



FALMOUTH TOWN COUNCIL

Agenda Planning & Licensing Committee

Date	03/08/2026
Time	18:00 - 19:30
Location	Atherton Suite
Chair	Sam Carmichael
Attendees	D. Clegg, L. Howes, A. Jewell, A Munden, A Rowe, and J Walkden.
Explanation	I hereby invite you to attend a meeting of the Planning & Licensing Committee to be held in the Atherton Suite on Monday 3rd August 2026 at 6.00pm for the purpose of transacting the following business.

The meeting will observe the requirements of the Council's commitment to the Civility and Respect Pledge. That is to treat councillors, employees, members of the public, representatives of partner organisations and volunteers with civility and respect in their roles. Behaviour breaching that commitment will not be tolerated.

- 1 Apologies**
To receive and approve apologies for absence.
- 2 Interests**
To receive declarations of interests in respect of items on the agenda.
Councillors are reminded to declare any dispensation granted.
- 3 Minutes**
To receive the minutes of the meetings of the Committee held on Monday 13 July 2026. (1-10).
- 4 Planning Applications**
(a) To receive a list of planning applications received from Cornwall Council and dealt with under the delegated procedure agreed in accordance with Minute 6/2474 of the meeting held on 3rd April 2000 (Appendix I) and amended by minute P3017, together with a supplementary list of applications received since publication of the agenda. (11-12).

(b) To receive and consider a list of planning applications received from Cornwall Council, not dealt with under the above-mentioned procedure (Appendix II), together with a supplementary list of applications received since publication of the agenda. (13).

5

Planning Consultation - Draft Validation Guide

Cornwall Council are consulting on a Planning Validation Guide. When submitting a planning application, the application must meet specified requirements before it can be passed to a Case Officer for consideration and decision. This process is known as the validation process. The requirements which are needed for validation are set out in a validation guide. (14-162).

There are two sets of requirements:

- **National requirements** - required by legislation; and
- **Local requirements (also referred to as the local list)** - set by the Local Planning Authority.

The local list must be formally adopted and regularly reviewed. To formally adopt a local list the following steps must be followed:

Step 1 - Reviewing the existing list;

Step 2 - Consulting on proposed changes; and

Step 3 - Finalising and publishing the revised local list.

Step 1 has taken place and a draft version of the revised validation guide including the local list has been produced. The consultation now underway forms step 2 of the process. The survey is on the Let's talk Cornwall page: <https://letstalk.cornwall.gov.uk/validation-guide>. **Comments must be received by 7 August 2026.**

6

Appeals

17 Gyllyngvase Terrace, Falmouth. Application Reference: PA26/01331 - Proposed extension and modifications to existing dwelling.

To note the appeal notification. (163-167).

7

Highways / Traffic Management / Road Safety

Road Traffic Regulation Act 1984 S.14: Temporary Prohibition of Traffic

To note road closures on Stratton Place, Dunstanville Terrace, High Street, Market Strand, Church Street, and Market Street, Falmouth on 7 August (17:00 to 20:00 hours) for Pink Wig Mermaid Parade 2026 to take place

To note road closures on New Street, Hulls Lane, Killigrew Street, Tregenver Road, Quarry Hill, High Street, and Fish Strand Hill, Falmouth on 8 August 2026 (18:00 to 21:00 hours) for Falmouth Carnival to take place.

To note road closures on Castle Drive, Pendennis Road, Gyllyngvase Road, Cliff Road, Stracey Road, Emslie Road, Gyllyngvase Terrace, Gyllyngvase Hill, and De Pass Road, Falmouth on 12 August 2026 (12:00 to 21:00 hours) for the Falmouth Week Air Display 2026 to take place.

To note road closure on Grovehill Drive, Falmouth on 13 September 2026 (12:00 to 16:00 hours) for Big Lunch Falmouth 2026 to take place.

To report any highways matters received since the publication of the agenda.

8 Decision List

To receive and note a list of recent planning decisions made by Cornwall Council. (168-171).

9 Licensing

To report any licensing matters received since the publication of the agenda

10 Any late received planning applications that the Chair Considers to be of Urgency

NB: The Local Government (Access to Information) Act 1985 prohibits the consideration of any items which have not appeared on the agenda for the meeting unless the Chairman is prepared to certify that a proposed item is 'urgent'. If urgent, the special circumstances which make it so, must be spelled out to the meeting and included in the minutes.

Decision Making Legal Advice (for noting)

Members have received training on the Code of Conduct, predetermination and bias and therefore, will be aware of their responsibility to determine planning applications on the basis of the information before them at the meeting.

Members are reminded that the decision-making role must be approached with an open mind as to the merits of the arguments for and against the application, which they must take into account before making a final decision at the meeting. Members are further advised that they must not predetermine, or be seen to have predetermined, the outcome of an application and that the information they receive at the meeting is therefore the basis on which they should make their decision.

FALMOUTH TOWN COUNCIL

Minutes of a Meeting of the Planning & Licensing Committee held on Monday 13th July 2026 in the Atherton Suite, The Old Post Office, Falmouth at 6 pm.

Present: Councillors S R Carmichael (Chair), L Howes , A J Jewell,
A Munden, A Rowe CC, and J Walkden.

In Attendance: E Middleditch (Administrative Officer)
H Attree (Administrative Assistant)
J Newton (Fives, Licensing Application)

The Chair reminded attendees that the Council had committed to the Civility and Respect Pledge, that is to treat everyone participating in the meeting tonight with civility and respect in their roles. Respect is treating others with dignity, recognizing boundaries, being non-judgmental and accepting of differences. Behaviour breaching that commitment will not be tolerated. In dealing with the business of the meeting we will adhere to our agenda and the processes set out in our Standing Orders. Please be aware that the meeting is a public one and there may be recordings of your participation.

P6511 APOLOGIES

Apologies were received and approved from Councillor Clegg CC (family commitment) and Councillor Magowan CC (family commitment).

P6512 INTERESTS AND DISPENSATIONS

None received.

P6513 MINUTES

It was proposed by Councillor Walkden, seconded by Councillor Howes and

RESOLVED that the minutes of the Planning and Licensing Committee held on 22nd June 2026 be approved as a correct record of the proceedings and signed by the Chair.

P6514 PLANNING APPLICATIONS

Members considered a list of planning applications which had been commented on by the Chair and Vice-Chair, under the delegated procedure agreed in accordance with Minute 6/2474 of the meeting held on the 3rd April 2000 and amended by Minute P3017.

It was proposed by Councillor Walkden, seconded by Councillor Rowe and

RESOLVED that the observations set out in Appendix I, which forms part of these minutes be approved and adopted as the observations of the Town Council.

Members considered a list of planning applications not dealt with under the delegated procedure outlined above. The Chair reported in respect of those applications as appropriate.

It was proposed by Councillor Jewell, seconded by Councillor Rowe and

RESOLVED that the Town Council makes the observations set out in Appendix II which forms part of these minutes.

P6515 **APPEAL DECISIONS**

PA25/08993 – Permission in Principle for two self-built dwellings (minimum 2, maximum 2), Land Abutting Swans Reach, Falmouth. Appeal Decision: Dismissed.

Members duly noted the outcome of the appeal.

PA25/05855 – Proposed two storey dwelling with basement storage. Formation of amenity terrace over the rear extension of no. 93 North Parade. River View, 93 North Parade, Falmouth. Appeal Decision: Dismissed.

Members duly noted the outcome of the appeal.

P6516 **HIGHWAYS/TRAFFIC MANAGEMENT/ROAD SAFETY**

Road Traffic Regulation Act 1984 S.14: Temporary Prohibition of Traffic

Members duly noted the road closures on The Beacon, Falmouth, Five Fields Lane, Falmouth, Road to Rear Of 43 to 87 Trevethan Road and 73 to 84 The Beacon, Falmouth and road From Erisey Terrace to Trevethan Road, Falmouth between 14th July 2026 and 16th July 2026 (24 hours) for National Grid to carry out works.

P6517 **DECISION LIST**

Members duly noted a list of recent planning decisions made by Cornwall Council.

P6518 **LICENSING**

Premise License Applications

Fives, 7 Grove Place, Falmouth – Variation to License

Members duly considered the application to consider amended plan of premises, addition of recorded music to outside area and add off sales. Recorded outdoor music to be applied to front and rear garden areas Monday to Sunday 1200 hours to 2300 hours. Supply of alcohol (on and off sales) to be applied to front and rear garden areas Monday to Sunday 1200 hours to 2300 hours. Premises opening hours in the front garden Monday to Sunday 0900 hours to 0100 hours and rear garden Monday to Sunday 0900 to 2300 hours.

The applicant advised that they were seeking to amend current licence to include the outside front and back garden spaces and the variation was to formalise what had been in place for many years.

It was proposed by Councillor Rowe, seconded by Councillor Jewell and

RESOLVED to recommend approval for the variation of the licence.

P6519 **ANY LATE RECEIVED PLANNING APPLICATIONS THAT THE CHAIR
CONSIDERS TO BE OF URGENCY**

None.

There being no further business the Chair declared the meeting closed at 6.28pm.

Signed: Dated:

APPENDIX I

- 1. Boslowick** **PA26/03729** **Mr Chris Young**
(Case Officer: Mark Webb – Mark.Webb@cornwall.gov.uk)
Change of use of 4 holiday units back into 1 single dwelling. No external works proposed, only internal. The existing single residential annexe below dwelling is not affected.
Lakeside, Swanpool, Falmouth.

Recommend approval.
- 2. Penwerris** **PA26/03988** **Mr & Mrs Winn**
(Case Officer: Chloe Britten – Chloe.Britten@cornwall.gov.uk)
Conversion of loft to form home office/study with dormer and demolition of ground floor utility room.
6 Riverview, Penwerris Lane, Falmouth.

Recommend approval.
- 3. Arwenack** **PA26/04052** **Mrs K Drake**
(Case Officer: Chloe Britten – Chloe.Britten@cornwall.gov.uk)
Works to trees within a Conservation Area - T1 Red Sycamore. Remove lowest, south-westerly extending branch; reduce crown overall by 1.5m.
26 Woodlane, Falmouth.

For Information Only.
- 4. Trescobeas** **PA26/04113** **Katy Senior**
(Case Officer: Mark Webb – Mark.Webb@cornwall.gov.uk)
Refurbishment and minor re-modelling of the existing Grade II Listed Adult Education building to provide an integrated services hub for Cornwall Council with variation of condition 2 of decision notice PA24/01687 dated 05.07.2024.
Tregenver Adult Learning Facility, Tregenver Road, Falmouth.

Recommend approval.
- 5. Arwenack** **PA26/04127** **Mr R Day**
(Case Officer: Helen Trebilcock – Helen.Trebilcock@cornwall.gov.uk)
Replacement of existing windows with heritage style uPVC sliding sash windows.
Highcliffe Hotel, 22 Melvill Road, Falmouth.

Recommend approval.

- 6. Arwenack** **PA26/04266** **Mr James Innes Williams**
(Case Officer: Helen Trebilcock – Helen.Trebilcock@cornwall.gov.uk)
Remove polycarbonate and uPVC porch to south and west elevations. Replace with rendered walls and slate roof extension. New front door. Demolition of rear single storey outrigger and build new single storey infill side extension.
7 Gyllyngvase Terrace, Falmouth.
- Recommend approval.
- 7. Arwenack** **PA26/04428** **Mr Fergus Stewart**
(Case Officer: Abbie Franklin – Abbie.Franklin@cornwall.gov.uk)
Works to Tree covered by a Tree Preservation Order (TPO) - T1 - White Poplar -
Remove 1 snapped/broken branch still partially attached to tree and hanging over garden. Reduce over extended lateral branches over garden by 2-2.5m.
23 Pengarth Road, Falmouth.
- Recommend approval
- 8. Boslowick** **PA26/04533** **Mrs J Bayliss**
(Case Officer: Chloe Britten – Chloe.Britten@cornwall.gov.uk)
Works to trees covered by a Tree Preservation Order - T1 and T2 - Sycamore -
Reduce lateral branches by approx 2m on South side only. T3 - Oak - Reduce lateral branches by approx 1.25m and crown lift to clear fence.
Land north of Rosemullion Veterinary Hospital, Bickland Water Road, Falmouth.
- Recommend approval.
- 9. Arwenack** **PA26/04535** **Mrs Brenda Bunting**
(Case Officer: Abbie Franklin – Abbie.Franklin@cornwall.gov.uk)
Works to Tree within a Conservation Area (TCA) - Holm Oak - Reduction and rebalance.
1 Rosehill Place, 66 Melvill Road, Falmouth.
- For Information Only.

APPENDIX II

- 1. Boslowick** **Mr Russ Charlton**
PA26/02077
(Case Officer: Chloe Britten – Chloe.Britten@cornwall.gov.uk)
Application for permission in principle for the construction of up to 1 dwelling
(minimum of 1, maximum of 1.)
Land adjacent to 37 Longfield, Falmouth.

Recommend refusal due to potential harm to the TPO protected trees and
overdevelopment of the site.
- 2. Arwenack** **Ali Ennaji**
PA26/03727
(Case Officer: Helen Trebilcock – Helen.Trebilcock@cornwall.gov)
Internal alterations and two storey extension to hotel, in particular the swimming pool
area/ Armada Suite.
The Royal Duchy Hotel, 4 Cliff Road, Falmouth.

Recommend approval.
- 3. Trescobeas** **Mr T Carey**
PA26/04057
(Case Officer: Chloe Britten – Chloe.Britten@cornwall.gov.uk)
Proposed rear single storey extension, construction of side store and formation of
improved parking.
16 Levant Rise, Falmouth.

Recommend approval.

TOWN AND COUNTRY PLANNING ACT 1971

FOR SUBMISSION TO THE COUNCIL ON 13th JULY 2026

Applicant	Works, Location, and App. Number	Decision
Mr Steve Kemsley	Refurbishment of existing property and extension of loft/roof to accommodate a studio, bedroom and bathroom. Upgrade of existing doors and windows for better performing fittings. Change of a window opening into a glazed door to the back garden. 27 Grovehill Crescent, Falmouth PA26/01857	Approved*
Mrs H Song	Proposed hip and gable loft conversion, including 2 No front facing rooflights, rear dormer, replacement rear single storey extension and formation of rear verandas. 4 Vernon Place, Falmouth. PA26/02949	Approved*
Phillip Passmore And Chloe Hutton	To revoke s.106 agreements dated 07.04.11, 16.05.12, 06.09.13 and 08.11.16, and replace them with a new s.106 agreement based on the single dwelling template, varying the % discount to take into account a lease variation required to meet lender requirements. 7 Beagle Court, Falmouth. PA26/00491	Withdrawn
Christine Fleming	Replacement of 5no. existing timber windows with 5no. larger pvcu vertical-sliding sash windows. 3 And 4 Victoria Quay, Packet Quays, Falmouth. PA26/01859	Approved
Mr Frost	Application for tree works in a Tree Preservation Order (TPO): T1 Copper Beech - Reduce Height and spread of crown on the South side by approx 2m. Thin South, South East and South West portion of crown by 20% and thin rest of crown by 10-15%. Northbrook, 36 Melville Road, Falmouth PA26/01904	Approved
Tim and Theresa Lovell	Proposed Construction of single storey extension to front elevation, demolition of garage and construction of new enlarged garage to side of dwelling. 6 Boscundle Avenue, Falmouth. PA26/01993	Approved

Mrs Rosemary Lynch	Listed Building Consent to take down and rebuild the chimney. 4 Florence Terrace, Falmouth PA26/02085	Approved
Mr & Mrs Cragg	Single storey gabled front extension and associated terrace, single storey side extension, replacement of existing flat roof with pitched roof with variation of Condition 2 of decision notice PA25/01658 dated 14/05/2025. Little Ships, Swanpool, Falmouth. PA26/02255	Approved
Mr & Mrs Clegg	Erection of double garage in place of former single garage (now demolished). Little Ships, Swanpool, Falmouth. PA26/02261	Approved
Mr Spencer Felton	To convert the existing attached garage into a bedroom and bathroom. There will be adequate parking for two cars on the front drive. 41 Bosmeor Road, Falmouth. PA26/02313	Approved
Mr Luke Kemp	Application of tree works in a Tree Preservation Order: Removal of Cypress Leyland tree to ground level. 29 Pengarth Road, Falmouth. PA26/02386	Approved
Cornerstone Telecommunications	The removal of the existing 3no. antennas (top height at 15.2m AGL), 3no. ERS units and 2no. cabinets; the installation of 6no. antennas on 3no. 6.3m high support poles (top height at 17.97m AGL), 18no. ERS units, 1no. 300mm and 1no. 600mm dishes all mounted on 3no. quadpods, the upgrading of 2no. cabinets mounted on a new steel grillage and development works. Cornwall College, Killigrew Street, Falmouth. PA26/02547	Approved
St Austell Brewery	Advertisement consent for proposed replacement sign. Chain Locker, Quay Street, Falmouth. PA26/02632	Approved
St Austell Brewery	Listed building consent for proposed replacement sign. The Chain Locker, Quay Street, Falmouth. PA26/02636	Approved

Ms Natasha Harvey	Erection of dwellinghouse and garage and associated landscaping without compliance of Condition 2 of appeal decision notice APP/D0840?W/21/3277614 dated 06.12.2021 with variation of Condition 1 of decision notice PA24/06125 dated 08.10.2024. Stansville, Boscawen Road, Falmouth. PA26/02706	Approved
Edward Osman	Application for a Lawful Development Certificate for an Existing Use of the building known as Tresillian House, 3 Stracey Road, Falmouth, as 12 self-contained flats with ancillary shared communal facilities, within Use Class C3. Tresillian House, 3 Stracey Road, Falmouth. PA26/02731	Granted
Mr T Anik	Advertisement consent for profile cut acrylic letters mounted on aluminium composite panel, vinyl stickers on aluminium composite panels. Chicken Point, 7 Killigrew Street, Falmouth.	Approved
Mr Richard Woods	Certificate of Lawfulness (Existing) for use as a 7 bedroom House in Multiple Occupation (HMO) (sui generis). 105 Killigrew Street, Falmouth. PA26/02814	Granted
Ms Grace Martinez	Lower ground floor studio, rear extension and internal alterations. 38 Pendarves Road, Falmouth. PA26/02835	Withdrawn
LNT Care Developments	Submission of details to discharge Condition numbers 3 (CEMP), 4 (LEMP) and 5 (HMMP) in respect of Decision Notice PA25/06993 dated 30/04/26. Falmouth Business Park, Bickland Water Road, Falmouth. PA26/03153	S52/S106 and discharge of condition apps
Mr & Mrs Wilkes	Alterations and first floor extension. 81 Mongleath Road, Falmouth. PA26/03220	Approved
Mr Robert Collings	Works to tree (s) is a Conservation Area (TCA). Reduce overhanging branches, Feadon, 4 Pennance Road, Falmouth, PA26/03392	Decided not to make a TPO

LNT Care Developments	Submission of details to discharge Condition 6 in respect of Decision Notice PA25/06993 dated 30.04.2026. Falmouth Business Park, Bickland Water Road, Falmouth.	S52/S106 and discharge of condition apps
E. Penna	Submission of details to discharge Conditions 3 and 4 in respect of Decision Notice PA25/07710 dated 16.12.2025. Old Public Toilet, Greenbank Gardens, Falmouth. PA26/03752	S52/S106 and discharge of condition apps

APPLICATIONS FOR CONSIDERATION
AT MEETING

3rd AUGUST 2026

APPENDIX I

- 1. Arwenack** **PA26/02468** **Dr Paul Morris**
(Case Officer: Abbie Franklin – Abbie.Franklin@cornwall.gov.uk)
Listed Building Consent to reinstate wood panels on verandah.
Upper Flat, 11 Florence Terrace, Falmouth.
- 2. Trescobeas** **PA26/04115** **Katy Senior**
(Case Officer: Mark Webb – Mark.Webb@cornwall.gov.uk)
Listed building consent for refurbishment and minor re-modelling of the existing Grade II Listed Adult Education building to provide an integrated services hub for Cornwall Council with variation of condition 2 of Listed Building Consent PA24/01688 dated 05/07/2024.
Tregenver Adult Learning Facility, Tregenver Road, Falmouth.
- 3. Penwerris** **PA26/04311** **Mr A Yazici**
(Case Officer: Helen Trebilcock – Helen.Trebilcock@cornwall.gov.uk)
Proposed formation of new entrance door.
Chicken Point, 7 Killigrew Street, Falmouth.
- 4. Arwenack** **PA26/04630** **Mr Simon Cunliffe**
(Case Officer: Chloe Britten – Chloe.Britten@cornwall.gov.uk)
Works to trees within a Conservation Area (TCA) – 2 x Bay trees and 1 Yew tree.
Remove and grind out stumps to prevent re-growth.
3 Florence Place, Falmouth.

