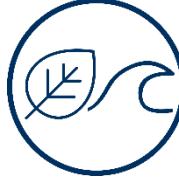


PLANNING COMMITTEE – 2 JULY 2025**REPORT FOR DECISION****CORNWALL COUNCIL STREET TRADING POLICY CONSULTATION**

Our Culture	Our Decision Making	Our Environment	Our Money	Our People	Our Places	Our Resilience & Wellbeing
						
		✓		✓	✓	✓

Recommendation:

Consideration be given to the proposed Street Trading Policy circulated by Cornwall Council and, if necessary, comments be agreed and included within a response to the consultation.

Background:

Cornwall Council is currently reviewing its Street Trading Policy and the current document has been revised to include various minor amendments and provide clarification regarding practices and procedures.

For ease of reference the changes are shown in shaded italic text in the document set out at Appendix 1 to this report.

The changes to the policy include the following:-

- Clarification regarding Pedlars.
- Update as a result of new legislation for Pavement Licences under the Business and Planning Act 2020.
- Clarification/update to the wording for some of the Policy Exemptions.
- Single use plastics update as a result of new legislation.
- Clarification regarding disposal of business waste.
- Reference to the Council's Healthier Weight Strategy.
- New requirement for applicants to provide DBS basic disclosure as part of application.
- Clarification on when applications are referred to the Street Trading Sub-Committee for determination.
- Clarification regarding the imposition of additional conditions.

- Clarification regarding payment of application fees.
- Condition added that evidence of commercial waste collection must be provided.
- Condition added relating to street cleaning.
- Condition added requiring notification of change of name, address or contact details.
- Condition added requiring notification of convictions etc.

Penzance Council has been contacted regarding the proposed changes in order to allow it to respond to the consultation exercise. In accordance with its Terms of Reference, it falls to the Planning Committee to respond on the Council's behalf, should it be deemed necessary.

Responses to the consultation are required by 15 August 2025.

Appendix 1 – Proposed Street Trading Policy

Elliot Ridington
Democratic Services and Governance Officer



Street Trading

REVIEW of Statement of Practices, Procedures & Policy

Current document status			
Version	1.0	Approving body	Cornwall Council
Date	May 2025	Date of formal approval	
Responsible officer	Julie Flower Principal Licensing Practitioner (Policy)	Review date	2025
Location	https://www.cornwall.gov.uk/business-trading-and-licences/licences-and-street-trading/street-trading-licence/		

Version history			
Date	Version	Author/Editor	Comments
21 January 2020	0.9	Julie Flower	Approved by Cornwall Council
May 2025	1.0	Julie Flower	Draft revised policy for consideration by Licensing Act Committee on 5 June 2025 prior to public consultation

Document retention	
Document retention period	6 years.



Pre-Application Advice & Application Assistance

Take the headache out of your licensing applications with our NEW services

Cornwall Council's Licensing Team offer services to support street trading enquiries and applications.

Our aim is to assist you to ensure you only apply for the licences you need and to help mitigate any problems which may arise during the application process.

What service is provided with the PRE-APPLICATION ADVICE?

- ❖ We will provide advice so that you can determine which licence(s), if any, are required.
- ❖ We will provide advice to ensure you apply for the correct licence tailored to the needs of your business.
- ❖ We will provide advice on supplying the necessary information to accompany an application.

What service is provided with the APPLICATION ASSISTANCE?

- ❖ We will assist you with completion of the application forms.
- ❖ We will assist you with supplying the necessary information to accompany your application.

What are the benefits to you?

- ✓ **Save time:** applications can be delayed due to basic errors - avoid these delays by using our services.
- ✓ **Save money:** we will help ensure the process runs smoothly and we will consult with the relevant authorities as soon as your application is correctly completed.
- ✓ **Give peace of mind:** we will make sure your application is correctly completed, that you only apply for what you need and ensure your licence is fit for purpose.
- ✓ **Secure:** we will ensure your application is electronically submitted.

How much does it cost?

The fixed fees for this quality service include VAT, cover the cost of administration, delivery of the service and are not for profit:-

Pre-Application Advice	£60
Application Assistance	£55

Payment for [business regulatory support services](#) is in addition to any relevant application fee (see page 21 for further information relating to fees).

Cornwall Council's Public Protection Service operate impartially and free from conflicts of interest. Businesses should be aware that it may be possible to obtain the same services as those offered by Cornwall Council Public Protection Service elsewhere. We encourage businesses to make their own investigations with alternative providers as to whether the services are available elsewhere and to obtain the best value for those services. Please note that businesses are not obligated to take up the services offered by Cornwall Council Public Protection Service.

For more information on business regulatory support services provided by Public Protection:- [business regulatory support services](#)

For further information or to take advantage of our Licensing Direct Services, please refer to the information on our website: [Street Trading](#) or contact the Licensing Team:

- Email licensing@cornwall.gov.uk
- Telephone 01872 324210

If you would like this document in another format, please contact:

Cornwall Council
County Hall
Treyew Road
Truro
TR1 3AY

Telephone: 0300 1234 100
Email: enquiries@cornwall.gov.uk
www.cornwall.gov.uk

Please consider the environment. Only print this document if it cannot be sent electronically.

Regulation of Street Trading

Street trading is regulated under Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982.

The Act provides that a Local Authority may by resolution designate any street in their area as a prohibited, licence, or consent street.

Cornwall Council's Licensing Authority adopted the legislation on 16 February 2010 and resolved that street trading in Cornwall would be regulated by way of 'consent' or 'prohibited' streets.

The Licensing Authority regulates street trading so that they can decide where to allow street trading and can properly manage the environmental and safety implications for example, obstructions, overcrowding in streets, escape from/access to premises causing public safety issues, nuisances such as smells, noise and litter.

On 1 July 2016, the Licensing Authority designated the whole of Cornwall as a street trading 'consent' area.

~~This policy was reviewed in 2019 and approved by Cornwall Council on 21 January 2020.~~

~~Further reviews will take place~~ *It is intended that this policy is reviewed* at least every 5 years.

Definitions

'Street trading' means the selling or exposing or offering for sale of any article (including a living thing) in a street.

'Street' includes any road, footway, beach or other area to which the public have access without payment and a service area as defined in section 329 of the Highways Act 1980, and also includes any part of a street.

Designations

Following public consultation, Cornwall Council's Licensing Authority has designated the whole of Cornwall, being the area regulated by the Council, as a street trading 'consent' area.

This means all street trading in Cornwall requires the Licensing Authority's consent apart from the legal and policy exemptions shown below.

Exemptions

Some types of trading are legally exempt from the need to obtain a Street Trading Consent, although other permissions may still be required.

Legal Exemptions include:-

Pedlars, who operate under, *and within the definition of* the Pedlars Act 1871 and obtain a Pedlars Certificate from the Police, if required. *(NB Pedlars who sell food for immediate consumption are not required to obtain a Pedlars Certificate).*

Pedlars are people who sell from place to place and cannot sell from a fixed pitch; they must move around and not wait for customers to come to them, they cannot stand in any one place for a considerable time, nor can they exhort those passing to buy their goods. Pedlars can carry their goods and can use a wheeled trolley to transport them.

Charter Markets/fairs which are established by virtue of a grant, enactment or order – further information is available from the Licensing Service.

News vendors/selling periodicals e.g. Big Issue - selling or offering for sale newspapers or periodicals either with or without a stall does not require a consent, however if the stall stands on the carriageway of a street, it must be less than 1 metre in length and width, less than 2 metres high and occupy less than 0.25 square metres of ground. Stalls larger than this may require consent.

The use for **trading under the Highways Act 1980** of an object or structure placed on, in or over a highway. ~~(pavement cafes etc.)~~ However, a Pavement Licence under the Business and Planning Act 2020 may be required – please refer to [Pavement licensing - Cornwall Council](#)

Trunk road picnic areas¹ - the operation of facilities for recreation or refreshment under the Highways Act 1980.

