

North Hertfordshire District Council Planning Services

The Matrix Explained

The matrix sets out local planning application requirements, other than the National List as required under 1-APP. These requirements are not mandatory (therefore a planning application will be validated without the required supporting information) but sets out a list of additional information which may be required to accompany certain types of application. Applicants are advised to consult the matrix before applying for planning permission and checking with the Planning Authority where there is doubt. We offer a free “scoping” service to advise on likely additional information requirements as well as our comprehensive, charged pre-application advice service.

Failure to consult the matrix or using the “scoping” service before applying for permission and the application being found to be lacking in certain vital documentation may result in a refusal of permission based on lack of supporting evidence.

The Matrix Key

The list of documents required set out on the horizontal axis of the Matrix are numbered as follows:

Requirements of adopted Planning Obligations Supplementary Planning Document (SPD).

- 1) Unilateral Undertaking/Draft Section 106 Obligation** for residential development schemes of between 1 and 5 units (District Council Contributions only).
- 2) Unilateral Undertaking/Draft Section 106 Obligation** for residential development of between 5 and 19 units (Includes District and County Council Contributions).
- 3) Unilateral Undertaking/Draft Section 106 Obligation** for residential development of 20+ units (affordable housing required under Policy 29A of the North Hertfordshire District Local Plan No. 2 – with Alterations).
- 4) Unilateral Undertaking/Draft Section 106 Obligation** for commercial development providing additional floor space in town centres, no additional car parking (public realm contributions only).
- 5) Unilateral Undertaking/Draft Section 106 Obligation** for commercial development providing additional floor space and on site car parking, within the town centre (public realm and sustainable transport contributions required).
- 6) Unilateral Undertaking/Draft Section 106 Obligation** for commercial development involving additional car parking in a non town centre location (sustainable transport contributions only, regardless of additional floor space proposed).

Other Requirements

7) Affordable Housing Statement.

8) Air Quality Assessment.

9) Biodiversity survey/ecological report.

10) Environmental Impact Assessment (EIA).

11) Town Centre Impact Assessment, as required under Planning Policy Statement (PPS) 6 'Planning for Town Centres'.

12) Flood Risk Assessment (See Environment Agency matrix).

13) Site archaeological evaluation: pre-determination works/evaluation are often required under Planning Policy Guidance note (PPG) 16 'Archaeology and Planning'.

14) Preliminary risk assessment contaminated land as required under PPS 23 'Planning and Pollution Control'.

15) Noise Impact Assessment (see Environmental Health Department web-page) as required under PPG24 'Planning and Noise'.

16) Open Space Assessment, as required under PPG17 'Planning for Open Space, Sport and Recreation'.

17) Structural Survey and Method Statement, as required under PPG15 'Planning and the Historic Environment'.

18) Transport Assessment (TA), as required under PPG13 'Transport'.

19) Green Travel Plan, as required under PPG13 'Transport'

20) Tree Survey/Planting plan/landscape appraisal, to including all hard and soft landscaping detailed (boundary treatment, street furniture, hard surface materials)

21) Sustainability appraisal

22) Daylight and Sunlight test.

23) External Lighting Survey.

24) Waste management details, to include details of refuse storage and recycling facilities and swept path analysis for service vehicles (waste collection)

The type of application and range of development schemes are listed on the vertical axis. The coloured boxes representing what documents are required is as follows:

Red = Required.

Amber = Required in most circumstances. Applicants are advised to consult the Local Planning Authority, under our “scoping” service.

Green = Required in some circumstances, although the applicant is advised to check with the Local Planning Authority also, under our scoping service.

If the box is blank then the document is not required although this may not always be the case as the matrix is not exhaustive.