For information only.
- 5. Boslowick** **PA26/04821** **Mr Sam Brothers**
(Case Officer: Mark Webb – Mark.Webb@cornwall.gov.uk)
Application for tree works within a TPO- T1 Mature Oak (lapsed coppice)
Access/owned by 17. Reduce large main limb by approx 2-2.5m to help reduce weight bias. Reduce remaining crown by 1-1.5m Remove a 2-3 of low (50mm di) branches over garden.
17 Longfield, Falmouth.

Matt: I have no objections to this planning application.

APPENDIX II

- 1. Penwerris** **PA26/01959** **Watts / Carbone**
(Case Officer: Abbie Franklin – Abbie.Franklin@cornwall.gov.uk)
Retrofit, alterations and roof extension including the formation of rear balcony terraces.
Grayshott, Penwerris Terrace, Falmouth.
- 2. Arwenack** **PA26/03551** **Mr Will Jackson**
(Case Officer: Helen Trebilcock – Helen.Trebilcock@cornwall.gov.uk)
Construction of a sustainable, context-sensitive self build replacement dwelling.
Boldmere, 13 Spernen Wyn Road, Falmouth.
- 3. Trescobeas** **PA26/04578** **Mr and Mrs Allen**
(Case Officer: Chloe Britten – Chloe.Britten@cornwall.gov.uk)
Proposed two storey extension and dormer.
2 Kelley Road, Falmouth.
- 4. Penwerris** **PA26/04804** **Mr Richard**
Liebowitz
(Case Officer: Helen Trebilcock – Helen.Trebilcock@cornwall.gov.uk)
Proposed installation of solar panels.
13 Erisey Terrace, Falmouth.
- 5. Penwerris** **PA26/04848** **Mason**
(Case Officer: Chloe Britten – Chloe.Britten@cornwall.gov.uk)
Removal of existing sub-standard rear extensions, removal of block work boundary wall onto rear lane to widen access, re-roofing of entire dwelling in natural slate, fitment of roof integrated solar P.V. array on rear roofs, construction of replacement rear extension and general improvement works.
1 Claremont Terrace, Falmouth.

Validation Guide

A Guide to Submitting Planning Applications (National and Local Requirements)

July 2026 Version DRAFT

Planning and Housing Service



Validation main hub - [Validation - Cornwall Council](#)

Validation checks all relevant information and fee (where applicable) has been provided. Validation checks applications against:

National Requirements - required by legislation; and

Local Requirements – set by the Local Planning Authority (LPA).

Please visit our Validation requirements by application type web page for a list of application types and their requirements

[Validation requirements by application type](#)

There is also a checklist of all application types and requirements:

[Validation checklist](#)

The planning service aim to check applications within 6 working days. Please see below for updated validation times:

(insert portal clock macro)

Where information is missing the application will be 'invalid' and further information requested.

Validation will take no further action until the applicant/agent provides the required information. Validation will return applications after 28 days if the applicant/agent does not provide the information required.

For any updates to the guide please visit our dedicated validation updates page:

[Validation updates](#)

Validation requirements by application type **(New web page)**

Full and change of use applications

Householder application

Proposed development within the curtilage or to an existing dwellinghouse incidental to the enjoyment of the dwellinghouse.

Change of use (no operational development)

This includes change of use of land and/or buildings. If there are any changes proposed, please also refer to the minor or major headings below.

Retrospective applications

Planning applications submitted for development that have already been carried out are called 'retrospective'.

Full application (Minor)

Proposed up to 9 new dwellings. All other developments, creation of new floor space less than 1,000 square metres. Or site area less than 1 hectare.

Full application (Major)

Proposed 10 or more dwellings. All other uses new floor space of 1,000 square metres or where the site area is 1 hectare or more. Mineral extraction or associated development. Permission directly relating to the processing or storage of waste materials.

Hybrid

A hybrid application seeks outline planning permission for part of a site and full planning permission for another part under a single application.

Outline and reserved matters

Outline

An outline planning application establishes the principle of a development without requiring all details.

Reserved matters (all applications)

This sets out what information is required with each reserved matters application regardless of the reserved matter(s) seeking to be approved.

Reserved matters (appearance)

Aspects of a building or place which affect the way it looks, including the exterior of the development.

Reserved matters (access)

Covers accessibility for all routes to and within the site, as well as the way they link up to other roads and pathways outside the site.

Reserved matters (landscaping)

The improvement or protection of the amenities of the site and the area and the surrounding area, this could include planting trees or hedges as a screen.

Reserved matters (layout)

Includes information on buildings, routes and open spaces within the development and the way they are laid out in relations to buildings and spaces outside the development.

Reserved matters (scale)

Includes information on the size of the development, including the height, width and length of each proposed building.

Permission in principle and technical details consent

Permission in principle

This route can be used to obtain planning permission for housing led development. It separates the considerations from the technical details. It considers whether the site is suitable for the housing-led development.

Technical details Consent

Technical details consent is required following the approval of a permission in principle. It considers the details of the proposed development. The level of information is the same as a full application. Please see the relevant minor or major headers above.

Lawful development certificates

[Certificate of lawfulness for an existing use or development](#)

Used to confirm that any existing use/operation/activity in breach of a condition or limitation on a planning permission that has already taken place is lawful.

[Certificate of lawfulness for a proposed use or development](#)

Used to confirm that what you are proposing would be lawful i.e. it would not require express planning permission.

[Certificate of lawfulness for proposed works to a listed building](#)

Used to establish whether proposed works to a listed building would be lawful i.e. they would not affect the character of the listed building as a building of special architectural or historic interest and therefore, would not require listed building consent.

Consents

[Listed building consent](#)

Listed Building Consent is required for alterations, extensions, or demolitions affecting the character or appearance of a listed building.

[Advertisement consent](#)

Advertisement consent is a permission required to display certain advertisements or signs.

[Hazardous substances consents](#)

Hazardous Substances Consent (HSC) is a permission required for sites using or storing hazardous substances above certain thresholds.

Post decision matters

[Removal or variation of a planning condition \(S73\)](#)

After planning permission has been granted, details may need to be modified. Where these are fundamental or substantial and application for removal or variation of condition may be appropriate.

Removal or variation of a planning condition attached to a listed building consent (S19)

As above however a S19 is in relation to the Listed building consent.

Non-material amendments

After planning permission has been granted, details may need to be modified. Where these are non-material a non-material amendment application can be made.

Discharge of condition

Following the grant of planning permission some conditions may need to be discharged.

Modification or discharge of a planning obligation

The process of amending a legal agreement entered into as part of a planning decision.

Trees and hedges

Works to trees in a conservations area

Within a Conservation Area, trees are subject to statutory protection if they have a stem diameter which is bigger than 75 mm. Before any works can be carried out, Cornwall Council must be notified.

Works to trees protected by a Tree Preservation Order (TPO)

Required if you propose to carry out works to a tree protected by a TPO.

Exemption notices

Use this process if a protected tree has become dead, dying or dangerous. This process can also be used by statutory undertakers.

Hedgerow removal

Some hedgerows are protected under The Hedgerows Regulations. An application for their removal may need to be submitted.

Request a new Tree Preservation Order (TPO)

Tree Preservation Orders (TPOs) can be made to protect specific trees, groups of trees or woodlands in the interests of amenity. This process can be initiated by the authority or third parties.

Others

Demolition in a conservation area

If you are demolishing a building in a conservation area an 'application for planning permission for relevant demolition in a conservation area' maybe required.

Screening opinions

A screening opinion can be requested from the LPA and states if an Environmental Impact Assessment (EIA) will be required for any applications submitted at the site.

Scoping opinions

A scoping opinion request can be made to find out what is required within an EIA.

Certificate of appropriate alternative development

Used by parties with an interest in land proposed to be acquired by an authority possessing compulsory purchase powers. It ascertains whether planning permission would be granted for a proposed use and any development in relation to that use.

Each app type to have its own new page

Householder application

Householder development includes development:

- to an existing dwellinghouse, or
- within the curtilage of a dwellinghouse and
- for any purpose incidental to the enjoyment of the dwellinghouse;

It does not include:

- an application for change of use or
- an application to change the number of dwellings in a building.
- Flats

A statutory definition can be found here:

[The Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#)

The curtilage of a house or dwelling is:

- the land immediately surrounding it,
- includes any closely associated buildings and structures,
- excludes any associated "open fields beyond",
- excludes any closely associated buildings, structures, or divisions that contain the separate activities of their own respective occupants.

Annexes are a common householder development however not all are Householder applications. Please view Cornwall Council's Annex Guidance Note for information

National requirements

- [Application form](#)
- [Ownership certificates and agricultural land classification](#)
- [Fee](#)
- [Location plan](#)
- [Block plan](#)
- [Elevations](#)
- [Site levels](#)*
- [Floor plans](#)

- [Roof Plans](#)*
- [Finished floor levels/section drawings](#)*
- [Design and Access Statement](#)*
- [Community Infrastructure Levy \(CIL\)](#)*
- [Heritage Statement or Heritage Impact Assessment \(HIA\)](#)

Local requirements

- [Coastal Vulnerability Assessment](#)*
- [Critical Drainage Assessment](#)*
- [Ecology Report Trigger List](#)
- [Ecology Report](#)*
- [Flood Risk Assessment \(FRA\)](#)*
- [Foul Drainage Assessment \(FDA\)](#)*
- [Parking arrangements](#)*
- [Public Rights of Way \(PROW\)](#)*
- [Structural Survey](#)*
- [Tree Survey](#)*

A * next to a requirement indicates may be required. Please click the requirement for further information.

Change of use (no operational development)

This includes change of use of land and/or buildings.

If there are any changes proposed, please also refer to the relevant minor or major sections.

A list of planning use classes can be found here:

[Use Class Fact Sheet](#)

National requirements

- [Application form](#)
- [Ownership certificate and agricultural land classification](#)
- [Fee](#)
- [Location plan](#)
- [Floor plans](#)
- [Biodiversity net gain](#)*
- [Community infrastructure levy \(CIL\)](#)*
- [Habitat regulations assessment \(HRA\)](#)*

Local requirements

- [Contaminated land](#)*
- [Flood risk assessment](#)*
- [Nutrient neutrality](#)*
- [Noise Impact Assessment](#)*
- [Odour impact assessment](#)*
- [Playing field impact statement](#)*

A * next to a requirement indicates may be required. Please click the requirement for further information.

Retrospective applications

If you have already carried out a development and planning permission is required, this is called retrospective.

Although works have already been carried out it will be treated the same as if it were a new application.

There is a section within the application form which must be completed stating work has already started and the date the work begun.

It must be clear from supporting documents and plans what works have already taken place.

- If works are completed, plans can be submitted as existing and proposed.
- If works are completed but something else is also proposed. An existing plan showing the current situation is required. A proposed plan showing what is existing and anything else proposed is also required.
- If works have started but not yet complete, an existing plan showing the current situation is required. A proposed plan is also required showing the complete proposal.

The description must not include the words 'retrospective' or 'retention'. These are not acts of development. Please visit [Planning application descriptions - Cornwall Council](#) for more information.

National requirements

- [Application form](#)
- [Ownership certificate and agricultural land classification](#)
- [Fee](#)
- [Location plan](#)
- [Block plan](#)
- [Elevations](#)*
- [Floor plans](#)
- [Roof plans](#)*
- [Biodiversity net gain](#)*
- [Design and access statement](#)*
- [Heritage statement or heritage impact assessment](#)*

Local requirements

- [Air quality assessment](#)

- [Contaminated land](#)*
- [Critical drainage assessment](#)*
- [Dwelling to serve rural business justification statement](#)*
- [Ecology trigger list](#)
- [Ecology report](#)*
- [Flood risk assessment](#)*
- [Nutrient neutrality](#)*
- [Public rights of way](#)*

A * next to a requirement indicates may be required. Please click the requirement for further information.

Full application (Minor)

Submit a minor application if the development:

- Does not meet the criteria for a householder development;
- Proposes up to 9 new dwellings;
- For all other developments, creation of new floor space less than 1,000 square metres; or
- site area less than 1 hectare.

National requirements

- [Application form](#)
- [Ownership certificate and agricultural land classification](#)
- [Fee](#)
- [Location plan](#)
- [Block plan](#)
- [Elevations](#)*
- [Site levels](#)*
- [Floor plans](#)
- [Roof plans](#)
- [Finished floor levels/section drawings](#)*
- [Biodiversity net gain](#)*
- [Design and access statement](#)*
- [Community infrastructure levy](#)*
- [Fire statement](#)*
- [Habitat regulations assessment](#)*
- [Heritage statement and heritage impact assessment](#)*

Local requirements

- [Acoustic design statement](#)*
- [Affordable housing statement](#)*
- [Agricultural land classification assessment](#)*
- [Air quality assessment](#)*
- [Air quality impact assessment – Simple calculation of atmospheric impact limits](#)*
- [Coastal vulnerability assessment](#)*
- [Contaminated land](#)*
- [Critical drainage assessment](#)*
- [Design statement](#)*
- [Dwelling to serve rural business justification statement](#)*

- [Ecology trigger list](#)
- [Ecology report](#)*
- [Energy statement](#)*
- [Flood risk assessment](#)*
- [Foul drainage](#)*
- [Geology report](#)*
- [Green infrastructure](#)*
- [Gypsy Roma, heritage and other traveller status determination form and supporting evidence](#)*
- [Invasive species control plan](#)*
- [Landscape and visual impact assessment](#)*
- [Lighting statement](#)*
- [Nutrient neutrality](#)*
- [Noise impact assessment](#)*
- [Odour impact assessment](#)*
- [Parking arrangements](#)*
- [Planning obligations- draft heads of terms and proof of title](#)*
- [Playing field impact statement](#)*
- [Public rights of way](#)*
- [Regenerative, low impact development statement](#)*
- [Surface water drainage strategy](#)*
- [Structural survey](#)*
- [Telecommunications development supplementary information](#)*
- [Tree survey](#)*
- [Travel plan statement](#)*
- [Transport assessment](#)*
- [Ventilation and extraction statement](#)*

A * next to a requirement indicates may be required. Please click the requirement for further information.

Full application (Major)

Submit a major application if the development:

Small scale major:

- Proposes between 10 and 199 (inclusive) dwellings
- All other development, creation of new floor space, 1,000 square metres to 9,999 square metres; or
- site area is 1 hectare but less than 2 hectares

Large scale major:

- Proposed 200 dwellings or more
- All other development, creation of 10,000 square metres or more floor space; or
- Site area 2 hectares or more

Both small scale and large-scale majors are submitted on the same form.

National requirements

- [Application form](#)
- [Ownership certificate and agricultural land classification](#)
- [Fee](#)
- [Location plan](#)
- [Block plan](#)
- [Elevations](#)
- [Site levels](#)
- [Floor plans](#)
- [Roof plans](#)
- [Finished floor levels/sections](#)
- [Biodiversity net gain](#)
- [Design and access statement](#)
- [Community infrastructure levy](#)
- [Fire statement](#)
- [Habitat regulations assessment \(HRA\)](#)
- [Heritage statement or heritage impact assessment](#)

Local requirements

- [Acoustic design statement](#)*
- [Affordable housing statement](#)*
- [Agricultural land classification assessment](#)*
- [Air quality assessment](#)
- [Air quality impact assessment – simple calculation of atmospheric limits](#)*
- [Archaeological assessment](#)*
- [Biodiversity net gain statement](#)*
- [Coastal vulnerability assessment](#)*
- [Contaminated land](#)*
- [Collaborative benefits report](#)*
- [Critical drainage assessment](#)*
- [Design statement](#)
- [Ecology report](#)
- [Energy statement](#)*
- [Flood risk assessment](#)*
- [Foul drainage](#)*
- [Geological report](#)*
- [Green infrastructure](#)
- [Gypsy Roma, heritage and other traveller status determination form and supporting evidence](#)*
- [Invasive species control plan](#)*
- [Landscape and visual impact assessment](#)*
- [Lighting statement](#)*
- [National landscape assessment of need](#)*
- [Nutrient neutrality](#)*
- [Noise assessment](#)*
- [Odour impact assessment](#)*
- [Open space, sport, recreation and green infrastructure assessment](#)*
- [Parking arrangements](#)*
- [Planning statement](#)
- [Planning obligations – draft heads of terms and proof of title](#)*
- [Playing field impact statement](#)*
- [Public rights of way](#)*
- [Regenerative, low impact development statement](#)*
- [Shadow flicker assessment](#)*
- [Statement of community consultation](#)*
- [Surface water drainage strategy](#)*
- [Structural survey](#)*
- [Town centre impact statement](#)*
- [Telecommunications development supplementary information](#)*
- [Tree survey](#)*

- [Tree canopy calculation](#)
- [Travel plan](#)
- [Transport assessment](#)
- [Ventilation and extraction statement](#)*

A * next to a requirement indicates may be required. Please click the requirement for further information.