Petrol Filling Stations or Shops - where trading is carried out, e.g. on a forecourt adjoining such premises, so used as part of the business of the shop (and not by a third party), Street Trading Consent is not required from the Licensing Authority. However, any trading on the highway must not take place unless you have permission from the Highway Authority, ~~e.g. Tables and Chairs Consent.~~ *or the Licensing Authority in respect of Pavement Licensing.*

Roundsman - Selling, offering or exposing for sale things as a roundsman does not require a consent. A roundsman has been defined as one who visits a 'round' of customers taking and delivering the orders of those customers.

Charity stalls - Street Trading Consent is not required, but the charity will require a 'Street Collection Permit' authorised by Regulations made under the Police, Factories etc. (Miscellaneous Provisions) Act 1916.

¹ Although trading on trunk road picnic areas is exempt from requiring Street Trading Consent, the trader must still have permission from [National Highways](#)

Legal Exemptions continued:-

Service Providers, e.g. hair-braiding², face painting and henna tattoos, etc. The Act which governs street trading relates to the selling of articles and as such, it is the Licensing Authority's view, that people who provide a service e.g. hair-braiders, are not considered to be trading for the purposes of the legislation. However, if quantities of accessories used in hair braiding are also offered for sale, then this may be street trading and may require consent.

Persons providing services in the street should seek permission from the landowner and should take care not to cause any nuisance or obstruction as this could result in the Police or another authority taking action.

Policy Exemptions

In addition to the legal exemptions, the Licensing Authority has determined that the following are also **exempt**³ from requiring a Street Trading Consent:-

- Trading at fetes, carnivals or similar community based organised and operated events (subject to permission of event organiser).
- Trading at approved markets/events (e.g. approved by Cornwall Council, Town or Parish Council) with permission of market/event organiser. The Licensing Service must be satisfied that the market/event has been appropriately approved and evidence of approval may be required to be produced.
- Car boot sales on private property.
- Goods from working farms sold within the curtilage of the farm where they were produced.
- Sales of articles by residential occupiers within the curtilage of their properties or adjacent or adjoining land contiguous with it, e.g. honesty boxes, occasional garage sales etc. (This exemption does not apply to those operating a business of selling articles outside their property.)

Please note, although the above are exempt from requiring a Street Trading Consent, other permissions may be required such as Planning and Business Rates may be payable.

² Hair-braiding is regulated in St Ives only by way of a [Public Space Protection Order](#) – contact St Ives Town Council for further information. [Contact Us - St Ives Town Council](#)

³ Please note, although the Licensing Authority has specified exemptions in this Policy, any concerns identified, e.g. in relation to public safety or any other matter, may be subject to further consideration by the appropriate Committee, to make the final decision as to whether the exemption applies.
In addition, although an exemption may apply, traders may still require permission from Cornwall Council or other relevant landowner(s) and/or event organiser(s) and pay a fee if required.

Policy Exemptions continued: -

- Buskers⁴ who sell recordings of their own musical performances, which is ancillary to providing street entertainment.
- Trading on beaches (~~subject to~~ *however*, permission *must be obtained* from the beach owner; email beachmanagement@cormacltd.co.uk for more information on Cornwall Council owned beaches).
- Trading on Cornwall Council owned Public Open Spaces/ Pop-up sites⁵, Car Parks, and Harbours (~~subject to~~ *however*, permission *must be obtained* from relevant service within Cornwall Council).
- Privately owned land⁶ which is more than 5 metres from the public highway⁷. (~~subject to~~ *however*, permission *must be obtained* from the private landowner).
- Trading in residential areas/housing estates in a way that involves moving around (less than 20 minutes in each location) and not trading from a fixed pitch (e.g. ice-cream vans and hot food vendors). *However, this exemption may not apply if trading within a 400 metre radius from the premises boundary of a school, college or other place where children and young people congregate. These "other" places may include youth centres and parks for example and will be determined on a case-by-case basis, with advice sought from the Public Health Team if required.*

NB If not covered by one of the exemptions above, trading on privately owned land where the public has free access and which is less than 5 metres from designated streets, e.g. forecourts or other areas adjacent to designated streets, is **not** exempt and requires Street Trading Consent. This is to control a loophole for potential street traders to trade from privately owned areas immediately adjacent to regulated streets.

⁴ Buskers should comply with the Council's Street Performers Guide at the following link: [Street Performers - Cornwall Council](#)

⁵ As an alternative to Street Trading Consent on the highway, there may be opportunities to trade on Council-owned land at one of the Council's Pop-Up Sites; more information available at [Pop up sites - Cornwall Council](#) or email popupsites@cornwall.gov.uk

⁶ Privately owned land does not include land owned by a Local Authority (i.e. Cornwall Council or Town/Parish Councils). Therefore, trading on Town/Parish Council owned land requires Street Trading Consent from Cornwall Council's Licensing Authority as well as permission from the relevant Town or Parish Council.

⁷ Public highway is the area over which the public has free access to pass. This includes, but is not limited to surfaced roads, surfaced footways, cycle-ways, verges, *pavements*, footpaths, *lay-bys*, bridleways and byways (exact limits of highway can be clarified through Land Searches).

Single-use/non-recyclable plastic

Waste and Environment

Cornwall Council has declared a climate emergency and is committed to reducing carbon emissions to net zero by 2030 *an ambitious target of achieving carbon neutrality by 2030.*

Waste and recycling are a major concern, with single use plastics creating unnecessary waste with negative impacts on our communities.

Cornwall Council encourages a culture that supports the environment by reducing waste and utilising reusable and recyclable products.

~~Traders are therefore strongly encouraged to move away from using single-use/non-recyclable plastic.~~

The Council supports the Government restrictions on single use plastics, and traders must NOT supply single-use plastic, such as cutlery and plates, or food and drink in polystyrene containers. For more information, refer to guidance: [Single-use plastics bans and restrictions - GOV.UK](#)

It is a condition of all Street Trading Consents that street traders will be required to provide evidence of collection and recycling of their plastic products.

In relation to business waste, please refer to [Right Waste Right Place](#).

Cornwall Council offer a commercial waste service <https://www.cornwall.gov.uk/rubbish-recycling-and-waste/value-for-money-commercial-waste-service-in-cornwall/> although traders are under no obligation to use this particular service, as other licensed Waste Carriers are available.

It is a condition of all Street Trading Consents that street traders will be required to provide evidence of their commercial waste collection.

~~In addition, it has been resolved that the Licensing Act Committee will phase out single use and non-recyclable plastics by January 2022. Therefore, the following additional condition has been added to all Street Trading Consents:~~

~~**“Single use and non-recyclable plastics must not be used by traders.”**~~

~~Failure to comply with this requirement will be regarded as a breach of the conditions under which the Street Trading Consent is granted and may result in appropriate compliance action being taken.~~

Health and Food Retailers

Cornwall Council supports [Cornwall and Isles of Scilly Healthier Weight Strategy 2025 to 2035](#) which has been adopted to enable all residents to achieve and maintain a healthier weight. Being overweight or obese is associated with reduced life expectancy, a range of chronic diseases, negative mental health impacts, stigma and abuse. One of the biggest influences on our weight is the environment around us – this includes the availability of unhealthy food.

Local authorities have a duty to improve the health of the population including supporting people to eat healthily to prevent serious conditions such as diabetes and heart disease. Cornwall Council expects local traders to support its commitments.

Street traders selling food are encouraged to provide:-

- *locally sourced food where possible, as this cuts down on carbon emissions from transport and supports local jobs.*
- *vegetarian and vegan options, as these have lower carbon emissions and are part of a healthier diet.*
- *smaller portion options to reduce calories, carbon emissions and food waste.*
- *free drinking water refills, as water is a healthy option, and also reduces plastic waste.*
- *a small discount to encourage customers to bring their own hot drinks cups.*

All food businesses must be registered with the Council and have a food safety management system in place. If intending to sell food, traders should seek advice from a Food Safety Officer in the Council's Public Protection Team. Further information is available at [Food safety - Cornwall Council](#), [Food registration and approval - Cornwall Council](#)

Mobile Bars / Alcohol Licensing / Late Night Refreshment

Traders should also be aware that there is a requirement to obtain a Premises Licence or a Temporary Event Notice under the Licensing Act 2003 if selling alcohol or providing late night refreshment: [Premises licence - Cornwall Council](#), [Temporary Event Notice - Cornwall Council](#)

Motor Vehicles for sale on highway

Vehicles for sale on the roadside and grass verges can cause significant nuisance to local residents and take up valuable car parking spaces. Furthermore, these vehicles can often be a road safety hazard causing a distraction to motorists.

