be introduced to reduce the need to travel in the first place.
- Details of how the Travel Plan will be monitored (in accordance with the TRICS UK Standard Methodology).
- A target to achieve a 12-hour weekday vehicle trip rate that is either 10% lower (rural areas) or 15% lower (urban areas) than is predicted in the accompanying Transport Assessment for a 'no Travel Plan' scenario.
- A commitment to achieving this target with the agreed monitoring period (usually 5 years from initial occupation for workplaces and 5 years from an agreed occupation level for residential sites).
- Details of the remedial/enforcement action that will follow if the target is not achieved. (N.B. for residential developments this should consist of a second offer of £150 travel vouchers to each dwelling).

Travel Plan Statements should include:

- Background information about the site including any relevant travel information (e.g., staff travel surveys).
- A nominated Travel Plan Co-ordinator (including contact details).
- Details of the measures, information, and incentives that will be introduced to encourage use of non-car modes and car sharing. (N.B. for residential developments each dwelling should be offered a £150 voucher which can be used as a contribution towards a new bicycle, cycle training, a bus or rail season ticket, or membership of a Car Club etc.).
- Details of any measures and incentives that will be introduced to reduce the need to travel in the first place.
- Details of how the Travel Plan will be monitored (e.g., through questionnaire surveys)
- A commitment to the setting a modal shift target based on the outcomes of the initial travel survey.
- A commitment to achieving the target within 5 years of occupation.

The County Council has developed a range of tools, incentives, and publicity material for inclusion in Travel Plans and Travel Plan Statements. For full details of what to include in this plan please refer to West Sussex County Council Highways directly on planninghighways@westsussex.gov.uk.

Guidance:

A copy of West Sussex County Council's Development Travel Plans Policy is available upon request from planninghighways@westsussex.gov.uk. The County Council has also produced guidance for developing Travel Plan Statements.

Planning Practice Guidance, [Travel Plans, Transport Assessments and Statements](#).

Section 9 Promoting sustainable transport of the National Planning Policy Framework. Policy DP21 of the [Mid Sussex District Plan 2014-2031](#).

Tree Reports

When is this required?

A Tree Report will be required for:

- Applications where there are trees within 15 metres of the development
- Applications where trees are to be removed as part of the development.

What should this include?

Information will be required on which trees are to be retained and on the means of protecting these trees during construction works. This information should be prepared by a qualified arboriculturist in the form of an Arboricultural Impact Assessment and Method Statement (to include a Tree Protection Plan).

For applications within a 13km radius around the aerodrome a statement demonstrating that aerodrome safeguarding requirements have been taken into consideration.

Guidance

The tree survey should include such detail as required by British Standard 5837 (2012) Trees in relation to design, demolition, and construction – recommendations.

Please also see policy DP37 of the [Mid Sussex District Plan 2014-2031](#).

[High Weald AONB Management Plan](#) 2024-2029

Section 15 Conserving and enhancing the natural environment National Planning Policy Framework.

Natural England and Forestry Commission: [Ancient woodland, ancient trees and veteran trees: Advice for making planning decisions](#)

CAP 772: Wildlife Hazard Management at Aerodromes - and the section on 'Wildlife Attractant Habitats' Off Aerodrome starting on page 25

CAP 738: Safeguarding of Aerodromes - under paras 3.21 to 3.23 on page 27

CAST Advice Note 3 'Wildlife Hazards Around Aerodromes' at [CAST Advice Notes | Civil Aviation Authority \(caa.co.uk\)](#)

Ventilation and Extraction Statement

When is this required?

A Ventilation and Extraction Statement will be required for:

- Applications for the creation of floorspace falling within planning use classes E(b) (Restaurants and Cafes), Drinking Establishments and Hot Food Takeaways. This includes both new builds and change of use of existing buildings.
- Any other applications where ventilation or extraction equipment is proposed to be installed.

What should this include?

A Ventilation and Extraction Statement should include:

- Details of the position and design of ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics.
- The acoustic assessment shall be carried out in accordance with British Standard 4142-2014+A1-2019: Methods for rating and assessing industrial and commercial sound
- The odour assessment shall be carried out in accordance with current industry accepted guidance, which at the time of writing is Control of Odour and Noise from Commercial Kitchen Exhaust Systems (2018) by EMAQ+.

Guidance

Please also see policy DP29 of the [Mid Sussex District Plan 2014-2031](#).

National Planning Policy Framework.

DEFRA [Nuisance smells: How councils deal with complaints](#)

EMAQ+, Control of Odour and Noise from Commercial Kitchen Exhaust Systems

Method implementation document (MID) for BS4142

Viability Appraisal

When is this required?

A Viability Appraisal will be required for:

- Those applications which are non-policy compliant in respect of financial contributions to the provision of infrastructure and/or Affordable Housing.

What should this include?

Viability Appraisal must be submitted in a standardised and accessible format with full supporting evidence to substantiate the inputs and assumptions used (as detailed in the Development Viability SPD (July 2018)) Details of discussions with Registered Providers of affordable housing to inform the value of affordable housing assumed within an assessment should also be included

It should also be noted that:

In order to ensure openness and transparency in the planning process all viability information will be made publicly available on the public planning register alongside other planning application documentation

Redaction of any information will only be allowed in exceptional circumstances and only in the event that the disclosure of an element of a Viability Appraisal would clearly cause harm to the public interest to an extent that is not outweighed by the benefits of disclosure

Applicants wishing to make a case for exceptional circumstances should provide full justification as to the extent to which disclosure of a specific piece of information would cause an 'adverse effect' and harm to the public interest, that is not outweighed by the public benefits of disclosure.

It should be noted that any justification provided as to the extent of harm that would occur if the information was disclosed will also be placed on the public planning register whether or not accepted.

Guidance

[Development Infrastructure and Contributions SPD Position Statement 2: Infrastructure](#) (December 2025)

[Affordable Housing SPD](#) (July 2018)

[Development Viability SPD](#) (July 2018)

Policies DP20 and DP31 of the [Mid Sussex District Plan 2014-2031](#)

Planning Policy Guidance, [Viability](#)

Section 4 Decision-making National Planning Policy Framework.