Hybrid

A hybrid application seeks outline planning permission for part of a site and full planning permission for another part under a single application.

Hybrid applications are not defined in statute and as such, it is the Local Planning Authorities' discretion whether to accept such an application.

There is no specific form for hybrid applications. A full form should be used.

The description of the development must clearly describe both the full and outline elements of the proposal.

Each element must be clear from the plans.

When submitting online, the Planning Portal is unable to calculate the fee. A member of the Validation Team will be in touch once the fee has been calculated.

National and local requirements:

In terms of validation requirements each of the elements will be considered separately. Therefore, please refer to the relevant sections for validation requirements:

[Full minor](#)

[Full major](#)

[Outline](#)

Outline

An outline planning application establishes the principle of a development without requiring all details.

The level of detail required at the outline stage will depend on which matters are seeking approval and which are to be reserved.

The below list includes the requirements for outline applications all matters reserved.

If you are seeking approval of any matters i.e:

- Access;
- Appearance;
- Landscaping;
- Layout; and/or
- Scale

Please see the reserved matters page to find requirements in addition to the below.

Please note that even where access to is to be reserved, the location of the access must be indicated at the outline stage.

Any plans which are submitted, and the details are not being approved must be marked as 'for illustrative purposes only'.

Outline applications cannot be submitted for developments which do not create any additional floor space for example change of use applications or development such as balconies.

If the application has a COU element as well as new buildings/extension to buildings, an outline application can be submitted.

National Requirements:

- [Application form](#)
- [Ownership certificate and agricultural land classification](#)
- [Fee](#)
- [Location plan](#)

- [Biodiversity net gain](#)
- [Design and access statement](#)
- [Habitat regulations assessment \(HRA\)](#)
- [Heritage statement or heritage impact assessment](#)

Local requirements

- [Acoustic design statement](#)*
- [Affordable housing statement](#)*
- [Agricultural land classification assessment](#)*
- [Air quality assessment](#)
- [Archaeological assessment](#)*
- [Biodiversity net gain statement](#)*
- [Coastal vulnerability assessment](#)*
- [Contaminated land](#)*
- [Collaborative benefits report](#)*
- [Critical drainage assessment](#)*
- [Ecology trigger list](#)*
- [Ecology report](#)
- [Flood risk assessment](#)*
- [Foul drainage](#)*
- [Green infrastructure](#)
- [Gypsy Roma, heritage and other traveller status determination form and supporting evidence](#)*
- [Invasive species control plan](#)*
- [National landscape assessment of need](#)*
- [Nutrient neutrality](#)*
- [Noise impact assessment](#)*
- [Odour impact assessment](#)*
- [Open space, sport, recreation and green infrastructure assessment](#)*
- [Planning statement](#)
- [Planning obligations – draft heads of terms and proof of title](#)*
- [Playing field impact statement](#)*
- [Public rights of way](#)*
- [Regenerative, low impact development statement](#)*
- [Statement of community consultation](#)*
- [Surface water drainage strategy](#)*
- [Town centre impact statement](#)*
- [Tree survey](#)*
- [Tree canopy calculation](#)
- [Travel plan](#)

- [Transport assessment](#)
- [Ventilation and extraction statement](#)*

A * next to a requirement indicates may be required. Please click the requirement for further information.

Reserved matters

Reserved matters applications are required after an Outline planning application has been approved.

A reserved matters application deals with some or all of the outstanding details:

- Access;
- Appearance;
- Landscaping;
- Layout; and/or
- Scale

Reserved matters can be dealt with as part of one application or multiple applications can be made.

Any plans which are submitted, and the details are not being approved must be marked as 'for illustrative purposes only'

Conditions imposed on the outline application approval cannot be discharged as part of any reserved matters request.

All reserved matters

National requirements

- [Application form](#)
- [Fee](#)
- [Location plan](#)
- [Block plans](#)

Access

National Requirements

- [Site levels](#)

Appearance

National Requirements

- [Site levels](#)
- [Floor plans](#)
- [Roof plans](#)
- [Finished floor levels/sections](#)
- [Design and access statement](#)

Local requirements

- [Energy statement](#)*
- [Lighting statement](#)*

Landscaping

National Requirements

- [Site levels](#)

Local requirements

- [Green infrastructure](#)*
- [Tree canopy calculation](#)*
- [Travel plan](#)*
- [Transport assessment](#)*

Layout

National Requirements

- [Site levels](#)
- [Floor plans](#)
- [Fire statement](#)

Scale

National Requirements

- [Elevations](#)
- [Site levels](#)
- [Floor plans](#)
- [Community infrastructure](#)

Local requirements

- [Coastal vulnerability assessment](#)*
- [Collaborative benefits report](#)*
- [Regenerative, low impact development statement](#)*

A * next to a requirement indicates may be required. Please click the requirement for further information.

Permission in principle and technical details consent

The Permission in Principle (PiP) consent route can be used to get planning permission for housing led development. Like Outline permissions, it separates the considerations from the technical details.

Stage 1- PiP considers whether the site is suitable for the housing-led development.

Stage 2 – Technical Details Consent (TDC) is when the details of the proposed development are assessed.

Stage 1- PiP

The amount of residential development must be expressed as a range, indicating the minimum and maximum. This must take into account any existing dwellings on the site.

If the development includes non-residential development, the description must include:

- the type of development (for example by indicating the use classes of the buildings or land) and
- the scale of development

National requirements

- [Application form](#)
- [Fee](#)
- [Location plan](#)
- [Habitat regulations assessment \(HRA\)](#)

Local requirements

- [Nutrient neutrality](#)*

Stage 2 – Technical details consent

A TDC is required following the grant of Permission in Principle.

A TDC should be submitted on a full application form and follows the same validation process and requirements as a full application.

Please see relevant requirements for validation requirements:

[full minor application](#)

[full major application](#)

The redline submitted on the location plan should be the same as that approved at the Permission in Principle stage.

A * next to a requirement indicates may be required. Please click the requirement for further information.

Lawful development certificates

There are two types of lawful development certificates:

Certificate of lawfulness for an existing use or development

Used to confirm that any existing:

- use;
- operation; and/or
- activity.

in breach of a condition or limitation on a planning permission that has already taken place is lawful.

Certificate of lawfulness for a proposed use or development

Used to confirm that what you are proposing would be lawful i.e. it would not require express planning permission.

There is also the ability to submit a Certificate of lawfulness for proposed works to a listed building

Used to establish if proposed works to a listed building would be lawful. i.e development would not affect the character of the listed building and therefore, would not require listed building consent.

If you are submitting a certificate to confirm commencement of development. Please see our Statutory planning fees document prior to submission.

Certificate of lawfulness for an existing use or development

National requirements

- [Application form](#)
- [Fee](#)
- [Location plan](#)

Local requirements

- Supporting information/evidence

Although not a National Requirement without sufficient and precise information the LPA may be justified in refusing a certificate.

Supporting information/evidence includes:

Precise description of what is being applied for;

Sufficient information/evidence to support the application e.g.

- Council tax bills
- Invoices
- Photographs
- signed statements etc.

Proof that any building was 'substantially complete':

- more than four years before the date of the application; or
- proof that any use (or breach of condition) has been carried out continuously for a period of ten years (four years in the case of a dwelling).

Certificate of lawfulness for a proposed use or development

National requirements

- [Application form](#)
- [Fee](#)
- [Location plan](#)
- [Block plans](#)
- [Elevations](#)
- [Floor plans](#)
- [Community infrastructure levy](#)

Local requirements

- Supporting evidence/information

Although not a National Requirement without sufficient and precise information the LPA may be justified in refusing a certificate.

Supporting information/evidence includes:

Precise description of what is being applied for.

Provide reasons why the use, operation or other matters would be lawful

Certificate of lawfulness for proposed works to a listed building

National requirements

- [Application form](#)
- [Location plan](#)
- [Elevations](#)
- [Floor plans](#)
- Supporting information

Local requirements

- Supporting evidence/information

Although not a National Requirement without sufficient and precise information the LPA may be justified in refusing a certificate.

Supporting information/evidence includes:

Precise description of what is being applied for.

Provide reasons why the use, operation or other matters would be lawful

A * next to a requirement indicates may be required. Please click the requirement for further information.

Listed Building Consent

Cornwall is fortunate in having a rich heritage of historic buildings. They are important for their history and valued for their distinctive architectural features. To lose them would be to lose a vital part of Cornish character and cultural heritage.

There are currently 12,664 Listed Buildings in Cornwall.

You must apply for Listed building consent from Cornwall Council if you want to:

- demolish a listed building
- alter or extend a listed building that affects its character as a building of special architectural or historic interest.

It is a criminal offence to:

- demolish
- alter or
- extend a listed building without obtaining listed building consent.

The penalties for this can be a large fine and/or imprisonment.

The works may also need planning permission or building regulations approval. It is an applicants' responsibility to check if planning permission is also required. Further surveys may be required with the full application.

Further information can be found on our dedicated Listed Building Consent page: [Listed buildings - Cornwall Council](#)

National requirements

- [Application form](#)
- [Ownership certificate and agricultural land classification](#)
- [Fee](#) (There is no fee for Listed Building Consent however a fee is applicable to any associated planning permission where required).
- [Location plan](#)
- [Block plan](#)
- [Elevations](#)*
- [Floor plans](#)*
- [Roof plans](#)*
- [Design and access statement](#)
- [Heritage statement or heritage impact assessment](#)

Local requirements

- [Joinery details](#)*
- [Ecology trigger list](#)
- [Ecology report](#)*
- [Structural survey](#)*
- Photographs*

Although not essential photographs can provide valuable information.

Where possible please supply photographs of the site, including internal photographs where relevant.

Please stand well back from the location of the proposed works to include context and reference points and include close-up photographs to show relevant details.

Please note photographs cannot be submitted as a replacement for any of the above requirements for example elevations etc.

A * next to a requirement indicates may be required. Please click the requirement for further information.

Advertisement Consent

You may need to apply for advertisement consent if the advertisement is:

- bigger than 0.3 square metres or
- any size if illuminated.

This applies:

- if on the front or outside of your property and
- to a house or a business premises.

There are also separate rules for:

- temporary adverts for local events
- estate agent boards
- larger adverts
- signs for businesses

Please visit [Advertisements and signs - Cornwall Council](#) for more information.

National requirements

- [Application form](#)
- [Fee](#)
- [Location plan](#)
- [Block plan](#)
- [Elevations/cross sections](#)

Local requirements

- Photographs/photomontages*

Although photos and photomontages are not a validation requirement, they can provide useful information. For example, photos of the existing premises and Street scene/context.

Photomontages are optional, some sign companies can also provide photomontages which do assist.

Please note photographs cannot be submitted as a replacement for any of the above requirements for example elevations etc.

A * next to a requirement indicates may be required. Please click the requirement for further information.

Hazardous substances consent

Planning Practice Guidance has a wealth of information regarding when Hazardous Substance Consent is required. Please visit [Hazardous substances - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/hazardous-substances-consent).

The below has been provided for guidance however more detail can be found in Planning Practice Guidance [Hazardous substances - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/hazardous-substances-consent) and in Regulation 5 of The Planning (Hazardous Substances) Regulations 2015 [The Planning \(Hazardous Substances\) Regulations 2015 \(legislation.gov.uk\)](https://www.legislation.gov.uk/uksi/2015/1017/regs/5).

National requirements

- There is no prescribed form however all the relevant information as set out below under supporting information must be provided.
The Health and Safety Executive have produced forms which may be useful. [Hazardous substances consent - HSE](https://www.hse.gov.uk/consent/)
- [Fee](#)
- The name and address of the applicant;
- Completed relevant ownership certificate ([The Planning \(Hazardous Substances\) Regulations 2015 \(legislation.gov.uk\)](https://www.legislation.gov.uk/uksi/2015/1017/regs/5))
- Provide relevant maps and drawings.
 1. a site map, to a scale of at least 1:10,000, identifying the application site and showing National Grid lines and reference numbers.
 2. A substance location plan, to a scale of at least 1:2,500, showing any area of the site where the substance(s) are to be stored.

It is helpful if topographical features of the site are indicated (including drainage).

Where existing and proposed works are shown on the same drawing, new works should be easily distinguishable;

- Location plan;
- the person in control of the land to which the application relates;
- each hazardous substance for which consent is sought ("relevant substance"), including the maximum quantity of each relevant substance proposed to be present;
- details, including the quantity, of unconsented hazardous substances kept on or processed on the site.

Removal or variation of a planning condition (S73 and S19) and Non-material amendments

After planning permission has been granted, details may need to be modified. There 3 options available:

- Non-material amendments
- Removal or variation of a planning condition.
- Full application

Please see your revisions and amendments page to help select the appropriate option.

[Revisions and amendments to planning applications - Cornwall Council](#)

Please consider each option carefully. A refused non-material amendment application will not receive a refund.

Section 73s cannot be used to:

- extend the time limit within which the development must be started; or
- an application for approval of reserved matter must be made.

Section 73s cannot be used to change the description of the development.

The description of development must be set out as follows:

(Insert existing approved description) with variation or removal (delete as appropriate) of Condition (insert condition number (s)) of decision notice (insert decision number) dated (insert date on decision notice)

We are unable to include what the S73 is seeking to achieve.

Annexes fall into a different use class to a dwelling house. Therefore if the original description of the proposed development included the word 'annexe' a full application must be submitted to use as a dwelling.

If the amendment requires an amendment to the planning consent and the listed building consent, they must be submitted separately using the relevant forms.

Removal or variation of a planning condition (S73 and S19)

National requirements

- [Application form](#)
- [Ownership certificate and agricultural land classification](#)
- [Fee](#) (S73 only and not S19)
- [Location plan](#)* (this may be required if unable to locate the site)
- [Community infrastructure levy](#)*
- [Habitat regulations assessment \(HRA\)](#)*
- [Other plans required will depend on what is being varied/removed](#)

Local requirements

- [Energy statement](#)*

Non-material amendments

National requirements

- [Application form](#)
- [Fee](#)
- [Location plan](#)* (this may be required if unable to locate the site)
- [Other plans required will depend on what is being varied/removed](#)
- [Community infrastructure levy](#)*

A * next to a requirement indicates may be required. Please click the requirement for further information.

Discharge of condition

Utilise existing page: [Discharging planning conditions - Cornwall Council](#)

National requirements

- [Application form](#)
- [Fee](#)
- Any plans, drawing or information as requested by the condition

Modification or discharge of a planning obligation

Occasionally it may be necessary to re-negotiate the terms of a Section 106 agreement. This is referred to as a modification.

A planning obligation may also require actions to be taken:

- Prior to commencement; and/or
- At stages during the development process.

Where details are required to be submitted to the LPA, this is known as a discharge of planning obligation.

National requirements

- [Application form](#)
- [Ownership certificate and agricultural land classification](#)
- [Fee](#)*
- [Location plan](#)

A * next to a requirement indicates may be required. Please click the requirement for further information.

Trees and hedges

For:

- Works to trees in a conservations area
- Works to trees protected by a Tree Preservation Order (TPO)
- Exemption notices
- Request a new TPO

Please see [Request Works to Protected Trees - Cornwall Council](#)

Hedgerow removal

Some hedgerows are protected under The Hedgerows Regulations. An application for their removal may need to be submitted.

It is against the law to remove most countryside hedgerows without permission from the council and if you do so you could be fined up to £5,000.

Please visit the permission to remove hedgerows web page for information when permission is required:

[Permission to remove hedgerows - Cornwall Council](#)

National requirements

- [Application form](#)
- [Ownership certificate and agricultural land classification](#)
- [Location plan](#)
- [Block plans](#) (proposed only)

Demolition in a conservation area

If you are demolishing a building in a conservation area an 'application for planning permission for relevant demolition in a conservation area' maybe required.

To find out when permission is required visit [Demolition of Buildings and Structures - Cornwall Council](#)

National requirements

- [Application form](#)
- [Ownership certificate and agricultural land classification](#)
- [Fee](#)*
- [Location plan](#)
- [Block plans](#)
- [Elevations](#) (existing only)
- [Demolition statement](#)
- [Heritage statement or heritage impact assessment](#)

Local requirements

- [Ecology trigger list](#)
- [Ecology report](#)*
- [Tree survey](#)*

A * next to a requirement indicates may be required. Please click the requirement for further information.

Screening and scoping opinions

A screening opinion can be requested from the LPA and states if an Environmental Impact Assessment (EIA) will be required for any applications submitted at the site.

A scoping opinion request can be made to find out what is required within an EIA.

Screening Opinion

National requirements

- Written request
- Location plan (sufficient to locate the site)
- Description of the proposed development

Scoping Opinion

National requirements

- Written request
- Location plan (sufficient to locate the site)
- Description of the proposed development

Certificate of appropriate alternative development (CAAD)

If you own a property and you receive a compulsory purchase order, under some circumstances, you can apply for a Certificate of Alternative Appropriate Development. This states that other uses for the property in question would, in theory, be appropriate, from a planning perspective.