Exposing vehicles for sale on a road is therefore regulated under the Clean Neighbourhoods and Environment Act 2005, and a person exposing or advertising for sale, two or more motor vehicles, parked within 500 metres of each other on a road, is committing an offence.

A 'road' is defined as any length of highway or road to which the public has access and is not restricted to public rights of way. It includes the carriageway, footpath and the verge of the highway.

A person guilty of this offence may be issued a Fixed Penalty Notice or subject to a fine of up to £2,500. The offence is targeted at businesses, and any private individual who has two or more vehicles for sale on a road must be able to demonstrate they are not acting in a business capacity.

Vehicles exposed or advertised for sale, which are not regulated by the Clean Neighbourhoods and Environment Act 2005, are therefore controlled through this Street Trading policy. This applies to individuals and businesses; the only exemption is residential occupiers who sell their own private vehicle within the curtilage of their own residential property or adjoining land (provided there is no road safety hazard).

Application Procedure

Applicants must be aged 17 years or over and provide proof of evidence of right to work in the UK as part of their application. *Please refer to* the list of [acceptable documents](#) to prove right to work.~~is available from the Licensing Office.~~

In order to assess suitability of individuals, applicants are also required to provide a Disclosure & Barring Service (DBS) basic disclosure each year as part of the application process. The DBS must be less than 3 months old at the time of application.

A basic DBS check obtained via [GOV.UK](#) or a basic DBS check obtained through a [Responsible Organisation](#) is acceptable- the DBS has a [list of companies](#) who are Responsible Organisations on the [GOV.UK](#) webpage.

Applicants with current unspent convictions will be subject to further scrutiny and may be referred to the Street Trading Sub-Committee for determining suitability to be issued a Consent.

Application forms are available ~~from the Licensing Team on request or~~ on the Council's website:- [Street trading licence - Cornwall Council](#)

The Licensing Team also offer services to support street trading enquiries and applications through Licensing Direct Services, see link:- [Licensing Direct \(Street Trading\) flyer](#) which include Pre-Application Advice and/or Application Assistance. Our aim is to assist you to ensure you only apply for the licences you need and to help mitigate any problems which may arise during the application process.

The application process may take up to 8 weeks, as for each application received, the Licensing Team may consult with the Police, appropriate Town/Parish Council⁸, Cornwall Councillor(s), Chamber of Commerce, local Business Improvement District (BID), relevant services within Cornwall Council such as Highways⁹, Planning, Licensing Compliance, Trading Standards, Environmental Health (Environmental Protection, Health & Safety and Food Safety), Fire & Rescue Service, Public Health, Harbour Authority, Environment Service, Parking Services, Street Works and any other relevant person/body.

Tacit consent (*i.e. automatic grant*) does not apply, as it is in the public interest that applications are processed before they can be granted.

When considering applications, the Council will have regard to any comments that have been received as part of the consultation process and will also take into account street trading and other relevant legislation, this Policy and the Conditions.

Applicants should be aware that some details of their application are publicly available, including applicant's full name, trading name and proposed trading details.

Please refer to the Council's Street Trading Consent [Privacy Notice](#)

Applicants who are granted Consent will be advised and once exact trading dates and appropriate fees are agreed, a Street Trading Consent will be issued.

Although a Consent may be granted, please note this may not provide exclusive rights to use the trading location, and there is no guarantee that trading can take place at all times, e.g. there could be occasions where Cormac/utilities are carrying out works, or the road is temporarily closed etc or vehicles are legally parked in a trading location.

Objections

Should valid objections be received, applicants will be notified, and applications may be referred to a Hearing of the Council's Street Trading Sub-Committee for them to make a decision on the application. All parties will be invited to attend. Alternatively, if all parties reach an agreement and also agree that a full Hearing can be dispensed with, the matter may be dealt with by a Hearing by Documentation procedure without the need to attend a Hearing.

⁸ If intending to trade on Town or Parish Council owned land, permission must be given by the Town or Parish Council prior to a Street Trading Consent being granted by Cornwall Council.

⁹ National Highways are consulted on trading on the A30 and A38 trunk road laybys.

Refusals

The European Union Services Directive 2006/123/EC (EUSD) was intended to make it easier for street traders to set up anywhere in the European Union.

In order to comply with the EUSD any prohibition on street trading authorisation must be justified by an *“overriding reason relating to the public interest”* (ORRPI).

Examples of ORRPI are public policy, public security, public safety, public health, protection of consumers, recipients of services and workers, combating fraud and the protection of the environment and the urban environment.

The refusal of a Street Trading Consent on the grounds that there are already enough traders in the street, trading from other shops, or that there are other traders selling similar products, is not compatible with the EUSD and ~~should no longer~~ **cannot** be used as a **lawful** ground for refusal.

Applicants should be aware that applications may be refused, without the requirement for a Hearing, if the granting of a Street Trading Consent would constitute an offence under the Highways Act.

Other examples of grounds for refusal include:-

- Road safety concerns (e.g. consideration should be given to the length of laybys, access for vehicles pulling in and out).
- Not enough space in the street you wish to trade in, without causing interference or inconvenience to other street users.
- Applicant previously failed to comply with conditions on a Street Trading Consent.
- The Consent, if granted, will result in nuisance to members of the public, residents and local businesses due to the likely noise, smell, litter, disturbance or other problems which will be caused by granting the consent, particularly in residential areas or areas of specific interest/ outstanding natural beauty.

Applicants who are refused Consent will be given a formal notice of refusal, giving reasons for the decision. There is no right of appeal, but the decision can be challenged by way of a Judicial Review to the High Court.

Conditions

Standard conditions are attached to this policy for information, at Appendix 1.

The Council can allow exemptions from the standard conditions within this policy where they deem it appropriate in the circumstances. Each application is considered on its own merits and the Council can depart from the policy where appropriate to do so.

Any departure from the policy or conditions will be referred to a Street Trading Sub-Committee Hearing. However, if all parties agree, this can be dealt with by way of a Hearing by documentation.

The Council may also attach such additional conditions as they consider reasonably necessary, including conditions to prevent any obstruction of the street or danger to persons using it, or any nuisance or annoyance to any person. The conditions may also stipulate what traders may sell, exactly where and when they may sell and the fee they must pay. *Additional conditions can be imposed by officers under delegated authority if all parties agree. However, if an agreement has not been reached, a Hearing of the Street Trading Sub-Committee will be required.*

Street trading is controlled to avoid obstruction and protect public safety, for example overcrowding in streets affecting escape from and access to premises. It also prevents noise, smells and nuisance and ensures any litter from street trading is removed from the site.

A consent holder is responsible for ensuring conditions are strictly complied with at all times and may be held liable under the appropriate legislation.

Any contravention of conditions may lead to revocation or non-renewal of the Street Trading Consent and/or prosecution.

In addition, an individual trader working under the benefit of a consent holder's Street Trading Consent may be individually liable under the appropriate legislation.

A Street Trading Consent can be revoked at any time.

Renewals

Street Trading Consents will be issued for a maximum period of 12 months or up to the end of the current year. Shorter term Consents may also be issued on a daily, weekly or monthly basis.

Subject to no substantiated complaints being received regarding the manner in which traders conduct their business, priority will be given to existing traders renewing Street Trading Consents.

Street Trading Consents are renewable annually before 31 December for the following year. It is recommended that traders submit their renewal applications by 31 October each year, to avoid any risk of losing their pitch to other applicants.

Reviews

The Council may review a Street Trading Consent if there are concerns or complaints after a Street Trading Consent has been granted. Consent holders will be notified and there may be a referral to a Hearing of the Council's Street Trading Sub-Committee for them to review the Consent. The Committee may take no action, or they may issue a warning, vary the consent, amend conditions or revoke the Consent.

Fees & Charges

The licence 'Application Fee' must be received before an application can be processed.

~~Payment should be made by debit or credit card.~~

Once an application has been validated, the Licensing Officer will contact the applicant to make payment via debit or credit card using the Council's online secure payment link.

Please note, if an application is formally refused (by officers under delegated authority, or the Street Trading Sub-Committee) the application fee will be refunded.

If the application is approved, additional 'Trading Fees' are payable depending on the number of days and months trading takes place. The Licensing Authority may agree that trading fees are paid by instalments, and if so, these must be paid in advance of trading and at least before the month of trading. Failure to do so may incur an additional fee *and/or revocation of the Street Trading Consent by Officers under delegated authority.*

For more information, including the schedule of fees, please refer to Appendix 2 (page 21) of this document.

Compliance

It is an offence to trade in a designated 'Consent' street without having first obtained Consent, to breach certain conditions attached to a Consent or to make a false statement. Any person found guilty of these offences can be fined for each offence (level 3 on the standard scale).

The Council complies with the Regulators' Code¹⁰. In addition, the Enforcement Policy¹¹ for Public Protection sets out a range of actions that are available where offences are found or where street trading conditions have been contravened. A balanced and transparent approach will be taken, and each case will be judged on its own merits.

The Licensing Authority will share information with other agencies in relation to compliance and risk and will seek to work with the Police, Town/Parish Councils and other agencies in enforcing the licensing legislation.

~~In order to assist, an on-line complaint form is available on~~ *Please refer to* the Council's website *for more information:* [Licensing compliance - Cornwall Council](#) or email licensingcompliance@cornwall.gov.uk to report any concerns ~~to Licensing Compliance.~~

¹⁰ More information on the Regulator's Code is at <https://www.gov.uk/government/publications/regulators-code>

¹¹ The Enforcement Policy can be obtained from the Licensing Compliance Team (telephone 0300 1234 212)

Data Protection / UK General Data Protection Regulation (UK GDPR)

All data sharing is in accordance with the Data Protection Act and UK GDPR – please refer to our [Privacy Notice](#) on the Council's website or from the Licensing Team on request.

Further Information

Information and details of how to apply for Street Trading Consent are available on the Council's website:-

[Street trading licence - Cornwall Council](#)

Cornwall Council's Licensing Direct services:-

[Licensing Direct \(Street Trading\) flyer](#)

Cornwall Council's Interactive mapping:-

[Interactive Mapping](#)

Cornwall Council's Business Regulatory Support Service:-

[Business support and advice - Cornwall Council](#)

Local Government (Miscellaneous Provisions Act 1982 – Schedule 4:-

[Local Government \(Miscellaneous Provisions\) Act 1982 \(legislation.gov.uk\)](#)

European Union Services Directive:-

[L 2006376EN.01003601.xml \(europa.eu\)](#)

Licensing Act 2003 – alcohol and late night refreshment information:-

[Licensing Act 2003 - Cornwall Council](#)

Food Registration:-

[Food registration and approval - Cornwall Council](#)

[Food safety - Cornwall Council](#)

[Chief Planning Officer's Advice Note: Hot food takeaway premises.](#)

[Cornwall and Isles of Scilly Healthier Weight Strategy 2025 to 2035](#)

Health matters: obesity and the food environment:-

[Health matters: obesity and the food environment - GOV.UK \(www.gov.uk\)](#)

Healthy Eating:-

[Home - Healthy Cornwall](#)

Roads, Highways and Pavements:-

[Roads, Highways and Pavements - Cornwall Council](#)

Clean Neighbourhoods and Environment Act 2005 – Offence of exposing vehicles for sale on a road:-

[Clean Neighbourhoods and Environment Act 2005 \(legislation.gov.uk\)](#)

Cornwall Council Public Open Spaces – Pop-up Sites:-

[Pop up sites - Cornwall Council](#)

National Highways:-

[National Highways - Highways England](#)

Licensing link to check which other licences or authorisations may be required, depending on the activities being provided:-

[Check to see what licences you may need - Cornwall Council](#)

Disclaimer

The content of this document is provided as a statement of practices, procedures and policies in relation to street trading in Cornwall. It is not a full and authoritative statement of the law and is not issued as legal advice or intended to provide legal advice. The purpose of the document is to provide useful information in relation to the licensing of street trading in Cornwall. You should obtain your own independent legal advice where appropriate.

Street Trading Consent Conditions

- 1.** This Consent shall not be assigned, transferred or sub-let to any other person, firm or organisation.
- 2.** Any employee of the Consent holder should have written authorisation of the Consent holder confirming his employment status, which should be produced on demand to an authorised officer of Cornwall Council or a Police Officer.
- 3.** A copy of this Consent must be displayed on the stall/vehicle (N.B. the Consent holder's home address can be blanked out if required on the display copy).
- 4.** *Any motor vehicle from which trading is permitted to take place shall be in a roadworthy condition and shall at all times be taxed, tested and insured, and a driver holding a full driving licence for the class of vehicle being used must be available within a reasonable period in the event that the vehicle is required to be moved (*if applicable)
- 5.** Upon application the full details of any stall/vehicle shall be provided by the applicant to the Licensing Authority. Any change in the said stall/vehicle during the said licensing period shall be notified to the Licensing Authority in writing prior to any change in stall/vehicle being made.
- 6.** The Consent holder shall not contravene any Order made under the Road Traffic Regulations Act or the Town & Country Planning Acts and shall also comply with the provisions of the Highways Acts and any other relevant legislation.
- 7.** *The Consent holder must comply with all relevant food hygiene legislation (*if applicable).
- 8.** It is the responsibility of each individual street trader to ensure that all waste is disposed of in appropriate manner; i.e. liquid, oil, fat & food waste must not be disposed of in the street or into a public drain (storm or foul).
- 9.** Where there is the need for power for the stall/vehicle they are operating and there is no alternative to supply power, other than a generator, then permission must **have been obtained** ~~be sought~~ from Cornwall Council's Public Protection Team prior to the use of any such generator with the make, model and technical specifications being agreed by the Cornwall Council's Public Protection Team.
- 10.** Prior to any mobile food business commencing operation the food operator should agree the proposed location and type of food and beverage with Cornwall Council's Public Protection Team.
- 11.** The Consent Holder must stop music/noise making equipment or reduce volume to a specified level when requested to do so by an authorised Cornwall Council Officer.
- 12.** The Consent holder must possess for the purposes of trading, sufficient public liability insurance cover and produce it to an authorised Officer of Cornwall Council or a Police Officer, upon request. The minimum sum insured must be £10,000,000.

13. The Consent holder must keep any stall/vehicle from which trading takes place together with the immediate vicinity of the stall/vehicle, in a clean and tidy condition and where required, the consent holder must provide sufficient litter bin(s) for use by customers.

The consent holder will be responsible for cleaning/litter picking the area in the vicinity of the stall/vehicle, and on request by the Authority or its Street Cleansing Contractor, with appropriate notice, the stall/vehicle of other items associated with the consent will be moved/removed from their position to allow for street cleaning operations in the area they occupy.

14. The Consent holder must provide (i) evidence of collection and recycling of their plastic products, and (ii) evidence of general waste being collected commercially.

15. ~~From January 2022,~~ Single use and non-recyclable plastics must not be used by traders.

16. Advertisements must not cause any danger, obstruction, nuisance or offence to customers or persons in the vicinity of the consent holder's stall/vehicle.

17. This Street Trading Consent does not give any permission to any person or body to place posters, signs or any other advertising material within highway limits, or on street lighting columns, traffic signs and other street furniture. Street traders are advised that any material should not be sited or displayed in a manner which obscures any highway sign or creates a safety risk, hazard or obstruction to the use of the highway. Any material erected in contravention of these requirements is liable to be removed by the Highway Authority.

18. Any stall/vehicle used for the purposes of street trading shall not remain on site outside the hours stated on the Consent.

19. The Consent holder shall not cause any obstruction to persons using the public highway or wishing to enter the site upon which they are trading.

20. The Consent holder shall not cause any obstruction or nuisance to persons using private or business premises.

21. The Consent holder shall only use one mobile stall/vehicle for the purposes of street trading on each site, which must not exceed the size agreed in writing by the Licensing Authority.

22. The Consent holder shall supply a copy of these street trading conditions to every person engaged in street trading on their behalf. For the avoidance of doubt, these street trading conditions will apply to a person engaged in street trading on behalf of the Consent holder to the same extent as they apply to the Consent holder.