The regulations in this area are very specific. You can only make an application if one of the following circumstances applies:

- There has been a compulsory purchase order, published by an Act, or Standing order via the Houses of Parliament
- A notice has been served under an enactment of the purchasing authority
- The owner of the property has received an offer in writing for the purchase of the property

You cannot make an application for property which is one of the following:

- An area defined as an area of comprehensive development in the local Development Plan
- In an area identified in the local Development Plan for residential, commercial or industrial use (or a combination of these uses)
- Already the subject of a compensation claim or decision with the Land Tribunal (unless all parties, including the Land Tribunal, agree that the application can be made)

If you wish to read the full legislative detail on this complex area of law, please go to the [GOV.UK legal planning guidance](https://www.gov.uk/legal/planning-guidance).

National requirements

- Formal written request for a CAAD
- A plan identifying the land
- State whether or not there are, in the applicant's opinion, any classes of development which, either
Immediately; or
at a future time,

would be appropriate for the land in question if it were not proposed to be acquired by any authority possessing compulsory purchase powers and, if so, shall specify the classes of development and the times at which they would be so appropriate;

- state the applicant's grounds for holding the above opinion; and
- Be accompanied by a statement specifying the date on which a copy of the application has been or will be served on the other party directly concerned.

Requirement Details - Each will have its own page

Application form including ownership certificates and agricultural land classification

The application form captures information regarding what is being applied for. It is a national requirement for the majority of application types.

It includes ownership certificates, confirming who is the current owner of the land. If the applicant is not the:

- sole owner; and/or
- has agricultural tenants

notice must be served on them.

'Owner' means a person having a freehold interest or a leasehold with at least seven years unexpired.

'Agricultural tenant' means a tenant of an agricultural holding, any part of which is comprised in the land to which the application relates.

It is an offence, knowingly or recklessly, to complete a false or misleading certificate.

What is required

The correct application form for the type of application submitted

All sections of the application form must be answered.

A description which accurately describes the development.

The declaration must be signed and dated.

Certificate A, B, C or D must be completed stating the ownership of the property.

Where the applicant is not the owner of the application site, a notice must be completed and served on any other landowners.

If the land to which the application relates:

- forms an agricultural holding; or
- part of an agricultural holding, and
- comprises land subject to an Agricultural Tenancy

all agricultural tenants must be notified prior to the submission of an application and certificate B, C or D completed as indicated above.

An agricultural holding is as defined by the Agricultural Holdings Act 1986.

To help speed up the planning process all our applicants and agents are encouraged to submit electronically.

The **Planning Portal** is our preferred option. However other online providers are available.

We no longer accept applications submitted via email unless the application type is not available on the Planning Portal.

When required

The submission of an application form is a national requirement for the majority of application types. Which these applications are can be found on our validation checklist (insert link).

Although it may not be a requirement for some, the submission of a form can help provide all the necessary information.

Templates

Submit electronically via the Planning Portal:

[Planning Portal - submit online](#)

Download paper forms for hard copy submission:

[Planning Portal – download paper forms](#)

Other forms not available via the Planning Portal can be found on our website here:

[Cornwall Council – Other forms and useful documents](#)

Guidance

When submitting online, the portal will take you through all the necessary questions.

The planning portal also has guidance available and includes information on ownership certificates.

[Planning Portal Guidance](#)

Links to forms and some guidance can be found on our make a planning application page:

[Make a planning application - Cornwall Council](#)

Guidance on how to describe your application can be found here:

[Planning application descriptions - Cornwall Council](#)

The use of a file share/transfer site should only be used in agreement with the Development Support Team. This method of providing information will only be accepted where submitting documents via the Planning Portal, hard copy or email is not an option.

Fee

No new page required. Link to go to here: [Statutory planning fees and fee guidance - Cornwall Council](#)

Plans

The submission of plans is a national requirement with the majority of planning applications.

Regardless of the type of plan required, all plans must:

- Provided at a metric scale
- Include a linear scale bar
- Be provided at the scale indicated on the plan. For example if the plan states 1:100 at A3 the plan must be provided at A3. (Electronically and hard copy)
- Any do not scale wording removed including any wording which indicates the LPA is unable to scale from the plans.
- Where an Ordnance Survey based plan is being submitted for planning purposes the copyright and licence number must be shown.
- The Planning Service is unable to accept plans which are taken from the Cornwall Council Mapping web pages. (i.e. anything with the Cornwall Council watermark or the Cornwall Council licence number across the bottom).

As well as the above there are also things which can help speed up the process and aid consultees and interests parties review plans:

- Provide plans ideally scaled to fit A4 or A3 (this will depend on the scale of development)
- An acceptable quality that is clear and legible
- Plans submitted electronically uploaded in the orientation indicated on the plan
- Named and titled in a logical manner, reflecting their content
- Each plan numbered
- Each plan submitted as a separate document clearly labelled.
- Personal details removed such as mobile numbers. This reduces redaction required to comply with the General Data Protection Regulations

Location Plan

- Provided at a metric scale (usually 1:2500 or 1:1250)
- Provided on an up-to-date map.
- Site area edged in red. (to include all land necessary to carry out the development, access to the nearest public highway, visibility splays,

- landscaping, car parking, any new drainage systems such as soakaways and open areas around buildings)
- A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.
- Indicate a north point.

For householder developments the red line should include all of the residential curtilage.

There is no legal definition of 'curtilage' however it is widely recognised that *'the curtilage of a house or dwelling is the land immediately surrounding it, including any closely associated buildings and structures, but excluding any associated "open fields beyond", and also excluding any closely associated buildings, structures, or divisions that contain the separate intimate activities of their own respective occupants with those occupying residents being persons other than those residents of the house or dwelling of which the building is associated.'*

Access does not need to be shown in red on this application type.

Information regarding what to include in the redline can also be found in our [Statutory Planning Fees Document](#).

Block plan (existing and proposed)

Not required for first floor only development or proposals only involving change to windows and doors.

Existing block plan not required if the site is vacant and has no buildings or structures. However, a site plan will be required.

- Plans provided for both existing and proposed.
- Provided at a metric scale (1:200 or 1:500).
- Provided on an up-to-date map.
- Indicate a north point.
- Show the proposed development in relation to site boundaries, other existing buildings on the site, adjoining properties and the immediate area, this includes roads, public rights of way if it will influence or will be affected by the proposed development and position of trees, changes in levels, boundary treatment, vehicular/pedestrian access and parking. House names and road names should be labelled.
- If the site area is edged in red this must match the location plan provided.

- If connecting to existing drainage system this should be indicated.

In relation to public rights of way Cornwall Council considers the following as influencing/affecting a PROW and must be shown on the site/block plan:

- PROW which run through the red line area
- Proposals which involve the redirection of a footpath (as indicated on the form or in the proposal)
- Proposals affecting a footpath as shown on the application form
- Proposal where the PROW immediately adjoins the site and proposed development has the potential to increase vehicle movements (short term e.g. during the construction stage or long term e.g. as means of access to a building) or increase pedestrians using/crossing the footpath.

Elevations (existing and proposed)

All applications proposing new buildings or alterations to the exterior of an existing building (including replacement windows and doors).

If the proposed development involves the demolition and replacement of a building, existing elevations are not required. The building to be demolished can be shown as a dotted line on the proposed elevation plan.

- Provided at a metric scale usually 1:50 or 1:100 (photographs with annotated dimensions are not accepted).
- Must show all elevations affected by the development and where the development would be visible.
- Must match relevant existing/proposed floor plans.
- Be clearly labelled e.g. north, west etc. or north point indicated.
- Show any other buildings that are attached to the elevation and where possible the main features of that adjoining building (e.g. details of doors, windows on the same elevation of an adjoining terraced or semi-detached dwelling) and a street scene where appropriate).

Site levels (existing and proposed)

Required for any proposal involving new buildings or floor space and any groundworks e.g. access tracks, hard surfaced areas etc.

Not required for extensions to existing buildings or where no other groundworks are proposed.

- This information can be shown on the existing and proposed site layout plan.
- Include a fixed and identifiable datum point.
- North point indicated
- Offsite levels of land and buildings immediately adjoining the site are also useful.

Floor plans (existing and proposed)

Developments involving new or amended floor space including alterations to an existing building.

All existing floor plans should be provided including where buildings are to be demolished

- Provided at a metric scale usually 1:50 or 1:100.
- Must match relevant existing/proposed elevations.

Roof plans (existing and proposed)

Proposals involving more complex roof design and/or where an existing roof is altered by the proposal. Including proposed solar panels.

- Should be provided at a metric scale usually 1:50 or 1:100 or as part of the site/block plan.
- North point indicated.

Finished floor levels/section drawings

All new buildings or floor space except extensions to existing buildings.

- This information can be shown on the site layout plan or block plan.
- FFL must be shown relative to a fixed and identifiable datum point which is identified on the plan. The datum point must not be taken from any structures which are to be demolished or can be moved.
- North point indicated

Joinery Details

Although not essential joinery details can provide valuable information and if not provided will need to be dealt with by way of discharge of condition.

- Detailed drawings of any small units of construction i.e. doors, windows, shopfronts, plaster/render mouldings etc.
- Provided at a metric scale of 1:20.
- Vertical and horizontal sections at no less than 1:5.

Acoustic Design Statement

An acoustic design statement considers noise impacts on a development. It helps to ensure developments provide comfortable living environments by mitigating against noise in its design.

When required

Proposals involving the change of use to:

- C2 – Residential institutions;
- C2A – Secure residential institutions; or
- C4 – Houses in multiple occupation

in the [vicinity](#) of:

- existing noise generating uses;
- railways (including stations etc.);
- within 50m of a classified road with an AADT of 5000-9999;
- within 100m of a classified/trunk road with an AADT of 10000+.

What is required

A statement of:

- how noise issues have been considered in the design.
- Reference the Cornwall Design Guide.

Guidance

It is hard to be specific about 'vicinity' since different plant/processes do not have the same noise emissions. As an initial screening guide, we would recommend a noise assessment is undertaken where new noise sources or new sensitive receptors are introduced within 100m.

Affordable Housing Statement

An affordable housing statement outlines efforts to provide housing at costs within reach of low- to moderate-income households. Ensuring accessibility and sustainability.

It explains how your proposed residential development meets the core strategy policies.

Planning applications which involve affordable housing, must enter into a Section 106 Agreement.

The purpose of this agreement is to ensure that the affordable housing is of a high quality, and that:

- the homes go to local people most in need of affordable housing, and
- the rents or prices are affordable, and remain so in the future

When required

Residential dwellings:

- a combined gross floor space more than 1,000 square metres (not including replacement dwellings).
- 6 or more in a National Landscape or Designated Rural Area (DRA) (as defined by s157 of the Housing Act 1985 and an accompanying Housing Order from 1981).
- Rural Exception Sites, Self-/Custom Build- sites, Entry Level Exception sites and 'Starter Home Exception Sites' built on under-used, or unviable commercial or industrial sites not currently identified for housing
- Lifting of Holiday Conditions or changes of use from holiday use to residential on schemes of 6 or more dwellings or a site area >0.5 hectares.

What is required

Statement. A short statement explaining what provision is being made for affordable housing.

Draft heads of terms. Draft heads of terms must be submitted:

- following the prescribed template.
- set out clearly the obligations that the developer/landowner is willing to be bound by, in order to meet the needs generated by the development.
- include the agreed timing/triggers for satisfying the obligations.

Economic Viability. An Economic Viability Appraisal must accompany:

- all Rural and Entry-Level Exception Site applications; and
- in all other cases including Policy 8 applications where the policy position of Affordable Housing is not met in full.

EVAs to be submitted in line with guidance in the Council's Affordable Housing SPD.

Economic Viability – Executive Summary. Viability assessments should be made publicly available other than in exceptional circumstances. For example, for reasons of commercial sensitivity. Even in these cases, an executive summary should still be made publicly available with the commercially sensitive information aggregated as part of total costs. Any sensitive personal information will however not be made public.

Templates

[Section 106 Template with Intermediate and Social \(excluding First Homes\) 170425](#)

Guidance

[Affordable housing policy - Cornwall Council](#)
[Section 106 planning obligations - Cornwall Council](#)
[Planning obligations - GOV.UK](#)
[Viability - GOV.UK](#)

Agricultural Land Classification Assessment

Land classification assesses the quality of farmland in order to consider the future use of the land.

Agricultural Land Classification (ALC) is graded from 1 to 5.

The highest grade goes to land that:

- gives a high yield or output
- has the widest range and versatility of use
- produces the most consistent yield
- requires less input

Best and Most Versatile (BMV) agricultural land is graded 1 to 3a.

When required

All major developments on Best and Most Versatile (BMV) land grades 1 to 3a.

What is required

Assess whether the development affects BMV agricultural land by using [post 1988 ALC Magic map](#) and [detailed site surveys](#).

If data does not exist, then a detailed assessment will be required. The assessment should be carried out by a soil specialist and meet the requirements as set out in [Government guidance](#).

Guidance

[Guide to assessing development proposals on agricultural land - GOV.UK MAGIC](#)

[Natural England Access to Evidence - Agricultural Land Classification detailed Post 1988 ALC survey](#)

Air Quality Assessment

Development should not worsen areas of poor air quality or tangibly increase the risk to public health.

An air quality assessment assesses potential effect on air quality and human health.

When required

All applications for:

- 200 or more dwellings;
- where the number of dwellings is not given a site area of 4 hectares or more;
- creation of new floor space of 1000sqm or more or a site area of 2 hectares or more to be used for general industrial (use class B2), storage or distribution (use class B8), retail and distribution (shops, restaurants and cafes, drinking establishments, hot food takeaway);
- creation of 300 or more car parking spaces;
- standby emergency generator associated with a centralised energy centre (if likely to be tested/used >18 hours a year), or new Short Term Operating Reserve facilities (STOR) ;
- Any combustion plant with single or combined thermal input greater than 1MW.

Applications within a Air Quality Management Area (AQMA) including a 1km buffer or a Air Quality Area of Concern (AQAC) including a 1km buffer for:

- 50 or more dwellings;
- 50 or more new parking spaces;
- Lorry park with more than 25 spaces;
- bus station;
- one or more substantial combustion processes, where any combustion plant has single or combined thermal input greater than 300kWh

Applications for dwellings within an Air Quality Priority Area of concern including 1km buffer, please refer to Chief Planning Office's Advice Note: [Planning for Air Quality](#) such development is not supported.

What is required

Existing baseline – an assessment of existing air quality in the development area.

Future baseline – a prediction of future air quality without the development

Assessment - An assessment of the development on the future air quality during

- construction; and
- operational phases

An assessment of how this will have an effect on:

- public health,
- biodiversity and
- occupiers/users of the development.

Mitigation measures - considered and how this will have an impact on the future air quality.

Guidance

[Government Guidance on Air Quality](#)

[Cornwall Council Guidance on Air Quality](#)

[Chief Planning Officer's Advice Note on Planning for Air Quality](#)

Air Quality Impact Assessment – Simple Calculation of Atmospheric Impact Limits

When required

Developments within a:

- SSSI;
- SAC; or
- relevant Impact Risk Zone (SSSIRZ)

For:

- livestock housing (except primarily sheep or horses);
- new/expanded slurry tanks and lagoons; and/or
- anaerobic digesters either with or without combustion plants.

What is required

As a minimum the submission of a Simple Calculation of Atmospheric Impact Limits (SCAIL) assessment. The SCAIL assessment is free to use and completed using an online tool. [SCAIL - Simple Calculation of Atmospheric Impact Limits](#)

Guidance

To access the online tool and user guide visit - [SCAIL - Simple Calculation of Atmospheric Impact Limits](#)

Archaeological Assessment

Heritage assets are an irreplaceable resource. They should be conserved in a manner appropriate to their significance, so that they can be enjoyed for their contribution to the quality of life of existing and future generations.

An archaeological assessment is an important step in that process to:

- Protect
- Prevent loss
- Mitigate against harm

To a heritage asset.

When required

Applications on land which is known to have archaeological interest,

An archaeological assessment has been requested as part of any pre-application advice.

Applications which may have an impact on the character or setting of a designated asset e.g.

- Listed Building;
- Conservation Area Scheduled Monument;
- WHS;
- Registered Parks and Gardens; and
- Registered Battlefields.

What is required

Assessments should be undertaken:

- by a competent person
- to the professional standards
- asset out by the Chartered Institute for Archaeologists.

Assessments should consider the following:

- The significance of the site and its setting. Will development proposals will harm the historic environment and to what degree.

- Go beyond a consultation with Cornwall and Isles of Scilly Historic Environment Record. By exploring the potential for previously unrecorded archaeological remains.
- Consider the wider visual impacts on:
 - historic buildings,
 - upstanding archaeological monuments and
 - historic landscapes.
- Follow the latest guidance by Historic England on assessing direct and indirect impacts on heritage assets.

Where a Zone of Theoretical Visibility has been produced (as part of a Historic Landscape and Visual Impact Assessment (HLVIA)), this should inform the heritage setting assessment.

Guidance

- [National Planning Policy Framework – Conserving and enhancing the historic environment](#)
- Historic England’s publication: [The Setting of Heritage Assets – Historic Environment Good Practice in Planning: 3 \(2nd Edition\)](#)
- [Chartered Institute for Archaeologists – Regulations, standards and guidance](#)

Biodiversity Net Gain – Use current BNG webpage

[Biodiversity Net Gain \(BNG\) - Cornwall Council](#)

Coastal Vulnerability Assessment (CVA)

A Coastal Vulnerability Assessment (CVA) helps to consider:

- coastal erosion; and
- coastal change issues

during the consideration of development.

When required:

All developments including replacement buildings, except minor development such as:

- walls,
- fences,
- gates,
- elevation alterations (this does not include extension); or
- private gardens

within a **coastal vulnerability zone and/or a Coastal Change Management Area**.

Where a proposed soakaway is within 5 metres of a coastal vulnerability zone.

Where there would be discharge of water over or down the face of a cliff.

What is required:

The Assessment should demonstrate whether or not the requirements of National Planning Policy can be met. The assessment will need to demonstrate that the development:

- would not impair the ability of communities and the natural environment to adapt sustainably to the impacts of a changing climate;
- will be safe through its planned lifetime, without increasing risk to life or property, or requiring new or improved coastal defences;

- would not affect the natural balance and stability of the coast or exacerbate the rate of shoreline change to the extent that changes to the coast are increased nearby or elsewhere.
- Consideration should be given to measures for managing the development at the end of its planned life.