23. The Consent holder and any other persons engaged in street trading shall at all times offer full co-operation to an authorised officer of the Council in their task of ensuring compliance with the above conditions.

24. *The Consent holder must inform the Council within 7 days of any change of name, address or contact details.*

25. *The Consent holder must notify the Council of any conviction, caution, or if charged with any offence, or if an allegation is made against them, within 7 days of the date of the allegation, charge, conviction etc.*

Failure to comply with this condition may result in the Consent being reviewed and/or not renewed.

Street Trading Fees (1 April 2025 – 31 March 2026)

Appendix 2

Licensing Direct Services	
Pre-Application Advice	£60 (including VAT)
Application Assistance	£55 (including VAT)

Application Fees		
New	£230	If applying for more than one location for the same unit/stall/vehicle, additional £65 payable for each location being applied for.
Renewal	£135	If applying for more than one location for the same unit/stall/vehicle, additional £65 payable for each location being applied for.
Variation	£135	If applying for more than one location for the same unit/stall/vehicle, additional £65 payable for each location being applied for.

Trading Fees	
Additional fee payable if application approved, calculated on how many days of the week trading takes place and the number of calendar months, as follows:-	
Occasional	£8 per day
1 day a week	£65 per month
2 days a week	£75 per month
3 days a week	£90 per month
4 days a week	£110 per month
5 days a week	£120 per month
6 days a week	£135 per month
7 days a week	£150 per month
5% discount given on trading fees for 9+ months trading of the total monthly fee payable. 10% discount given on trading fees for 12 months trading of the total monthly fee payable. Please note discounts do not apply if paying by instalments. Please also note, if paying by instalments, and payment is overdue by more than 28 days, an additional £15 is payable to cover administrative costs. NB Additional charge of £8 per day to trade prior to the start of the 1st whole trading month. Online payment link for all street trading fees: https://secure.cornwall.gov.uk/form/auto/licen_street_trading	

PLANNING COMMITTEE – 2 JULY 2025**REPORT FOR DECISION****PENZANCE CONSERVATION AREA – APPRAISAL AND ARTICLE 4 DIRECTION ORDER**

Our Culture	Our Decision Making	Our Environment	Our Money	Our People	Our Places	Our Resilience & Wellbeing
						
✓		✓			✓	

Recommendation:

The Penzance Conservation Area Appraisal and the Penzance Conservation Area Article 4 Direction Order, as set out at Appendices 1 and 2 to this report, be reviewed and, if necessary, representations be made to Cornwall Council.

Background:

At the meeting held on 21 May 2025 a Member raised concerns relating to the Penzance Conservation Area Appraisal and the Article 4 Direction Order, and an undertaking was provided that a report would be presented to a future meeting.

The respective documents are set out at Appendices 1 and 2 of this report.

Members may wish to review said documents and consider if representations to Cornwall Council may be warranted.

Appendix 1 – Penzance Conservation Area Appraisal

Appendix 2 – Penzance Conservation Area Article 4 Direction Order

Elliot Ridington
Democratic Services and Governance Officer



Penzance Conservation Area Appraisal

March 2010

This Conservation Area Appraisal was undertaken by Penwith District Council in 2008. It was adopted by Penwith District Council's Full Council Committee on the 11 March 2009 and was subsequently endorsed by Cornwall Council as a material consideration within the emerging Cornwall Council Local Development Framework on 24 April 2010. Any recommended changes to the boundaries of Penzance Conservation Area were authorised by Cornwall Council and came into effect on 24 April 2010.

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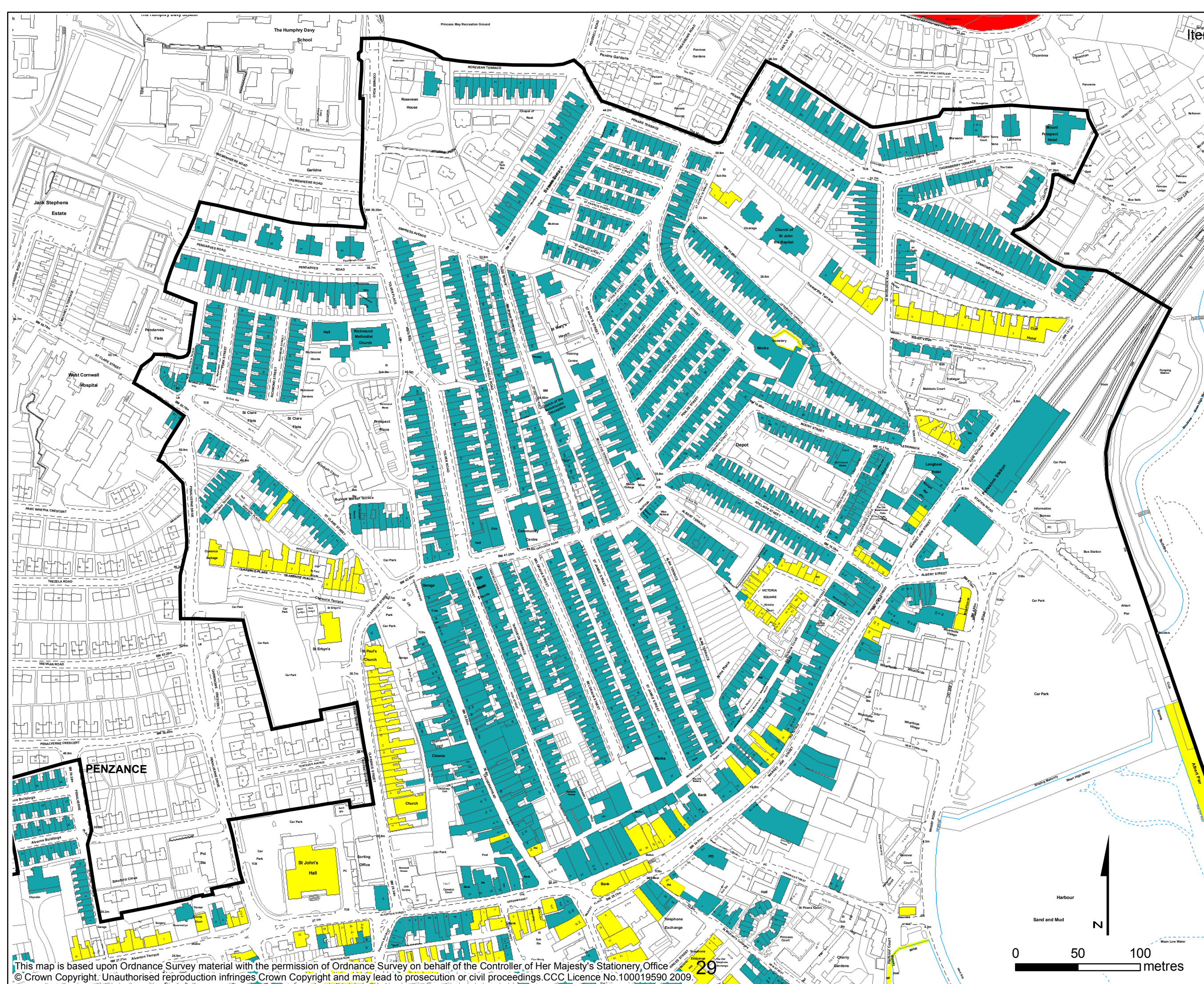
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Item 8(b) - Appendix 1
**Penzance Conservation
Area Appraisal
Map 1 (of 3)**

-  Conservation Area
-  Scheduled Monument
-  Listed Building
-  Registered Historic Park and Garden
-  Unlisted Buildings of Historic Interest

NB This map cannot be used for the purposes of identifying whether or not a building is listed, as it is not a complete record. Buildings are added or removed from the list from time to time. Walls, outhouses, and other structures in the curtilage of a principal listed building are also covered by the listing designation, but are not shown here. Please consult the Conservation Service if you need to identify the listed status of a building or structure.

Date
March 2010

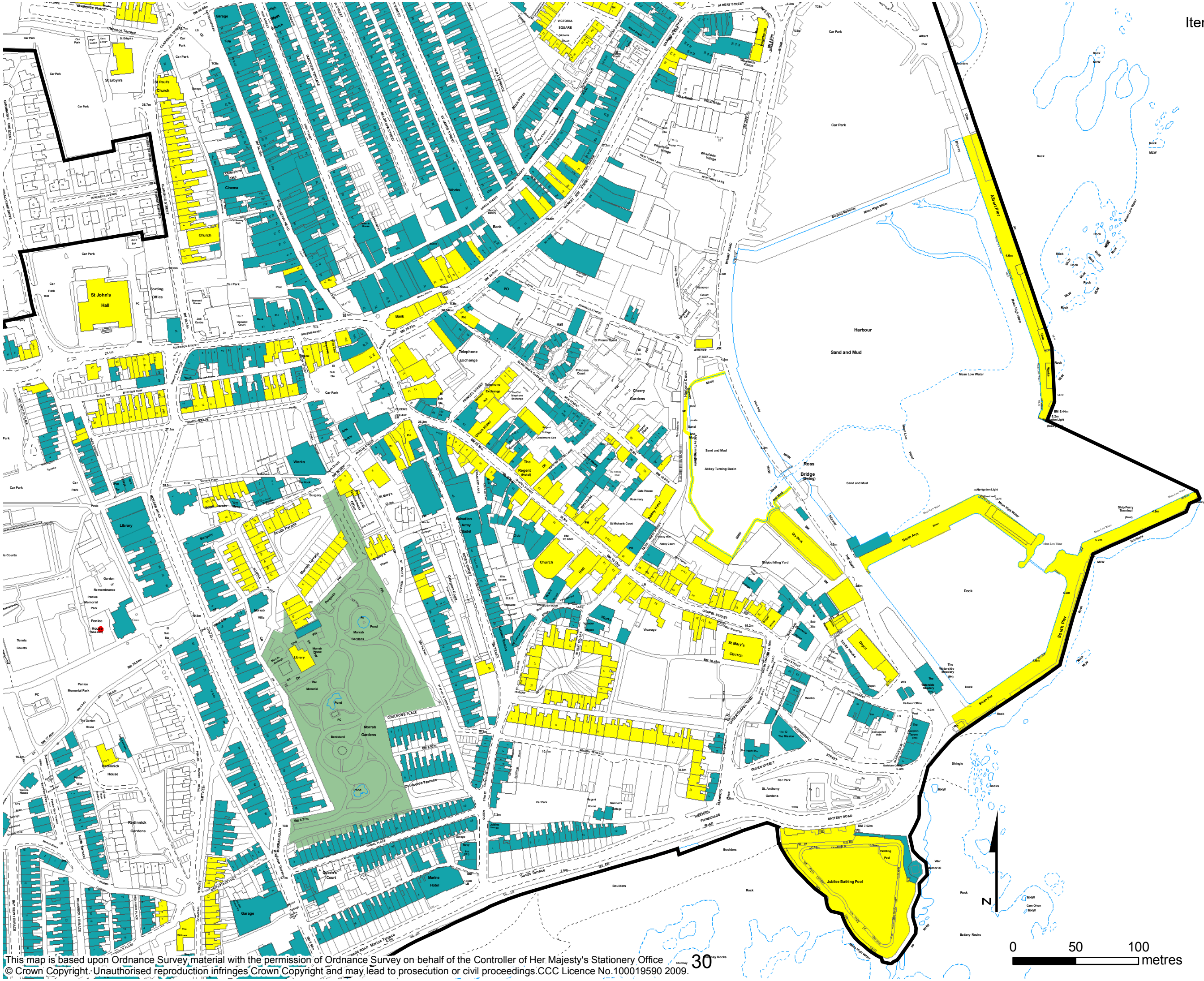


-  Conservation Area
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Date
March 2010

0 50 100 metres



-  Conservation Area
-  Scheduled Monument
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-  Unlisted Buildings of Historic Interest

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Date
March 2010

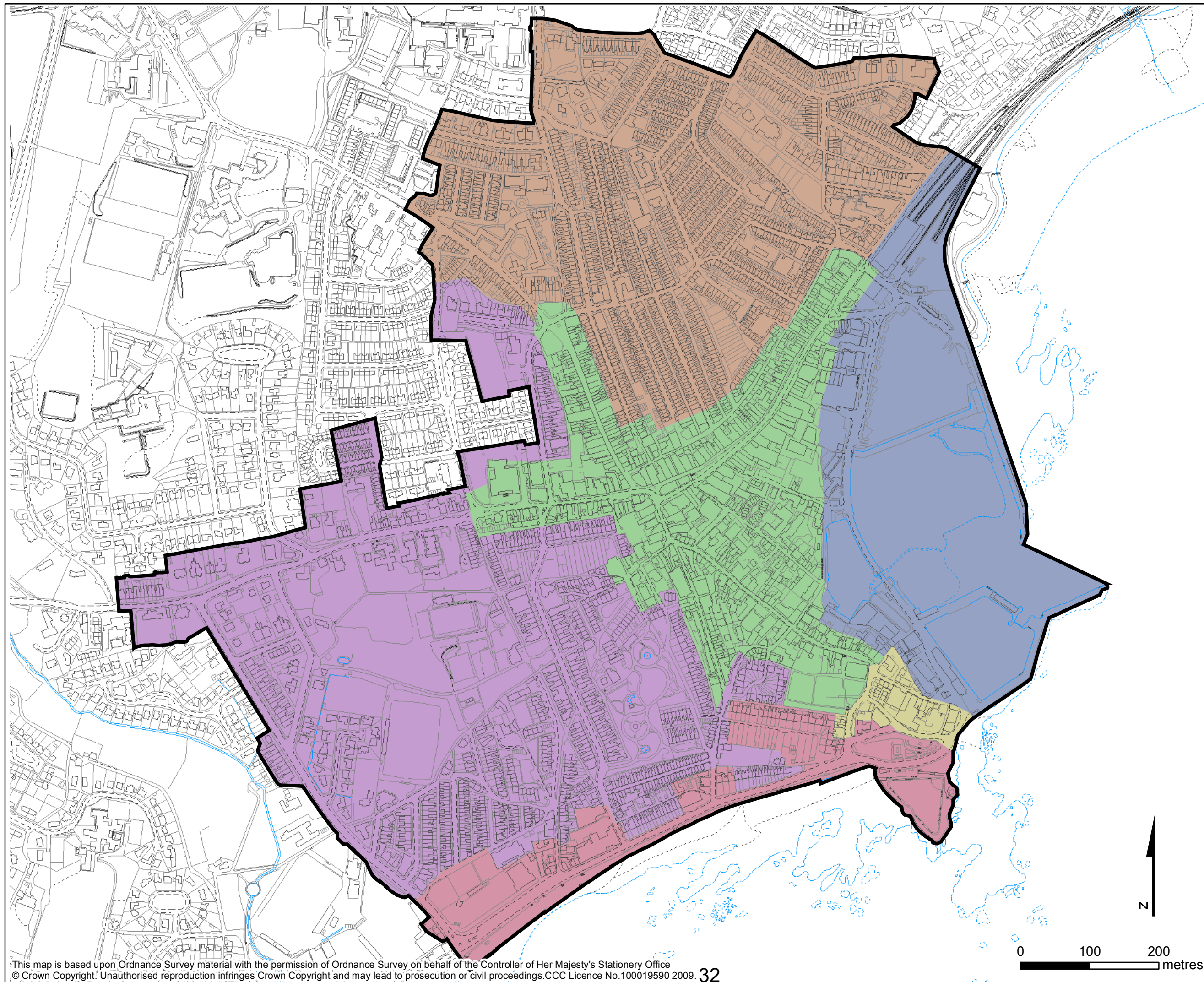
0 50 100 metres

 Conservation Area

Character Areas

NAME

-  Alverton & Morrab
-  Historic Town Centre
-  Lescudjack & The Battlefields
-  The Barbican
-  The Promenade
-  The Harbour and Railway



Date
March 2010

Penzance sits on the north west shore of the spectacular sweep of Mounts Bay and is the most south westerly town in Britain. It is a port, rail and coach route terminus and a major interchange of local rail, road and bus networks and these connections make the town of strategic importance. It is also a diverse town being a centre for cultural, artistic, entertainment, sport and tourism.