Links to guidance:

[Planning applications on the coast - Cornwall Council](#)

[Coastal Vulnerability Assessment - What is it and do I need one? - Slope Stability South West](#)

Collaborative Benefits Report

Commercial led energy schemes with capacity over 5MW are expected to provide community benefits to host communities. This is as set out by the Department for Energy Security and Net Zeros Guidance.

By following this guidance, it helps to:

- Deliver what communities want;
- Support the capacity and capabilities of communities
- Leave a lasting legacy
- Offer flexibility to adapt to community preferences
- Secure fairer and more transparent outcomes.

When required

Commercial led energy schemes with capacity over 5MW of Renewable and Low Carbon Energy-generating and distribution networks

What is required

A collaborative benefits report (CBR) which:

- provides an option to communities to own at least 5% of the scheme subject to viability.
- If not viable, evidence of this must be submitted.
- Demonstrate an engagement journey with local stakeholders, including a record of any:
 - offer,
 - negotiation and
 - acceptance or rejection of an element of shared ownership.

Shared ownership is a structure which involves a community group as a financial partner.

Guidance

- [Community Engagement and Benefits from Onshore Wind Developments: good practice guidance for England \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/publications/community-engagement-and-benefits-from-onshore-wind-developments-good-practice-guidance-for-england)

Community Infrastructure Levy

The Community Infrastructure Levy (CIL) Charging Schedule came into effect in Cornwall on 1 January 2019. This means that any development granted permission after this date may be liable to pay the levy.

CIL allows local authorities to raise funds from new building projects undertaken in their area. It is governed by the CIL Regulations 2010 (as amended). CIL is charged as a fixed rate per square metre of new floor space created. The money raised can be used to help fund a wide range of infrastructure that is needed to support development.

When required

- creates a new dwelling of any size. This includes self-contained annexes and changes of use to dwelling house.
- creates new floorspace and is a building into which people normally go.
- Amendments to existing permissions (NMA and S73) where the original permission was granted after 1 January 2019 and the amendment proposes to change the approved floorspace.
- Not required on proposed certificates seeking confirmation of commencement of works.

What is required

The submission of a [Community Infrastructure Levy \(CIL\) Planning Application Additional Information Requirement Form](#) (AIR/Form 1) is required.

Templates

[CIL forms - Cornwall Council](#)

Guidance

If the proposed development is CIL liable, then please also submit a CIL Form 2 (Assumption of Liability) as soon as possible. This helps to avoid delays to the process.

If your intention is to sell the development or you think there will be a change in ownership of the development, liability can be changed at any point during the process prior to commencement.

[Community Infrastructure Levy \(CIL\) - Cornwall Council](#)

Contaminated Land

Land contamination, if not dealt with adequately, can pose a serious threat to

- the health of the environment;
- and the people who inhabit it.

The developer is responsible for ensuring that proposed development is:

- safe; and
- suitable for the purpose it is intended.

Local Planning Authorities are responsible for the management of development. Dealing with land contamination via the planning system can ensure that:

- land is remediated in the course of development to an appropriate standard for its intended use; and
- that it is properly maintained thereafter.

If pre-application checks highlight that the proposed development is on land affected by contamination, planning practice guidance states:

the minimum level of information required with a planning application is the submission a Phase 1 hazard assessment.

The Phase 1 is requested irrespective of whether there is ground disturbance as contamination in the area still needs to be considered and mitigated against.

Common examples include change of applications. A Phase 1 will still be required as the development may be introducing:

- new; or
- more sensitive receptors such as residential rather than commercial.

It is also possible that land contamination was not considered when a building was built. Therefore contamination has not yet been considered. Ground may be disturbed for example, to make a garden which may not have previously been considered.

The Public Protection Team have published guidance which is available on the Cornwall Council website: [Contaminated land - Cornwall Council](#).

The Public Protection Team also offer a pre-application advice service [Technical Advice for Planning Applicants \(EHTAP\) - Cornwall Council](#)

When required

- All applications that fall within Potentially Contaminated Land; **AND/OR**
- where the current land use is industrial/commercial *1; **AND/OR**
- where known/suspected contamination is indicated on the application form; **AND/OR**
- Conversion of building used for agricultural purposes to dwelling(s).
- Not required for minor developments within development code Q018G (unless vulnerable/sensitive end use *2) or wind turbines.

1* - **EXCEPT** low-risk commercial uses including those with a residential element
For example:

- caravan/camp sites;
- hotels;
- care homes;
- small offices and similar.

Low risk = unlikely to have created a source of land contamination.

***2** - Vulnerable/sensitive end use:

- schools;
- nurseries;
- hospitals;
- play areas
- holiday use; and
- allotments

This includes change of use.

What is required

A Phase 1 report with a desk study listing:

- current and
- historic uses of the site and adjoining land

Together with a site reconnaissance shall be provided.

The report shall include a preliminary conceptual site model. This should show

- all potential pathways between contaminants and receptors – known as pollutant linkages);
- together with a preliminary risk assessment of these pollutant linkages.

Report should meet the requirements BS:10175 2011 and shall be undertaken by a competent person as outlined in the NPPF.

Unless this initial assessment clearly demonstrates that the risk from contamination can be satisfactorily reduced to an acceptable level, further site investigations and risk assessment will be needed before the application can be determined.

Reports must not be more than 5 years old.

Guidance

- [Pre-application advice - Cornwall Council](#)
- There is currently no publicly available layer on our interactive mapping which provides information on contaminated land. We do offer a confirmation of potentially contaminated land checking service which can be found here: [Planning - additional services - Cornwall Council](#)
- Cornwall Council's [Contaminated Land webpage](#) which includes planning guidance.
- [Planning Practice Guidance on Land affected by contamination.](#)

Critical Drainage Assessment

A critical drainage assessment is a report that evaluates flood risks. It proposes sustainable drainage solutions for areas with high drainage concerns. In these areas the drainage of surface water requires extra consideration.

When required

Where the Environment Agency have indicated as having critical drainage problems.

What is required

The completion of a Flood Risk Assessment (FRA). The FRA should cover:

- managing the surface water both from causes external to the development site; and
- rain falling onto and around the site

The sustainable management of this rainfall/surface water will form an essential part of:

- reducing; and
- mitigating future flood risk.

Climate change should also be considered.

Templates

[householder-and-minor-extension-flood-risk-assessment-form-interactive.pdf](#)

[Microsoft Word - Householder and Minor Extension FRA Guidance](#)

Links to guidance

You can find out if the development is in a critical drainage area by using our constraint checker.

Demolition Statement

A demolition statement helps to ensure a safe and complaint demolition process.

It also considers the impact of demolition on the neighbouring amenity. For example noise, dust and potential closures to roads and footpaths while works are carried out.

When required

All applications for demolition of an unlisted building in a conservation area.

What is required

A statement which explains:

- methods of demolition;
- disposal;
- hours of operation; and
- a timetable for demolition.

Design and Access Statement

A design and access statement is a short report which supports a planning application. The level of detail required within the report should match the scale and complexity of the proposal.

When required:

Developments within World Heritage Site (WHS) or Conservation Area (CA) creating 100sqm or more floor space.

Submission of one joint statement when submitting a Listed Building application where planning permission is also required.

What is required:

Design – the statement should include:

- Explanation of design principles and concepts
Information on amount; layout; scale; landscaping and appearance.
- Show an awareness of the context within which the development will sit and how this has influenced the proposal.
- If the proposal relates to a listed building address how the historic character and setting of the building have been considered in the design.

Access - The statement should explain how any users will have easy and equal access to the development. Access for emergency vehicles should be included if relevant.

To find out if your development is within a WHS or CA please visit interactive mapping [Use our interactive maps - Cornwall Council](#). Both WHS and CA's can be found within the Historic environment layer.

Links to guidance:

[Design and access statements - Cornwall Council](#)

[Planning Practice Guidance on Design and Access Statements](#)

[Cornwall Council guidance on Design including Chief Officer's Advice Note on Good Design in Cornwall and the Cornwall Design Guide](#)

Design Statement

Design Quality is vital to Cornwall's planning agenda. There has never been a more critical time to create and take up opportunities to make new development better. Improving the quality of our places and buildings will positively support:

- tackling climate change
- healthier lives for our residents
- high quality streets and public spaces

To support this, Cornwall Council has a number of guidance documents. These include:

[The Cornwall Design Guide](#)

[Waste planning guidance for new developments](#)

[Streets for people design guide](#)

[Chief Officer's advice note on good design in Cornwall.](#)

The design statement should consider all of this guidance and bring together in one statement.

When required

Applications for one or more dwelling houses.

What is required

A design statement should:

- Set out how Cornwall Council guidance and national guidance has been considered in designing the scheme
- Be provided proportionate to the scale and complexity of the proposed development.

Guidance

[Cornwall Council web page on design](#) [National Planning Policy Framework – 12. Achieving well-designed places.](#)

Dwelling to Serve Rural Business Justification Statement

Isolated new houses in the countryside need special justification for permission to be granted. One of the few circumstances in which such development may be justified is when accommodation is required to enable:

- agricultural;
- forestry; and
- certain other full-time workers

to live at, or in the immediate vicinity of, their place of work.

This requirement helps to assess the need for such development.

When required

- Proposals for agricultural/horticultural/forestry/other occupational dwelling
- temporary accommodation to serve a farm

(this includes the gain or loss of any of the above-mentioned developments)

What is required

- A justification statement or completion of [Questionnaire 1](#).
- 3 years of certified accounts. Where no accounts are available and a temporary dwelling is sought, 3 years financial projections are required.

Templates

[Questionnaire 1](#)

Guidance

Guidance can be found within [Questionnaire 1](#).

Ecology Trigger List

The Ecology trigger list is a tool to help identify when the following are required:

- Ecology report
- Geological report
- Invasive species report

Please see our relevant sections on the above for why this information is so important.

When required

All applications

This includes:

- even if an ecological survey has been provided
- Retrospective applications

It is not required for

- Amendments to an existing permission
- Changes of use with no operational development
- replacement windows and/or doors which are not of traditional construction i.e. wooden frames, wooden lintels, mullion windows
- Pre-app advice has been sought, and the LPA ecologist has confirmed in writing that no surveys are required. However, evidence will need to be provided.

What is required

Signed and fully completed Ecology Trigger List

Templates

Ecology Trigger List

Ecology Report

An ecological survey assesses the environmental impact a development may have. It considers impacts on ecosystems and protected species habitats.

Protected species are protected by environmental legislation.

Surveys are important to:

- identify ecology constraints early;
- Design, mitigate and minimise impact on biodiversity;
- Avoid delays and additional costs during development should protected species be identified; and
- Introduce new habitats.

The type of survey required will depend on the scale and nature of the development.

When required

All major developments.

All other householder or minor development where the ecology trigger list indicates a survey is required.

What is required

All surveys must be:

- carried out at appropriate and [recommended times of year](#);
- be produced by a suitable qualified, experienced ecologist. Where protected species inspections/surveys are required, by a licenced, ecologist;
- Surveys and assessments must not be more than 12 months. Unless stated otherwise within the report.

Householder minor and other development

In the first instance a Preliminary Ecological Appraisal (PEA) is required. This is a desktop and site walk over assessment. This type of survey can take place at any time of year.

If nothing is identified there is no further action.

If protected species or habitats are detected, the PEA may recommend additional detailed surveys. These surveys will be required for validation. Additional surveys cannot be conditioned.

Major development

As a minimum the following is required:

- Ecological Impact Assessment (EclA);
- Completed and signed CIEEM EclA checklist; and
- Inclusion of core BNG information within the EclA.

Licences

A European Protected Species Licence may also be required. This is a legal permit required if works impact on European Protected Species.

You can find out:

- When a licence is required;
- How to apply for a licence; and
- Information required

On the Government website [European protected species: apply for a mitigation licence \(A12\) - GOV.UK](#)

Links to guidance

[Ecological Survey Calendar](#)

[Protected species and development: advice for local planning authorities - GOV.UK](#)

[Natural England - GOV.UK](#)

[Cornwall planning for Biodiversity Guide - Cornwall Council](#)

[Bat Surveys for Professional Ecologists: Good Practice Guidelines 4th edition -
Guidance for professionals - Bat Conservation Trust](#)

[Prepare a planning proposal to avoid harm or disturbance to protected species -
GOV.UK](#)

[odpm-circ-0605.qxd](#)

Energy Statement (including energy summary tool, energy report and energy statement)

Cornwall declared a climate emergency in 2019. Recognising that all services across the Council would have a part to play.

New planning policies are a step towards improving Cornwall's housing and infrastructure.

The Climate Emergency Development Plan Document was formally adopted on 21 February 2023. Policy SEC1 of that plan relates to sustainable energy and construction.

The policy aims to:

- Improve fabric standards
- Improve energy efficiency
- Minimise space heating requirements
- Encourage high standards of sustainable design and construction
- Improve environmental performance of new developments
- Minimising contribution to climate change
- Contribute to addressing fuel poverty
- Reduce carbon footprint of development

When required

Applications submitted on or after 15 June 2023 for :

- new-build residential units;
- new-build non-residential development proposals of 1000 sqm or more.

This includes retrospective applications.

It does not include agricultural buildings.

What is required

Retrospective applications

In these cases, the Energy Statement should set out the endeavours made to adhere with the standards in Policy SEC1 and the extent of any necessary renewable energy offsetting as a last resort, in line with the Renewable Energy Offsetting Framework.

Residential proposals

The following elements are required:

1. The Energy Summary Tool (submitted as an excel file)

This can be either:

- SAP (Standard Assessment Procedure);
- PHPP (Passive Housing Planning Package) version; or
- an agreed alternative; and An Energy Report

Due to the parameters of the tool, SAP data and the SAP Energy Summary Tool will only be accepted for schemes as follows:

Up to 25 units (of any number of storeys/house types) of which up to 9 units may be flats.

We cannot accept SAP data and the SAP Energy Summary Tool for schemes with district heating.

PHPP data and the PHPP Energy Summary Tool may be used for all types and scales of residential scheme.

2. The Energy Report (this must be the full calculation print out and not the summary for input data)

This is the unadjusted data for each property.

It must be completed by an Accredited Energy Assessor unless using Standard Assessment Procedure data.

3. The Energy Statement

The Energy statement should provide a concise overview which includes:

A table of contents;

A copy of the summary tab 3 results from the completed Energy Summary Tool;

Calculation of any renewable energy offsetting payments;

Alternative Offsetting Statement (only when offsetting is required, and the applicant wishes to justify an alternative scheme to the Council's Renewable Energy Offsetting Fund);

Heating and renewable energy overview, including: ventilation strategy, overheating mitigation, generating capacity, energy storage and any in-use energy monitoring;

Siting/layout plans of the proposed renewable energy equipment (e.g. illustrating efficient layout of roof-mounted solar panels);

Water efficiency measures;

Any measures to reduce embodied carbon; and

Any other supporting information/justification you wish to provide.

4. Plans.

Any proposals to adhere to the policy SEC1 must be shown on submitted plans to be considered during the planning process. For example, where roof mounted solar panels are proposed in order to adhere to the policy, these must be shown the proposed elevations and any roof plans.

5. Offsetting Payment

This is a last resort option to be discussed with the Planning Case Officer and not required at the validation stage.

The amount to be paid will depend on the renewable energy deficit which will be calculated using one of the two Energy Summary Tools . The current rate can be found here: [Developer contribution fees and advice - Cornwall Council](#)

The payment will be collected via S111 Agreement. Or for larger developments, a S106 to be agreed with the Case Officer

The Offsetting S111 and payment must be made online [Forms \(cornwall.gov.uk\)](#)

Non-residential proposals

1. BREEAM Pre- assessment Report

A BREEAM (Building Research Establishment Environmental Assessment Method) Pre-Assessment Report by an accredited BREEAM Assessor including a BREEAM certification estimate and a summary of the elements that have contributed to the estimate (or an agreed alternative report / certification).

2. Supporting information

Any other supporting information/justification you wish to provide.

3. Plans

Any proposals to adhere to the policy SEC1 must be shown on submitted plans to be considered during the planning process. For example, where roof mounted solar panels are proposed in order to adhere to the policy, these must be shown the proposed elevations and any roof plans.

Viability assessment and associated fee

Where the policy position of SEC1 2a and 2b are not met on grounds of viability the following will be required:

- a full open book viability appraisal; and
- [associated fee](#).

In line with National Planning Policy Guidance any:

- viability assessment; or
- financial information

which an applicant wishes to rely on, will be published on our website in full.

We will not accept documents titled 'confidential'. We will only allow redacted versions in exceptional circumstances where specific commercial harm will need to be demonstrated in order to justify those redactions.

Templates

[Make a planning application - Cornwall Council](#)

Guidance

Energy Summary Tools and guidance can be found on our [Make a planning application – Cornwall Council](#) web page under 'Download forms and CEDPD Policy SEC1 – Energy Statements.

[Climate Emergency Development Plan Document - Strategic Planning](#)

[Certification for Sustainable Buildings | BREEAM](#)

Fire Statement

Following the Grenfell Tower fire on 14 June 2017, the Government made a commitment to introduce Planning Gateway One. Part of Planning Gateway One is the requirement to submit a fire statement considering fire safety of relevant development. The statement ensure fire safety is considered as early as possible when considering development.

When required

Development is for:

- two or more dwellings (including flats); or educational accommodation; and
- meets the height condition of 18m or more in height, or 7 or more storeys.

This includes where submission involves:

- The provision of one or more relevant buildings;
- Development of an existing relevant building; or
- Development within the curtilage of a relevant building.

What is required

Fire statements must be submitted on a [form](#) published by the Secretary of State.

If not on the above form, a form which contains the same information must be provided. The form includes information about (not exhaustive list):

- 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
- 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.

Templates

[The form published by the Secretary of State.](#)

Guidance

[Government Guidance of Fire Safety and high-rise residential buildings \(from 1 August 2021\)](#)

Flood Risk Assessment

A flood risk assessment identifies and assesses potential flooding risks to and from development. A flood risk assessment plays an important part in understanding and mitigating against flooding.

When required

Required for developments and changes of use within flood zones 2 or 3. This is as identified by the Environment Agency.

Not required for minor alterations to an existing property. For example replacement windows and doors.