The town sits on a sloping, restricted site overlooking a sheltered harbour in the lee of a dominant ridge - this creates sloping and curved streets with grand views and exciting townscapes. Indeed Penzance has wonderful individual buildings and set piece architectural statements, but the special character of the streets is often as much to do with their topographical value.

The surviving fabric reflects Penzance's historic diversity of economic and social activity and quality of built environment. Despite it being documented as an urban settlement, market town and port in the 14th century and recognised as one of the principle towns in the west by the 16th century, little survives that is certainly older than 17th century, due to growing wealth and continuous redevelopment. The 17th century saw both private and public property development and new economic activity, growth which continued into the 18th and 19th century.

Broadly the Conservation Area covers the whole historic urban area and has a complex archaeological and historical development. The central ridge, occupied by Chapel Street, separates the town into two, with the level market place at the centre. Within it are areas as diverse as the old medieval town (its various phases of development and street patterns still discernable despite centuries of prosperity); the working harbour, the elegant early 19th century suburbs, with their polite stuccoed terraces and grand villas in broad leafy grounds, later 19th century housing for the middle classes, a promenade and hotels/guesthouses for the tourist trade and the tight grids of later 19th century industrial housing.

Given the diverse nature of its historical development it is not surprising to find that Penzance's Conservation Area has distinct character areas. They are all, though, bound together by the town's location with unrivalled views of Mount's Bay. Indeed the sea is everything to Penzance, whether one has direct access to it or enjoys one of the many views and glimpses of it around the town.

A vast range of historic buildings associated with the port and transport functions survive. Throughout the town is a whole range of workshops, warehouses and storage buildings associated with small scale manufacture, commercial warehousing, shops and trade. Given the importance of shops, markets and commerce relatively few good shopfronts survive, those that do are primarily concentrated in secondary commercial areas like Causewayhead and Chapel Street. Contrasting with the plain stuccoed buildings in the core area (c.1820 - 50's) is a good sequence of architecturally interesting late 19th century commercial buildings.

Tourism, recreational and cultural structures dominate the sea front and public parks and gardens of the 19th / early 20th centuries with their attendant built structures, are major features. It also has numerous religious and educational buildings and these are significant elements in the streetscape, roofscape and wider landscape, many dating from the 19th century boom. Penzance is also well known for its significant range and quality of historic residential buildings. Chapel Street is dominated by grandly classical houses, elegant early 19th century, usually stuccoed, terraces are also plentiful and contrast with the more humble granite built rows in other areas of the town. The result is a limited but locally distinctive range of styles and materials.

1.1 Conservation Areas

Conservation areas were first introduced in 1967 through the Civic Amenities Act and to date more than 9000 exist in the UK. They are areas of 'special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance' Planning (Listed Buildings and Conservation Areas) Act 1990, [the Act]

Designation of a conservation area imposes a duty on the Council, in exercising its planning powers, to pay special attention to the desirability of preserving or enhancing the character or appearance of the area. Section 72 of the Act. In fulfilling this duty, the Council does not seek to prevent development, but to manage change in such a way that the special qualities which warranted designation in the first place, are protected.

Designation introduces a general control over the demolition of unlisted buildings and the lopping or felling of trees. It does not, however, control all forms of development. Some changes to domestic dwellings (known as permitted development) do not normally require planning permission. These include minor alterations such as the replacement of windows and doors, or the alteration of boundary walls. Where such changes can erode the character and appearance of the area, the Council can introduce special controls, known as Article 4 Directions, enabling the Council to require planning permission for such works. The Penzance Conservation Area is already covered by an Article 4 Direction. Further information on what additional restrictions apply can be obtained from the Local Planning Authority.

1.2 Penzance Conservation Area

The Penzance Conservation Area was first designated in 1969. Subsequent amendments to the original boundary alignment were introduced in 1976 but little has changed to the boundary since then.

The Cornwall & Scilly Urban Survey (CSUS) 'Historic Characterisation for Regeneration' Report for Penzance was published in September 2003. The CSUS report is an informative document and has been drawn on for this appraisal where appropriate.

1.3 Purpose & Scope of this Character Appraisal

The Character Appraisal aims to define the qualities that make Penzance's conservation area special. This involves understanding the history and development of the town and analysing its current appearance and character – including describing significant features in the landscape and identifying important buildings and spaces.

Whilst there is no national prescribed format which determines scope and content of character appraisals because areas vary so greatly, the structure of this appraisal is based on the criteria suggested in English Heritage's guidance on Conservation Area Appraisals published in 2006.

This Character Appraisal is based on a clear and objective assessment of the area's special architectural or historic interest and broadly consists of the following key parts:

- a clearly defined and analysed written statement defining the special interest, character and appearance of the Conservation Area providing a sound basis, defensible on appeal, for the relevant development plan policies and subsequent development control decisions.
- An analysis of the problems and pressures facing the area

1.4 Planning Policy Framework

The legal basis for conservation areas is the Planning (Listed Buildings & Conservation Areas) Act 1990. National policy guidance is provided by Planning Policy Guidance notes 15 (Planning and the Historic Environment) and 16 (Archaeology and Planning). PPG15 & PPG16 are due to be replaced with a combined document Planning Policy Statement 5 – Planning for the Historic Environment in the near future.

The Penwith Local Plan, formally adopted in 2004, sets out the Council's general policies for the protection of the historic environment and the factors which will be taken into account in assessing planning applications.

A new development plan system has been introduced through commencement of the relevant sections of the Planning and Compulsory Purchase Act 2004 and Local Development Frameworks will gradually replace Local Plans. The adopted Penwith Local Plan Policies are 'saved' for a period of three years or until such time as they are replaced by relevant Local Development Documents. The generic policies for the preservation and enhancement of the conservation area will, in due course, be reviewed through this process.

1.5 Consultation & Adoption

Whilst there is no legal requirement for character appraisals to go to public consultation this Council acknowledges the benefit in gaining local community support and therefore made the draft appraisal available to the public and the Town Council for comment prior to formal adoption. Penwith District Council formally adopted the document at a meeting of the Full Council on 11 March 2009. The document was endorsed by Cornwall council on the 24 April 2010.

2.1 Location

Penzance lies in the Penwith District in the extreme west of Cornwall, 10 miles from Land's End, the most south westerly town not only of Cornwall, but of Britain as a whole. It sits on the north-west shore of the spectacular sweep of Mount's Bay.

Penzance is a port, rail and coach route terminus, and also the major interchange for local rail, road and bus networks. Sea links with the Isle of Scilly operate from Penzance Harbour and air routes from the heliport and nearby Land's End airport. The town is on the A30, the major spinal route through Cornwall linking to the M5 at Exeter. Penzance harbour is the most westerly major port in the English Channel and the first to be reached from the Atlantic.

These connections give Penzance a strategic importance that outweighs its remote location. It is one of the larger towns in Cornwall with a population of about 21,000.

Within Penwith and a wider area of west Cornwall, Penzance is the dominant centre. It presents a remarkable self-contained character, with a much greater range of facilities and services than one would expect for its size. It is the main shopping and service centre for a wide area, with multiples, supermarkets, specialist and local shops and a wide range of commercial and business services. There is limited light manufacturing and industrial capacity, mostly located at Long Rock to the east of the town. Penwith District Council, Penzance Town Council, Government Offices, Penwith College and West Cornwall Hospital are all based in Penzance.

Diversity and quality also typify Penzance's role as a cultural, artistic, entertainment and tourism centre, with a more than locally significant selection of public and private galleries and museums, a School of Arts, clubs, trusts and societies, libraries, performance venues, a cinema, restaurants and cafes. Golowan is a major annual arts and cultural festival.

It is also a focus for sports with cricket, football and rugby grounds and has extensive ornamental parks and gardens, playgrounds and informal recreation areas and the Promenade is Cornwall's only seaside esplanade.

The town is significant for tourism, with a range of hotels, guesthouses and hostels. It is a sought-after residential town, with pressure on housing from both local demand and in-migration.