What is required

For householder or minor development, Cornwall Council has produced:

- flood risk assessment form; and
- guidance.

If you are:

- not using this form; or
- a larger development is proposed:

a flood risk assessment covering the following is required:

- Meet the challenges of climate change, flooding and coastal change;
- Identify and assess risks of flooding to and from development;
- Demonstrate how these flood risks will be managed, taking climate change into account.
- Identify opportunities to reduce the probability and consequences of flooding
- Include the design of surface water management systems. This includes Sustainable Drainage Systems (SUDs);
- Address the requirement for safe access to and from the development in areas at risk of flooding. This should be throughout the lifetime of the proposed development.

- If in Zone 2 or 3 a Sequential Test assessment may need to be provided. This is to demonstrate that there are no reasonably available sites in areas with a lower probability of flooding that would be appropriate to the type of development or land use proposed.
- The FRA should include the design of surface water management systems including Sustainable Drainage Systems (SUDS) that take into account the drainage hierarchy that seeks to avoid sewered surface water systems and the wider sustainability benefits of water quality and habitat improvement as well as flood risk.
- The FRA should be prepared with regard:

National Planning Practice Guidance
to the Strategic Flood Risk Assessment,
the Shoreline Management Plan,
Surface Water Management Plans and
the Environment Agency's Drainage Guidance for Cornwall-2009.

Templates

[householder-and-minor-extension-flood-risk-assessment-form-interactive.pdf](#)

Guidance

[Microsoft Word - Householder and Minor Extension FRA Guidance](#)

[Flood Risk - Cornwall Council](#)

[Flood resilient construction of new buildings - GOV.UK](#)

[Check the long-term flood risk for an area in England - GOV.UK](#)

Foul Drainage Assessment

A non-mains drainage assessment should be used to establish whether non-mains drainage, either a new system or connection to an existing system, would be acceptable. The Environment Agency requires applicants to provide evidence that a connection to the public sewer is not feasible.

It considers pollutions or nuisance which may arise from the use of non-mains drainage system.

When required

All development relying on non-mains drainage.

Applications for 100 dwellings or more.

Applications creating 10,000 sq. m new floor space.

What is required

The assessment should include:

- the method of storage, treatment and disposal
- an assessment of site suitability and
- a demonstration as to why the development cannot connect to the public mains sewer.

The assessment should be provided through the completion of the Environment Agency's Foul Drainage Assessment form.

Templates

Foul Drainage FDA1 form

Geology Report

A Geology report aims to:

- Identify;
- Quantify; and
- Mitigate against

Impacts on a geological Site of Special Scientific Interest or County Geology Site.

When required

All major development.

All minor or other developments as indicated on the Ecology Trigger List. This includes development (red line area) is within or abuts a geological Site of Special Scientific Interest or County Geology Site.

Not required for:

- householder development
- Amendments to an existing permission
- Changes of use with no operational development
- replacement windows and/or doors which are not of traditional construction i.e. wooden frames, wooden lintels, mullion windows

What is required

The report must include:

- An appraisal of the impacts of the proposals to the designated geological site are to be identified and quantified; and
- details of the measures taken to avoid and minimise any potential impacts to the geological interest features

The Geology Report can be in the form of a chapter in an Ecology Report.

Guidance

Green Infrastructure (GI)

The need for green infrastructure (GI) is set out in Policy G1 of the Climate Emergency DPD. This was adopted by the Council on 21 February 2023 to help tackle climate change.

GI is a well-established planning concept, defined as:

“a network of multi-functional green space, urban and rural, which is capable of delivering a wide range of environmental and quality of life benefits for local communities.”

All developments should be planned around the protection and enhancement of nature.

When required

- Minor developments for one or more new build dwellings (including dwellings with occupancy restrictions such as holiday lets)
- All major developments
- Outline applications for major applications or applications for one or more new build dwellings which include illustrative plans.

What is required

Statement

The GI statement can be submitted as:

- a standalone GI document; or
- as part of a design and access statement where one is being provided.

It must be clearly labelled as a GI statement.

For minor development, a green infrastructure template has been produced: [green-infrastructure-form-minor-developments.docx](#)

The statement must:

- consider the principles set out in Policy G1 of the Climate Emergency DPD 2023.

- detail the way in which GI has been incorporated into the proposed development masterplan, drawing on the constraints and opportunities information from the below plan.
- explain how the proposed GI assets in the development masterplan link to the wider GI network
- Include information on arrangements for the ongoing long-term maintenance of the GI.

Plan

A plan showing:

- existing GI assets on and adjacent to the proposed development site; and
- GI constraints and opportunities for the proposed development.

The final development masterplan showing the proposed GI to be incorporated into the development proposals.

Templates

[green-infrastructure-form-minor-developments.docx](#)

Guidance

[Climate Emergency Development Plan Document - Strategic Planning](#)

Gypsy Roma, Heritage and Other Traveller Status Determination Form and Supporting Evidence

There are specific policies in place for the creation of traveller sites.

The policy aims to:

- ensure fair and equal treatment for travellers;
- facilitate the traditional and nomadic way of life of travellers;
- respect the interests of the settled community.

This requirement helps:

- Ensure the proposal meets the definition of a traveller site; and
- Help assess the need for the development.

When required

All applications for the creation of 'Gypsy and Traveller' pitches.

What is required

The completion of a [gypsy-and-traveller-declaration-form.docx](#)

Supporting evidence on the status of the applicants and intended occupiers of the site.

Templates

[gypsy-and-traveller-declaration-form.docx](#)

Guidance

[Planning Policy for Traveller Sites](#) for definition of 'Gypsies and Travellers'.

If applicants are unsure what key evidence to provide it may be helpful to use an agent or planning consultant to complete the form.

Habitat Regulations Assessment/European Site Mitigation

On the 12 February 2021, Cornwall Council adopted its European Sites Supplementary Planning Document (SPD). The document provides guidance on mitigating against the impact of development on European Sites.

In Cornwall the European Sites are:

- Plymouth and Tamar Estuaries Special Area of Conservation and Special Protection Area
- Falmouth and Helford Special Area of Conservation
- Penhale Dunes Special Area of Conservation

The area where residential development will likely have a significant effect is known as the Zone of Influence (ZOI).

Where recreational pressure is increased within the ZOI, mitigation and monitoring is required. This makes it easier to ensure development will not harm a European Site. It also means that Cornwall Council can use the contributions to help protect the sites.

When required

Plymouth and Tamar Estuaries Special Area of Conservation and Special Protection Area and Falmouth and Helford Special Area of Conservation:

- All residential development (including HMOs) and student and tourist accommodation within 12km zone of influence (ZOI). This includes changes of use to residential and student and tourist accommodation

Penhale Dunes Special Area of Conservation

- Residential development (including HMOs) and student and tourist accommodation of 500 or more within 2.5km zone of influence (ZOI). This includes changes of use to residential and student and tourist accommodation

Please note, if there is an extant permission and mitigation has already been paid, this requirement and mitigation payment is still required. A refund can be requested once one of the permissions can no longer be implemented or one of the permissions expire.

For S73 (removal or variations of a planning condition) request please see the below:

Original permission was submitted prior to 12 February 2021. Not subject to this requirement.

- Permission has not been implemented; - AA (Appropriate Assessment) and S111 required.
- Implemented permissions; - AA (Appropriate Assessment) and S111 not required.

Original permission was submitted on or after 12 February 2021. Subject to this requirement and mitigation collected via a S111 agreement.

- Permission has not been implemented – A new AA is not required. A new S111 agreement will be required. The fee can be transferred to the new application however the administration fee may be applicable if it wasn't paid previously.
- Implemented permissions – No further information or payment required.

Original permission was submitted on or after 12 February 2021. Subject to this requirement and mitigation secured via a S106 agreement.

- A deed of modification request will be required. This is not required for validation however it will be required in order to make amendments to the S106 agreement.

For a full list of development requiring mitigation (including information on annexes), please see the [European Sites SPD web page](#).

What is required

Two elements are required:

1. Appropriate Assessment
2. Mitigation secured by the completion of a legal agreement

Appropriate Assessment (AA)

The submission of an AA is required.

It is recommended that the [standard AA approved by Cornwall Council](#) is completed. Alternatively, an AA can be carried out by a suitably qualified ecologist.

Mitigation

The majority of cases mitigation is secured and collected via the completion of a S111 agreement and online mitigation payment. This is done via an online form accessed here: [Forms](#)

This form should be signed by the applicant or owner of the development. You will need either the planning reference or planning portal reference in order to complete.

Alternatively, the following will be required:

- A bespoke proposal setting out a detailed scheme of mitigation to meet the requirements of the Habitat Regulations or proposals for this to be met submitted to accompany the application. This should be carried out by a suitably qualified ecologist.
- A Section 106 agreement. A statement setting out this proposed method to accompany the application will be required. This method should only be used for major applications and be agreed with the planning service prior to the submission of the application.

For development which meet the Penhale Dunes requirements, please discuss as part of your pre-application.

Templates

[AA template – Fal and Helford](#)

[AA template – Plymouth Sound Estuaries ASC and Tamar Estuaries SPA](#)

[S111 form and payment system](#)

Guidance

[European Sites Mitigation SPD - Cornwall Council](#)

Heritage Statement or Heritage Impact Assessment (HIA)

A Heritage Statement sometimes referred to as a Heritage Impact Assessment (HIA). It is a document that outlines the historic or archaeological significance of a building or landscape within its wider setting.

It includes:

- an outline of any proposed works;
- an assessment of their impact on the building or landscape; and
- a mitigation strategy.

When required:

All applications directly affecting a heritage asset or setting of designated heritage assets. Heritage assets include:

- Listed Buildings;
- Scheduled Monuments;
- Conservation Areas;
- World Heritage Site;
- Registered Parks and Gardens;
- Historic Battlefields;
- Locally listed heritage assets; and
- Areas known archaeological significance

“Affecting a heritage asset” may involve change including loss of, or alteration to fabric which has the potential to affect character or significance. This may include, for example (singly or in combination):

- repair;
- restoration;
- alteration; or
- addition.

Applications affecting non-designated heritage assets may, in some circumstances, also require a HIA.

A non-designated heritage asset may only be identified once an application is submitted and significance of an asset assessed.

The HER is a good starting point. The application being the next stage of identification. A heritage only pre-app is also a good option in identifying non-designated assets before submission.

What is required:

The statement or impact assessment can be included within the Design and access statement. If included within the Design and Access Statement, it should be clearly labelled.

A statement or impact assessment must:

- consider and describe the Heritage Asset; and
- demonstrate that the Heritage Asset has been assessed and understood using best practice methods.

Templates

[Heritage assessment template](#)

Links to guidance:

To find out if your development affects a heritage asset. Please visit interactive mapping [Use our interactive maps - Cornwall Council](#). Scheduled monuments, WHS and CA's can be found within the Historic environment layer. Listed Buildings can be found within the Listed buildings layer.

[Heritage Statement or Heritage Impact Assessment - Cornwall Council](#)

[Historic England – The Setting of Heritage Assets – Historic Environment Good Practice Advice in Planning Note 3 \(Second Edition\)](#)

Invasive Species Control Plan

Some species are found to be extremely invasive and detrimental to our native flora and fauna. Damaging our natural environment.

Legislation exists to help prevent the further spread of certain species. The key legislation instruments for invasive species is the Wildlife and Countryside Act 1981 as amended, Section 14 of Schedule 9.

Under this law, it is an offence to plant or 'otherwise cause' to grow in the wild any species of non-native flora listed on [Schedule 9](#).

When required

As indicated on the Ecology Trigger list. This includes where any invasive non-native species are identified on the site.

A list of invasive non-native species is set out in schedule 9.

Not required for householder development.

What is required

A pre-construction survey identifying the:

- type; and
- location

of an invasive non-native species.

A plan setting out how invasive non-native species will be:

- controlled;
- treated;
- disposed of; and
- managed in the future.

Guidance

[Wildlife and Countryside Act 1981](#)

Landscape and Visual Impact Assessment

A Landscape and Visual Impact Assessment (LVIA) is a technique used to:

- evaluate; and
- mitigate

the effects of development on the landscape and visual amenity.

When required

Proposed development listed within Schedule 1 or 2 of [The Town and Country planning \(Environmental Impact Assessment\) Regulations 2017](#).

Development would be likely to have a significant impact on:

- the surrounding landscape; and/or
- townscape character of the site,
- including its context.

Major developments within or within 2km of a:

- National Landscape (formally known as an AONB); or
- World Heritage Site.

Applications for wind turbines

What is required

An assessment which reflects:

- the scale of the development; and
- extent of the implications on landscape character and visual amenity.

Account should be taken of the impact on the Landscape Character Areas.

The assessment should examine the natural and cultural influences on the landscape and the way people perceive them.

Supporting information should assess how the scheme has been designed to:

- Address; or
- mitigate any identified impacts.

In addition:

Major applications

A Landscape Masterplan containing the following:

- site layout;
- contours;
- landscape character;
- land drainage;
- retained features including trees; new areas of planting including species lists, sizes, planting locations;
- all hard landscape features including specifications, construction details, services;
- disposal of spoil;
- boundary features;
- open spaces and their intended use and management; and
- general aftercare and restoration and/or long-term landscape management.

Wind turbines over 61m

A computer-generated plan showing:

- the zone of theoretical visibility; and
- professional photomontages from agreed viewpoints.

Guidance

- [Government Guidance on the Natural environment](#)
- [Cornwall Council webpage on the Cornish Landscape](#)

Lighting Statement

Artificial lighting has the potential to become:

- Light pollution; or
- Obtrusive light.

Incorrect lighting can:

- Cause annoyance to people
- Harm wildlife
- Have a detrimental effect on the countryside and/or the night sky.

Lighting should be considered during the design phase. This helps to avoid costs and delays of changing the design at a later stage.

When required

Applications which include:

- flood lighting,
- significant amount of external lighting or
- glass on elevations

Which are within:

- a National Landscape (formally an Area of Class Q);
- International Dark Sky designations (Bodmin Moor and west Penwith; or
- the open countryside.

What is required

Lighting statements are required to understand the impact of the predicted light spill on the character of the surrounding area.

Things to consider:

- where light shines;
- when light shines;
- how much light shines; and
- Possible ecological impacts.

Guidance

- [Cornwall Area of Outstanding Natural Beauty information on Dark Skies in Cornwall.](#)
- [Planning Practice Guidance: Light Pollution](#)

National Landscape Assessment of Need

There are currently 46 National Landscapes in the UK. Development in Cornwall needs to consider two areas:

Cornwall National Landscape

Cornwall National Landscape is unique, it is the only National Landscape that has 12 separate sections totalling almost a third of Cornwall, 958 sq. km (370 square miles).

Tamar Valley National Landscape

The Tamar Valley National Landscape is located on the border of Devon and Cornwall, and includes the lower valleys of the Tamar, Tavy and Lynher.

These have been designated due to their importance and should be protected.

When required

Major developments within a National Landscape (formally known as an AONB).

What is required

An explanation of the exceptional circumstances and the public interest, including an assessment of:

Need for development

- the need for the development;
- national considerations;
- impact of permitting it upon the local economy; and
- impact of refusing upon the local economy.

Site selection

Sequential approach to site selection including:

- the cost of, and
- scope for,

developing elsewhere. Including outside the designated area or meeting the need for it in some other way.

Detrimental effects

Any detrimental effect on the:

- environment;
- landscape; and
- recreational opportunities

Including the extent to which that could be moderated.

Guidance

[National Landscapes - Cornwall](#)

[Cornwall National Landscape – Welcome The Cornwall National Landscape site](#)

[National Landscapes - Tamar Valley](#)

[hire - Tamar Valley National Landscape Tamar Valley National Landscape](#)

Nutrient Neutrality Utilise existing web page: [Nutrient neutrality and planning applications - Cornwall Council](#)

Noise Impact Assessment

Noise assessments are important to consider:

1. The impact of new noise generating activities on its surrounding area;
2. The impact of existing noise generating activities on new development.

The assessment will help to identify and mitigate against noise.

Good acoustic design needs to be considered early in the planning process.

When required

All applications for:

- wind turbines,
- solar farms,
- diesel generating farms
- mining operations, and
- mineral extraction.

C2 (Residential institutions), C2a (Secure residential institutions), C3 (dwelling-houses) and C4 (Houses in multiple occupation) in the vicinity of:

- existing noise generating issues;
- railways (including stations etc.);
- within 50m of a classified road with an AADT of 5000-9999;
- within 100m of a classified/trunk road with an AADT of 10000+

The following types of development within the vicinity of sensitive uses:

- restaurants,
- cafes,
- drink establishments,
- hot food takeaways
- use class B2

The following types of development which include HVACR or other noise generating activity and in the vicinity of sensitive uses:

- shops (retail warehouses, post offices, ticket and travel agencies, sale of cold food for consumption off premises, hairdressers, funeral directors, hire shops, dry cleaners and internet cafes)
- financial and professional services offices
- research and development of products or processes
- any industrial process
- use classes F1,
- use class F2
- use class Sui generis
- class C1 (Hotels)
- C2 (Residential institutions) and C2a (Secure residential institutions)

What is required

A noise impact assessment by a suitably competent and qualified acoustician, to include:

- baseline monitoring,
- predictions (supported by sound source data),
- full details and specification of mitigation; and
- an assessment of the impact in accordance with the relevant standards.

For residential development the assessment should incorporate details of good acoustic design to achieve national noise standards in rooms and amenity areas.

For proposed C2 and C2A in the vicinity of existing noise generating issues. A noise statement instead of the above noise impact assessment can be provided.

The statement should reference the [Cornwall Design Guide](#) and how noise issues have been considered in the design of the proposal.

Guidance

HVACR – heating, ventilation, air-conditioning and refrigeration systems that include external plant and/or emission points e.g.,

- extraction systems,
- boilers,
- compressors,
- fans, and

- pumps.

Vicinity – it is hard to be specific about ‘vicinity’ since different plant/processes do not have the same noise emissions. As an initial guide, we would recommend a noise assessment is undertaken where new:

- noise sources; or
- new sensitive receptors

are introduced within 100m.

Sensitive uses – sensitive uses include:

- residential dwellings/institutions,
- hospitals
- schools
- care homes
- nurseries
- holiday lets and
- campsites).

[Environmental Protection information for Planning Applicants - Cornwall Council](#)

Odour Impact Assessment

Odour impact assessments are important to consider:

1. The impact of new odour generating activities on its surrounding area;
2. The impact of existing odour generating activities on new development.

The assessment will help to identify and mitigate against odour.

Good design to address odour impacts, need to be considered early in the planning process.

When required

The following developments including changes of use:

‘Change of use’ does not refer to planning use classes. It relates to the use of the land. An assessment may be required even where the existing use is odour generating.

- Odour generating activities in the vicinity of existing odour-sensitive developments.
- Mixed use applications comprising both odour generating and odour sensitive uses.
- Odour sensitive uses in the vicinity of existing odour-generating uses.
- Proposals for food and drink, pub or drinking establishment, hot food takeaway and general industrial uses.
- Waste operations

Odour- sensitive development includes residential, schools and hospitals.

odour-generating uses e.g., industrial/commercial, farms, sewage treatment works etc.

What is required

Mitigation details - Details of mitigation methods for all odour-producing development.

Odour Impact Assessment- from full quantitative assessment to basic qualitative odour impact assessment. Type of assessment dependent on:

- source,
- pathway and
- receiver.

Supporting Odour Management Plan – from comprehensive to basic. This is dependent on risk.

Design details - For residential development the assessment should incorporate details of good design to address odour impacts from neighbouring development.

Guidance

[Environmental Protection information for Planning Applicants - Cornwall Council](#)

Open Space, Sport, Recreation and Green Infrastructure Assessment

Open space is land that is regularly available for recreational or sporting use by the community. This includes:

- beaches
- woodland and wetlands
- school playing fields
- private sports clubs
- allotments and graveyards
- parks and gardens
- amenity land

Where new development is proposed it is important to consider:

1. The impact of new development on existing open spaces, sport, recreation and green infrastructure.
2. Creating new open spaces, sport, recreation and green infrastructure as part of development.

When required

Major residential developments or places of work.

Proposed development which may have an impact on:

- existing open space,
- parks,
- green infrastructure or
- access to open space.

What is required

- Quantity & typology of open space to be created on-site (or off-site), in reference to local quantity standards.
- Layout plans identifying accessibility, community safety design principles, natural, play & recreational value.

- Details of access within site and how proposals contribute to the local strategic green infrastructure network.
- Maintenance of open space required.
- Off-site open space/amenity contribution (Planning Obligations).

Guidance

[Open space strategy and standards - Cornwall Council](#)

Parking Arrangements

Parking arrangements are an important consideration to ensure highway safety.

When required

Required where the proposed development:

- reduces the available parking;
- reduces turning space(s);
- changes access arrangements; or
- increases the demand for parking.

What is required

Details should be submitted stating:

- how access will be provided;
- what arrangements are to be made to ensure that safe access and egress; and
- how reasonable parking demands are met within the application site.

Details can be shown on the proposed site or block plan.

Planning Statement

A Planning Statement is a statement in support of and provides justification for a planning proposal. It goes beyond the information included in a Design and Access Statement.

The information that should be included in a planning statement is set out below. It is dependent on:

- the nature of the proposed development; and
- the type of application submitted.

When required

All major applications

What is required

The statement should provide an explanation of:

- The principles behind (and justification for) the proposed development;
- an explanation of how the proposed development complies with:

National;
Regional; and
Local planning policies

- details of any pre-application consultation activities that have been undertaken. For example consultations with:

the Local Planning Authority;
the wider community; or
statutory consultations

- explain the business case for the development, where necessary; information regarding crime prevention or other considerations.

Guidance

[Planning policy - Cornwall Council](#)

Planning obligations – Draft Head(s) of Terms and Proof of Title

Planning obligations are often referred to as section 106 agreements. They are a key mechanism in the planning system. They make development acceptable which would otherwise be unacceptable in planning terms.

They are used to:

- achieve planning objectives
- lessen the impact of development and/or
- compensate for loss or damage caused by development.

Issues are known as heads of terms. Issues to be included need to be addressed and agreed early on.

They can be used to secure:

- affordable housing
- contributions to provide more school places
- public space within a development
- contributions for off-site facilities.

More information about planning obligations and how they are used can be found here: [Section 106 planning obligations - Cornwall Council](#)

When required

Where there are terms to be secured via a planning obligation and not condition. This should be discussed with a Planning Case Officer prior to submission.

If a planning obligation is required, planning permission will not be granted until the Council receives a planning obligation completed to its satisfaction.

What is required

The submission of a draft section 106 template.

Templates

For Affordable housing please use template: [Section 106 Template with Intermediate and Social \(excluding First Homes\) 170425](#)

For all other obligations please use template:

Guidance

[Section 106 planning obligations - Cornwall Council](#)
[Developer contributions - Cornwall Council](#)

Playing Fields Impact Statement

Sport England help to protect spaces where people get active. They are a statutory consultee where development affects playing field land.

Sport England have published policy and guidance. Their policy is to object to planning applications affecting playing field land unless:

- The proposals will improve the use of a playing field for sport
- Replacement playing field land is to be provided
- There has been a robust assessment that demonstrates there is an excess of playing field land.

The submission of a playing fields impact statement helps assess the proposal against Sport England policy and guidance.

When required

All development involving the loss or gain of a playing field.

What is required

A statement which includes information set out in appendix B of [Sport England's Playing Fields Policy Guidance](#).

Statements should be proportionate to the:

- nature of the development;
- scale of development; and
- its impact on the playing field.

Guidance

[New playing fields planning guidance | Sport England](#)

Public Rights of Way (PROW)

Cornwall has 4,475 km of public rights of way. It also has the longest section of the South West Coast Path National Trail.

There are different types of Public Rights of way which include:

- Public footpaths
- Public bridleways
- Restricted byways
- Public byway

Cornwall Council, as 'Highways Authority' manages public rights of way in Cornwall.

Cornwall Council is responsible for:

- asserting;
- protecting; and
- maintaining

public rights of way in Cornwall.

You can find out where public rights of way are in relation to your development by visiting: [Countryside Access public interactive mapping website](#)

When required

Developments directly affecting a public right of way

What is required

An assessment and mitigation measures.

The affected public right of way must be shown on the existing and proposed block plans.

Guidance

Influence and/or Affected By

In relation to public rights of way Cornwall Council considers the following as influencing/affecting a PROW:

- PROW which run through the red line area
- Proposals which involve the redirection of a footpath (as indicated on the form or in the proposal)
- Proposals affecting a footpath as shown on the application form
- Proposal where the PROW immediately adjoins the site and proposed development has the potential to increase vehicle movements (short term e.g. during the construction stage or long term e.g. as means of access to a building) or increase pedestrians using/crossing the footpath

[Public Rights of Way - Cornwall Council](#)

Regenerative, Low Impact Development Statement

On the 21 February 2023, Cornwall Council adopted The Climate Emergency Development Plan. Policy AL1 within that plan considers regenerative and low impact development.

Its supports innovative, low carbon development that enables more self-sufficient lifestyles that could be part of our approach to help reduce greenhouse gas emissions. As well as development which brings positive environmental enhancements.

When required

‘Low Impact’ residential development seeking to rely on policy AL1.

For information on policy AL1 please see section 7 of [The Climate Emergency Development Plan](#).

What is required

A justification and improvement plan. Setting out:

- the need to live on the site,
- quantifying how the inhabitants’ requirements in terms of income, food, energy and waste assimilation can be met directly from the site, and
- demonstrating that land use activities proposed are capable of supporting the needs of the occupants within a reasonable period of time and no more than 5 years from first occupation.

A baseline survey of the biodiversity and ecological state of the site and proposals that will lead to a measured improvement in biodiversity and carbon capture improvements.

Ecological Footprint Analysis. Providing a figure for the land area required to support:

- an individual,
- a family or
- a community

in terms of :

- food,
- resources,
- energy,
- waste assimilation, and
- greenhouse gas mitigation.

Developments should demonstrate that they will achieve an Ecological Footprint consistent with this type of low impact living.

Zero Carbon Analysis. Demonstrating that a zero-carbon status will be achieved for the construction and use of buildings.

Travel Plan and Transport Statement or Assessment. To demonstrate the:

- suitability; and
- sustainability

of its location through ready access to other services and facilities by walking or cycling.

Statements of Heritage Significance and Heritage Impact Assessments (where relevant). To inform various plans required under this policy. So that plans:

- conserve; and
- enhance

the significance and settings of affected heritage assets and historic landscape character.

Guidance

[Climate Emergency Development Plan Document - Strategic Planning](#)

Shadow Flicker Assessment

Shadow flicker occurs where the rotating blades of a wind turbine cast a moving shadow. This causes a flickering light effect when the sun is low on the horizon.

When considering the location of a wind turbine(s), it is important to consider the effect of shadow flicker on the neighbouring amenity.

When required

Major development for:

- Wind turbine(s);
- with the nearest sensitive receptor within 10 rotor diameter distance of proposed wind turbine(s).

What is required

Applicants should provide:

- analysis which quantifies the impact of shadow flicker;
- how shadow flicker was considered in locating the wind turbine(s); and
- mitigation measures.

Guidance

[Government Guidance – Renewable and Low Carbon Energy – Guidance to help local councils in development policies for renewable and low carbon energy and identifies the planning considerations](#)

[Update if UK Shadow Flicker Evidence Base](#)

Structural Survey

A structural survey evaluates a property's:

- physical condition,
- structural integrity,
- stability and
- overall safety.

When required

Required for:

- internal or external demolition involves a listed building; or
- the conversion of a listed building.

A survey may be required for:

- proposals involving substantial demolition; or
- where there is doubt as to the existing structural stability of a building to be converted. For example, barn conversions.

What is required

Surveys must be carried out by a suitably qualified person. In accordance with:

- BRE Digest 366 Part 2 – “Structural Appraisal of Existing Buildings Including for a Material Change of Use: Preparing for Structural Appraisal”; or
- The Institute of Structural Engineers Report, “Appraisal of Existing Structures” October 2010.

In the case of conversions, the survey should demonstrate that the structure of the building is adequate to meet the need of the new use.

If the survey identifies rebuilding work is necessary, the extent of the building work should be clearly indicated on the elevations and plan as part of the survey report.

Statement of Community Consultation

Some applications which are particularly:

- sensitive and/or
- controversial

may need to be supported by a statement. The statement sets out how the applicant has:

- complied with the requirements for pre-application consultation. This is set out in the adopted Statement of Community Involvement; and
- demonstrate that the views of the local community have been sought; and taken into account

in the formulation of development proposals.

When required

- All non-residential development over 5 hectares
- New residential development comprising 200 units or more
- Applications for 2 or more wind turbines or where the hub height of any turbine exceeds 15 metres

What is required

Publication

As a minimum, notify in writing:

- All Local Councils whose jurisdiction falls within the application site (red line area).
- The Divisional Member whose jurisdiction falls within the application site (red line area).

For schemes defined as major:

- Publish details on a website;
- Place a press advert in the local paper; and
- Hold a minimum of one public consultation event within the local community.

For wind turbines:

- All residential properties within 500m radius of the proposed location of the tower of the turbine(s);
- All Local Councils whose jurisdiction falls within the application site (red line area) of any subsequent planning application, or within 500m radius of the proposed location of the tower of the turbine(s);
- The Divisional Member whose jurisdiction falls within the application site (red line area) of any subsequent planning application, or within 500m radius of the proposed location of the tower of the turbine(s);

In addition for wind turbines defined as major development or those consisting of more than one turbine with a tip height of 50m:

- Publish details on a website;
- Place a press advert in the local paper; and
- Hold a minimum of one public consultation event within the local community.

The above is required as a minimum and please note in some cases wider consultation may be required.

In some cases, for example, where there is a particular relationship between the proposed development and a specific community, the Council may also request that the applicant takes additional steps to notify the community at the pre-application stage.

Contact Information and Timeframe

As a minimum, all notifications should include the following information:

- Details of the proposed development, or direct to where those details can be reasonably accessed;
- Information how comments can be submitted;
- Timeframe for submitting comments (minimum of 21 days and applicants are encouraged to discuss timeframe with Local Councils prior to commencement in order to ensure the Council has a reasonable opportunity to engage in the process); and
- Notification that comments which are received and subsequently submitted to the LPA as evidence of the consultation may be published by the LPA on the website upon registration of a valid application.

Having Regard to Responses Received

Provide a Community Consultation Statement which demonstrates the following:

- Compliance with the above requirements;
- Detail of the responses received; and
- An explanation of how the responses have been taken into account.
- Where the proposal is within an area with an adopted Neighbourhood Development Plan this should also be referenced and taken into account.

Guidance

[Cornwall Council Statement of Community Involvement](#)
[Cornwall Council webpage – Neighbourhood Planning](#)

Surface Water Drainage Strategy

A strategy of how to deal with surface water from a development is very important. The use of traditional drainage systems which convey surface water away as quickly as possible from the development site is discouraged. Instead, SuDS should be used to manage surface water close to its source. This approach can:

- Manage runoff volumes and flow rates
- Reduce the impact of urbanisation and flood risk
- Improve water quality
- Improve and provide wildlife habitats
- Provide amenity areas which can improve community wellbeing

When required

Any new development within flood zone All developments within Flood Zones 1, 2 and 3.

This would not include changes of use with no operational development, external alterations such:

- Replacement windows and doors
- External finishes
- Solar panels
- Reroofing

Other development such as erection of fences or lighting.

What is required

A surface water drainage strategy which contains the following is required:

How will surface water be managed. Provide a description of how surface water resulting from the development will be managed. The strategy should ensure the development does not result in flooding to the site or the surrounding area in rainfall events up to the 1 in 100-year peak event.

Plans. Contain plans showing:

- the proposed surface water drainage system
- overland exceedance flow routes. Consideration must be given to historic, known flood flow routes and those resulting from the development of the site.

Investigation results. Include the results of:

- ground investigations,
- infiltration test and
- groundwater monitoring results

How the four aims of sustainable drainage systems will be met. The four aims of sustainable drainage systems are:

- managing water quantity,
- improving water quality,
- providing amenity and
- encouraging biodiversity

Critical Drainage - Where applicable, demonstrate that the requirements of the Critical Drainage Area have been met.

Consideration of National Standards. Meet the Principles and Standards of the National Standards for Sustainable Drainage Systems (SuDS) (Published 19 June 2025), so far as is practicable.

Consideration of Cornwall Council Climate Emergency Development Plan.

Demonstrate that the design has met the requirements of Policy CC4 - Sustainable Drainage System Design.

Consideration of capacity. Include design calculations to demonstrate the drainage systems are sized to cater for:

- the 1 in 100-year critical duration event,
- plus a minimum allowance of 50% for the effects of climate change

Management and maintenance regime. Include details of the management and maintenance regime. This must include a plan and schedule of maintenance.

Guidance

[Sustainable Drainage Systems \(SuDS\) - Cornwall Council](#)

Telecommunications Development Supplementary Information

The below information enables the Local Authority to consider impacts of telecommunication developments.

This includes both new sites and expansion of existing ones.

When required

Proposed mast or antenna development

What is required

For all developments:

Outcome of consultations. Consultations must take place with organisations with an interest in the proposed development. In particular with the relevant body where installation of the mast is :

- near a place with children/young adults e.g. schools and colleges
- within a statutory safeguarding zone surrounding an aerodrome or technical site.

For proposed expansion to an existing site:

Consideration of International Commission on non-ionising radiation protection guidelines. A self-certified statement confirming that the cumulative exposure will not exceed guidelines.

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.

A statement that self-certifies that, when operational, International Commission guidelines will be met.

Town Centre Impact Statement

A Town centre impact statement aims to identify the impacts of out-of-town centre development on the:

- vitality; and
- viability

of town centres.

When required

All retail and leisure development over 2500 sq. m gross floor space:

- not located within an existing centre (city/town centre, district or local); and
- not in accordance with an up-to-date development plan.

What is required

Consideration of existing, committed and planned public and private investment.

The vitality and viability of the town centre including consumer choice and trade in the town centre and wider retail catchment area.

Guidance

[Communities and Local Government – Planning for Town Centres – Practice guidance on need, impact and the sequential approach](#)

[Government Guidance – Town Centres and Retail](#)

[Cornwall Council – Cornwall Site Allocations Development Plan Document](#)

Travel Plan

A travel plan can form part of the Design and Access Statement or Planning Statement if being provided. The travel plan should be clearly labelled for ease of reference.

A travel plan considers transport impacts of a development and sets measures for sustainable travel. For example, promoting:

- walking
- cycling
- public transport

This can help to:

- encouraging sustainable travel;
- lessening traffic generation and its detrimental impacts;
- reducing carbon emissions and climate impacts;
- creating accessible, connected, inclusive communities;
- improving health outcomes and quality of life;
- improving road safety; and
- reducing the need for new development to increase existing road capacity or provide new roads.

The plan should reflect the scale of the development and the extent of the transport implications of the proposal.

When required

5 or more residential units, (including changes of use)

Proposed commercial floor area, (including changes of use)

Wind Turbine Applications

All major developments

Developments likely to increase the level of pedestrian and/or vehicular usage at a level crossing

Developments impacting a level crossing as set out by Network Rail:

- By a proposal being directly next to a level crossing
- By the cumulative effect of development added over time
- By the type of crossing involved
- By the construction of large developments (commercial and residential) where road access to and from site includes a level crossing
- By developments that might impede pedestrians' ability to hear approaching trains
- By proposals that may interfere with pedestrian and vehicle users' ability to see level crossing warning signs
- By any developments for schools, colleges or nurseries where minors in numbers may be using a level crossing
- By any development or enhancement of the public rights of way

What is required

A travel plan must identify:

- Specific outcomes
- Targets
- Measures
- All journeys resulting from the proposed development

Planning practice guidance set out what the statement should consider:

- benchmark travel data including trip generation databases;
- Information concerning the nature of the proposed development and the forecast level of trips by all modes of transport likely to be associated with the development;
- relevant information about existing travel habits in the surrounding area;
- proposals to reduce the need for travel to and from the site via all modes of transport; and
- provision of improved public transport services.

Guidance

[Travel Plans, Transport Assessments and Statements - GOV.UK](#)

[National Planning Policy Framework - 9. Promoting sustainable transport - Guidance - GOV.UK](#)

Transport Assessments and Statement

A travel assessment and statement can form part of the Design and Access Statement or Planning Statement if being provided. The transport assessment and statement should be clearly labelled for ease of reference.

The plan should reflect the scale of the development and the extent of the transport implications of the proposal.

It assesses:

- transport impacts of a development
- mitigation measures to reduce that impact
- promotes sustainable development

This can include:

- encouraging sustainable travel;
- lessening traffic generation and its detrimental impacts;
- reducing carbon emissions and climate impacts;
- creating accessible, connected, inclusive communities;
- improving health outcomes and quality of life;
- improving road safety; and
- reducing the need for new development to increase existing road capacity or provide new roads.

When required

5 or more residential units, (including changes of use)

Proposed commercial floor area, (including changes of use)

Wind Turbine Applications

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- By any development or enhancement of the public rights of way

What is required

[Planning Practice Guidance on Travel Plans, Transport Assessments and Statements paragraph 015](#) sets out what is required. This includes:

Information about the proposed development. This includes:

- The site layout,
- proposed transport access and layout across all modes of transport.

Information about the surrounding area. This includes neighbouring:

- uses,
- amenity
- character
- existing functional classification of the nearby road network.

Data about existing public transport provision. This includes:

- provision/ frequency of services; and
- proposed public transport changes.

Qualitative and quantitative description of the development. This includes all transport movement that:

- would result from the development;
- and in the vicinity of the site.

Cumulative impacts. Assess trips from all directly relevant committed development in the area

Current traffic flow data. To consider:

- All types of transport and how many of each;
- Critical links
- Junctions

Injury accident records. If the proposed site has been identified as within a high accident area. Analysis of data over the most recent:

- 3 year; and
- 5 year periods.

Environmental impacts. Assessment of likely transport impacts. Especially sensitive areas such as:

- Air quality management areas
- Noise sensitive area

Improve the accessibility. Such as provision/enhancement of nearby footpath and cycle path linkages.

Parking. To include:

- a description of parking facilities in the area;
- and the parking strategy of the development.

Encourage environmental sustainability. Consider ways to reduce travel.

Mitigation measures. How to mitigate impacts such as improvements to:

- public transport network,
- introducing walking and cycling facilities,
- physical improvements to existing roads.

Guidance

In general, assessments should be based on normal traffic flow and usage conditions (eg non-school holiday periods, typical weather conditions) but it

may be necessary to consider the implications for any regular peak traffic and usage periods (such as rush hours).

Projections should use local traffic forecasts such as TEMPRO drawing where necessary on National Road Traffic Forecasts for traffic data.

The timeframe that the assessment covers should be agreed with the local planning authority in consultation with the relevant transport network operators and service providers. However, in circumstances where there will be an impact on a national transport network, this period will be set out in the relevant government policy.

[Travel Plans, Transport Assessments and Statements - GOV.UK](#)

[National Planning Policy Framework - 9. Promoting sustainable transport - Guidance - GOV.UK](#)

Tree Canopy Calculation

Trees provide valuable habitats for wildlife and contribute to the wider landscape and the overall amenity of development. While all trees absorb carbon dioxide in the atmosphere, the right trees in the right places also provide wide ranging resilience to climate change by:

- soaking up excess rainwater,
- filtering air pollution,
- reducing noise pollution and
- cooling the urban environment during periods of excess heat.

In order to both encourage onsite retention of existing trees and to plant new trees, the Council has determined that a 15% canopy coverage, as measured by the overhanging spread of a mature tree, is an achievable aim for major developments in the Cornish climate and fits generally within the character of the Cornish landscape.

This is set out in the [Climate Emergency Development Plan document](#) policy G3.

When required

All major applications submitted from the 15 June 2023.

What is required

The tree canopy calculation is required in addition to a Tree Survey.

The following is required:

- Proposed landscaping plan.
- A plan depicting canopy provision at year 25 post planting.
- Demonstrate the retention of existing and/or the establishment of new canopy coverage equal to at least 15% of the site area (excluding areas of the site that are priority habitat types).
- Any loss of canopy will require justification in accordance with the canopy mitigation hierarchy.
- Where there is a justification for less than 15% tree canopy on the site, this must be fully evidenced.
- Information setting out how the new canopy is sustainable (resilient to pest, diseases and climate change).

Guidance

[Climate Emergency Development Plan Document - Strategic Planning
Trees - Cornwall Council](#)

Tree Survey

A tree survey considers a tree(s):

- Condition;
- Location; and
- Potential risks

It is carried out by a qualified arborist or surveyor.

A tree survey is not just about meeting legal obligations but also protecting people, properties and the environment.

A survey can:

- reduce hazards
- protect trees
- help projects to be sustainable
- provide habitats for wildlife

When required

A tree survey will be required if the development is:

- within two metres of the canopy spread of a tree;
- protected trees within the application site;
- on land adjacent to trees that could influence or be affected by the development (including street trees);
- within a Conservation Area where there are trees within the development area.

What is required

- **Tree and Topographical Survey**

This will include a plan that identifies the position of the trees and schedule that describes them (see part 4 of BS 5837).

- **Tree constraints plan**

This is a design tool that indicates the influence that trees have upon the layout of the design (see part 5 of BS 5837) such as their shade pattern or root protection area.

- **Arboricultural Implication Assessment**

A design statement for trees. It demonstrates how important arboricultural considerations are being addressed (see section 6 of BS 5837) within the design.

- **Arboricultural Method Statement**

This demonstrates how trees will be protected in relation to the finalised design. It may be as simple as a position and specification for tree protection fencing or contain complicated method statements and engineering drawings (see section 7 of BS 5837).

Photographs of the trees are not a requirement but can be useful.

Guidance

[Trees in Development - Cornwall Council](#)

[British Standard \(BS 5837:2012\): Trees in Relation to Design, Demolition and Construction – Recommendations](#)

Ventilation and Extraction Statement

A Ventilation and Extraction Statement is a document detailing the:

- design,
- installation, and
- maintenance

of ventilation and extraction systems.

This is to ensure:

- proper air quality
- safety in buildings
- reduce impact and nuisance on neighbouring amenity.

When required

Developments for:

- restaurants,
- cafes,
- drinking establishments,
- hot food takeaways,
- general business,
- general industrial.

Commercial developments that will cause odorous emissions for example brewing, rendering, paint spraying.

What is required

The statement must prove that nuisance or pollution from cooking odours will not be caused by the proposed use.

Details of proposed fume extraction systems. This must include details of the:

- size,
- design,
- siting,
- finish,
- acoustic treatment and

- odour abatement techniques of the flue extraction system.

Elevation drawings showing the:

- size,
- location and
- external appearance

of plant and equipment will be required.

Details of active odour control systems where proposed.

Odour control methods to limit the odour from waste, location of waste storage.

Falmouth Town Council
Town Clerk
Falmouth Town Council
Municipal Buildings
The Moor
Falmouth
TR11 2RT

Your ref:
My ref: PA26/01331
Date: 22 July 2026

Dear Sir/Madam

**Town and Country Planning Act 1990
Appeal under S78 against Refusal of a Householder Application**

I am writing to let you know that an appeal has been made to the Secretary of State against the Council's decision to refuse planning permission for the proposed development described below:

MHCLG ref:	6012766
Cornwall Council ref:	PA26/01331
Appeal start date:	20 July 2026
Proposal:	Proposed extension and modifications to existing dwelling
Location:	17 Gyllyngvase Terrace Falmouth Cornwall TR11 4DL
Appellant:	Mr & Mrs Wilshaw
Cornwall Council decision:	REFUSED

The Council's reasons for refusing permission for this development are as follows:

- 1 The proposed development, by reason of its design approach, use of materials and alterations to the roof form, including the introduction of extensive glazing, a prominent dormer element and metal cladding to the front elevation would fail to preserve or enhance the character and appearance of the Falmouth Conservation Area. The development would introduce visually prominent, unsympathetic and contrasting alterations that do not respond appropriately to the established traditional form or proportions of the host dwelling or surrounding streetscene, and would result in material harm to the significance of the designated heritage asset. The palette of materials, which is not evident within the immediate street scene, draws the eye and increases the visual prominence of the development, while the dormer and roof alterations fail to integrate with the host dwelling or surrounding buildings.

In addition, the property is visible from Cliff Road and the proposed rear elevation and roof alterations would appear prominent within these public views, resulting in further harm to the character and appearance of the Conservation Area.

The proposal therefore conflicts with Section 72(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990, Policies 2, 12 and 24 of the Cornwall Local Plan, Policies DG3, DG7 and DG11 of the Falmouth Neighbourhood Development Plan, and paragraphs 131, 135 and 215 of the National Planning Policy Framework.

- 2 The proposed development, by reason of its siting, massing and height along the shared boundary with No. 18 Gyllyngvase Terrace, including the introduction of a two-storey extension and single-storey rear projection, would result in a significant overbearing and enclosing impact upon the habitable rooms serving this neighbouring property, which include single aspect windows serving a ground floor reception room and first-floor bedroom. The introduction of a two-storey built form in place of the existing single-storey structure would materially reduce the limited sense of openness currently experienced and would create an unduly dominant and enclosing relationship that would be harmful to the living conditions of both current and future occupiers.

The scale and proximity of the development would also lead to a harmful loss of light to these windows, which already experience a constrained outlook, and the two-storey element would fail to comply with the commonly applied 25-degree guideline. The additional projection of the single-storey sunroom along the shared boundary would further increase the sense of enclosure and exacerbate the overall impact.

The identified harm is considered to be significant and is not outweighed by the benefits of the development. The proposal is therefore contrary to Policy 12 of the Cornwall Local Plan and paragraph 135 of the National Planning Policy Framework.

The appeal will be determined on the basis of written representations. The procedure to be followed is set out in Part 1 of the Town and Country Planning (Appeals) (Written Representations Procedure) (England) Regulations 2009.

As this appeal is proceeding under the Householder Appeals Service, there is no opportunity for you to submit comments.

We will forward copies of all representations made to us in relation to the application before it was determined on to the Planning Inspectorate and the appellant. The Inspector appointed by the Secretary of State will consider those representations when determining the appeal. You have a right to withdraw any representations you made so that they are not taken into consideration by the Inspector. If you wish to do so, you should make that request in writing directly to the Planning Inspectorate within 4 weeks of the appeal's start date.

The Planning Inspectorate will publish appeal documentation, including copies of representations received, on the Planning Inspectorate website. All information provided in your representations, including your name and address, will be published. If you object to publication in this way, please contact the Planning Inspectorate directly.

The Planning Inspectorate aims to deal with appeals that follow the procedure described above within 8 weeks of the appeal start date. The Planning Inspectorate will publish copies of appeal decisions on the Planning Inspectorate website at

<https://www.gov.uk/appeal-planning-decision> . Alternatively, if you wish to receive a hard copy of the appeal decision, please let me know.

Should you require any further information in connection with this appeal, please telephone me.

Yours faithfully

Claire Broughton

**Senior Development Officer
Development Management Service**

Tel: 01872 322222

Email: planningappeals@cornwall.gov.uk

Falmouth Town Council
Town Clerk
Falmouth Town Council
Municipal Buildings
The Moor
Falmouth
TR11 2RT

Your ref:
My ref: PA26/01331
Date: 22 July 2026

Dear Sir/Madam

Town and Country Planning Act 1990 – Appeal Under S78 against refusal of a Householder Application

Site Address:	17 Gyllyngvase Terrace Falmouth Cornwall
Description of Development:	Proposed extension and modifications to existing dwelling
Appellant's name:	Mr & Mrs Wilshaw
Appeal reference:	6012766
Cornwall Council ref	PA26/01331
Appeal Start Date:	20 July 2026

I refer to the above details. An appeal has been made to the Secretary of State against the decision of Cornwall Council to refuse to grant planning permission.

The appeal will be determined on the basis of **written representations**. The procedure to be followed is set out in Part 1 of the Town and Country Planning (Appeals) (Written Representations Procedure) (England) Regulations 2009.

As this appeal is proceeding under the **Householder Appeals Service**, there is no opportunity for you to submit comments. However, we have forwarded all the representations made to us on the application to the Planning Inspectorate and the appellant. These will be considered by the Inspector when determining the appeal.

If you wish to withdraw any representation you made on the application, you must make this request to the Planning Inspectorate by **17 August 2026**. You can do this online at <https://appeal-planning-decision.service.gov.uk/comment-planning-appeal/enter-appeal-reference>.

The appeal documents can be inspected online at <http://planning.cornwall.gov.uk/online-applications>.

The Planning Inspectorate aims to deal with appeals following this procedure within 8 weeks of the appeal start date. When made, the decision will be published online at <https://appeal-planning-decision.service.gov.uk/comment-planning-appeal/enter-appeal-reference>.

Yours faithfully

Claire Broughton

**Senior Development Officer
Development Management Service**

Tel: 01872 322222

Email: planningappeals@cornwall.gov.uk

TOWN AND COUNTRY PLANNING ACT 1971

FOR SUBMISSION TO THE COUNCIL ON 3rd AUGUST 2026

Applicant	Works, Location, and App. Number	Decision
St Mary's Catholic Primary School	Works to Trees covered by a Tree Preservation Order (TPO) - G001 - Ash - Removal of trees. G003 - Willow - Removal of snapped hung up branches. G006 - Hazel and Oak - Coppice overhanging hazel back to fence line and prune to clear property by 2m. T006 - Alder - Fell dead standing tree. T007 - Birch - Fell dead standing tree. T009 - Holly - Removal of deadwood and dead stems over footpath. T017 - Sycamore Removal of stem over footpath and third party property. St Mary's School, Mongleath Road, Falmouth. PA26/02293	Approved
Mr Peter Robinson	Listed Building Consent to reinstate damaged ceiling to bathroom and hallway with acoustic sound proof plasterboard and fire plasterboard. Apartment 1, Quayside, 6 Grove Place, Falmouth PA26/02393	Approved
Mr Davis & Miss Pagin	Proposed internal alterations, raising of roof, conversion of basement to habitable rooms, enlargement of terrace and associated works. Bosilliack, Silverdale Road, Falmouth. PA26/02464	Approved
Will Jackson	Replacement external windows and doors, replacement roof finish and minor internal and external alterations. The Former School of Art, Arwenack Avenue, Falmouth. PA26/02564	Approved
Mr Richard Dennison	Application for a Lawful Development Certificate for an existing use as an HMO with 3 letting rooms. 20 Waterloo Road, Falmouth PA26/02621	Granted (CAADs, PIPs and LUs only)
Ms Kim Ibbotson	Proposed extensions and porch with associated works.	Approved

	1 Tall Ships Close Falmouth PA26/02730	
Mr Chris & Julia Hubert & Drage	Proposed alterations and extension to existing dwelling. 16 Tredynas Road, Falmouth. PA26/02795	Approved
Mr Joe Dobson	Loft extension, garage and associated works. 84 Mongleath Road, Falmouth. PA26/02786	Withdrawn
Mr & Mrs Chafer	Proposed alterations to existing openings, external finishes and internal layout and construction of shed. The Old Bakery, Minnie Place, Falmouth. PA26/02827	Approved
Paul Cull	Listed Building Consent for partial roof replacement. Royal Cornwall Yacht Club, Dunstanville Terrace, Falmouth. PA26/02987	Approved
Miss Madeliene Macrae	Demolition of shed and utility room and erection of a single storey extension to the existing dwelling. 15 Budock Terrace, Falmouth. PA26/03308	Approved
LNT Construction	Submission of details to discharge BNG condition as set out in any other additional information in respect of Decision Notice PA25/06993 dated 30/04/26 Falmouth Business Park, Bickland Water Road, Falmouth. PA26/03369	S52/S106 and discharge of condition apps
Mr Charlie Ross	Submission of details to discharge Condition numbers 3 (contam risk) and 4 (contam remediate) in respect of Decision Notice PA23/03575 dated 27/09/23 Pendennis Shipyard Ltd, Bridon Building, Third Floor, Falmouth Docks, Falmouth. PA26/03619	52/S106 and discharge of condition apps
Mr Mike Nightingale	Works to trees in a Conservation Area, T1 - Sycamore - Coppice - Retain stump for natural regeneration. 41C Killigrew Street, Falmouth. PA26/03646	Decided not to make a TPO (TCA apps)

Miss Pombeiro	Construction of mono-pitch front porch. 16 Gyllyngvase Terrace, Falmouth. PA26/03780	Approved
Mrs Sue Clay	Application for tree works in a Tree Preservation Order (TPO): Reduce/pollard a Sycamore tree. 24 Bosmeor Road, Falmouth. PA26/03793	Approved
Mr Toby Nenning	Works to Tree within a Conservation Area (TCA) - T639 - Holm Oak - Targeted crown reduction to reduce lever arm of lateral limbs on nw/w of the tree, proposed reduction of 3m. A reduction of 2m of the remaining limbs also. University College Falmouth, Woodlane, Falmouth. PA26/03949	Decided not to make a TPO
Mr. Neil Chadwick	Works to Trees within a Conservation Area (TCA) - T1 - Beech and T2 and T3 - Holm Oak - Reduce W projecting crown overhanging Kimber Court. Retain shape and overall balance of tree. G1 - Lime group - Reduce crown overall by 4m. G2 - Yew group - Reduce height by up to 3m. Carmino House, 2 Sea View Road, Falmouth. PA26/04040	Withdrawn
Mrs K Drake	Works to trees within a Conservation Area - T1 Red Sycamore. Remove lowest, south- westerly extending branch; reduce crown overall by 1.5m. 26 Woodlane, Falmouth. PA26/04052	Decided not to make a TPO (TCA apps)
Weronika Duda	Proposal constitutes permitted development in accordance with Part 15, Class B, of Schedule 2 of the Town and Country Planning (General Permitted Development) Order 2015. Street Record, Union Corner, Falmouth. PA26/04829	Closed – advice given
Luke Gilchrist	Proposal constitutes as permitted development in accordance with Part 15, Class B, of Schedule 2 of the Town and Country Planning (General Permitted Development) Order 2015	Closed – advice given

	Street Record, Penvean Lane, Falmouth. PA26/04830	
Weronika Duda	Proposal constitutes permitted development in accordance with Part 15, Class B, of Schedule 2 of the Town and Country Planning (General Permitted Development) Order 2015. Street Record, Kimberley Park Road, Falmouth. PA26/04889	Closed – advice given