2.2 Landscape Setting

Penzance is situated on the 'pens sans', or 'holy headland' along which Chapel Street now runs, and which ends at the approximate site of the old St Anthony's Chapel at Battery Rocks. Because of this the buildings along Chapel Street are often to be seen on the skyline, particularly St Mary's Church and the Methodist Chapel, and this spine divides the working harbour from the more genteel residential and tourist areas to the west. The town centre is on a sloping shelf above this culminating in the dome of the old Market House, which is visible for miles around.

To the north of this Penzance extends out into former fields and is contained largely by the deep valley and embankment containing the by-pass – this is hardly visible from residential areas, creating the illusion that the rolling hills, fields and trees come right up to the town's edge.

The countryside outside Penzance is of interest historically, being designated as Ancient Enclosed Land (medieval or earlier) in the Cornwall Historic Landscape Characterisation. In the 19th century in particular the area around the town was used for flower and vegetable crops, as well as for orchards, the remnants of which permeate parts of the Conservation Area.



Penzance's landmark buildings can be clearly seen from a few miles away – here viewed from Marazion looking westwards (above) and from Newlyn eastwards (below)





The topography of the town affords good views out to the surrounding farmland (above). It also creates pleasing views and roofscapes within the town (below)



3.1 The History of Penzance

Penzance has long had a strategic importance that outweighs its relatively small size and remote location. It stands at the end of the line - literally the terminus of road, rail, air and sea routes. Yet this has made it throughout its history not a remote, isolated place, but a remarkably prosperous self-contained centre with a much greater range of facilities and services than might be expected for its size. Diversity and quality typify Penzance's role as a cultural, artistic, entertainment and tourism centre, and the main town of this most south-westerly tip of Britain. There are few better places to experience the sense of a big town in a small frame, so typical of the remote towns of Britain.

The Conservation Area, with a few exceptions, covers the whole historic urban area (up to about the First World War period). The area covered has a complex archaeological and historical development, barely explored to date, but which in itself could prove to be of the greatest significance.

Within it are areas as diverse as the old medieval town (its various phases of development and street patterns still discernible despite centuries of prosperity and re-building and the continued vibrancy of the commercial core); the elegant early 19th century suburbs, with their polite, stuccoed terraces and grand villas in broad, leafy grounds, and the tight grids of later 19th century industrial housing.

Around the fringes of the Conservation Area evidence can still be found of a long industrial heritage, while the working harbour remains one of the most attractive elements of the town. It is sometimes easy to forget this workaday character when walking through the elegant streets and past the ebullient libraries, museums, churches and commercial buildings of the centre, or the hotels, guest houses, ornamental parks gardens and promenade created by the 19th century growth of the tourist trade.

It is perhaps this diversity and complexity that is most significant about Penzance. It was never based on a single industry as so many other Cornish towns were (fishing or mining for instance), its main role was as a market and service town – the port was an adjunct to this function - and as the cultural centre of the far west. The evidence for and character of this diversity permeates the Conservation Area.

There are wonderful individual buildings and set-piece architectural statements, but the special character of the streets is often as much to do with their townscape and topographical value. The diversity of activity and enterprise has interacted with a unique topography - a sloping, restricted site overlooking a sheltered harbour in the lee of a dominant ridge. This creates sloping and curving streets with grand views and exciting townscapes, linked by more intimate opes and alleys, the whole set against vistas of countryside, and, above all, the sea, and the broad, open skies of Mount's Bay. The town is a unique expression of a unique topography.

Penzance was historically a wealthy town, but the expression of wealth and commercial display was always tempered by the articulate and cultured outlook of the inhabitants, and by active and forward-thinking Borough corporations, so that buildings and streetscape are typified by a sense of rightness created by the use of a surprisingly sophisticated but restricted palette of fine quality materials, robust, well-crafted details and architectural good manners, all turning around particularly local characteristics, especially the use of granite.

The dominant topography, medieval origins, long and prosperous history and architectural propriety of the town and Conservation Area are nowhere better symbolised by the twin foci of Penzance - especially when seen standing above the harbour - St Mary's Tower and the Market House Dome.

3.2 Physical Development

The Land's End peninsula is well known for its prehistoric remains, surviving especially on the high moors and in wilder corners. Many of those areas have always been marginal land, however, and prehistoric settlement was clearly densest in the sheltered and fertile coastal plains and the lowlands east of the hills,

not least around the site of modern Penzance. The wider setting of the town contains substantial evidence of occupation in the Iron Age and Roman period. 'Rounds' (defended farmsteads) are known at Tolcarne, Lesingey, St Clare (Penzance Cricket Club) and Alverton (Mount Misery), and there is a large hillfort within the urban area at Lescudjack.

This settlement pattern was closely related to the stream valleys to the east and west of Penzance - Chyandour, Ponsandane, Lariggan and Newlyn - and to the sheltered porths and coves at their mouths. This pattern continued into the early medieval period, as revealed by place-names indicating farmsteads established at this period and the so-called 'manorial' sites such as Castle Horneck, Nancealverne and Treneere.

Somewhere in or near the valley of the Lariggan stream, west of the present urban core, was the site of Alverton, the main manorial centre of the area and indeed the largest manor of the whole Land's End peninsula. Associated with it may have been an early Christian site: the name lariggan indicates a 'lan' (churchyard) site and another local name, mennaye, derives from the Cornish for 'monks' land'.

The Penzance Market Cross, recently dated by Professor Charles Thomas to the early 11th century, originally stood somewhere near the modern junction of Morrab Road, Alverton Road and Clarence Street and may have been associated with a cemetery and the manorial and ecclesiastical centre at Alverton. There are no known remains of an early settlement site here but, perhaps significantly, this was the location of fairs in the later medieval period. Before the medieval spread of the town, the cross would have been widely visible, its inscription and purpose widely known. It may be a more likely origin of the 'Holy Headland' place-name than the small medieval chapel down by the harbour area. In the later medieval period the cross was moved to the market place. Penzance market cross, early 11th century, is now located outside Penlee Museum and Art Gallery.

No other indications of early settlement are known within Penzance, but until very recently there has been little archaeological intervention within the urban core. The settlement history outlined here highlights some potential target areas for future investigation.

3.2.1 Medieval Market Town

Although occurring as early as 1284 in a personal name, the first certain reference to Penzance as a settlement is in a manorial survey of Alverton dated to 1322, which refers to 29 burgesses, eight boats and a number of 'lodges' (fish cellars) for 'foreign' fishermen. St Mary's Chapel, probably on the site of the present parish church, is first recorded in 1327 and rights to hold markets and fairs were granted in 1332. When Penzance first appears in the historic record, therefore, it is as a recognisably urban settlement, a market town and port. It was at this stage a so-called seignorial borough, almost certainly promoted by the proprietors of the manor of Alverton, the Le Tyes family, around 1320.

During the 14th and 15th centuries, Penzance developed as a clearing house for the important export trade in fish from Mount's Bay. It was also involved in the ferrying of pilgrims from St Michael's Mount to Santiago de Compostela, already well established by the early 15th century. By 1400 the town was becoming of a different order of size and importance from rival ports around Mount's Bay. It was better placed than either Marazion or Mousehole in relation to the wider Penwith hinterland (including some highly productive agricultural land and developing tin-producing areas) and crucially had the deepest sheltered water in its harbour. The earliest record of Penzance's quay is from 1512, but clearly refers to the repair of an existing 15th century structure; also noted are what might be the earliest bulwarks or defences at the Barbican, principally against French warships and Breton pirates.

By the time of the Spanish raid of 1595, during which at least part of the town was burned, Penzance was well established as one of the principal towns in the west. It was an important market and also a fishing port and deep-water trading centre with significant coastal and foreign trade along the south coast and with Europe and south-west Ireland.

Historic and topographic evidence suggests the sequence outlined below for the spatial development of the medieval and early post medieval borough.

3.2.2 The Early Harbour Area

There is likely to have been a small fishing settlement clustered around the sheltered cove to the east of Battery Rocks in the Barbican area predating the early 14th century 'planting' of a market centre at Penzance. Before wholesale demolition in the early 20th century, there was a small grid here based on two densely built-up parallel streets, Quay Street and Coinagehall Street, representing this early focus.

An ancient chapel of St Anthony was located in the same area. Fishing boats and larger ships would have been pulled up in the shelter of the headland, while on the western side of the promontory were sand dunes and the net-drying grounds of the Western Green.

3.2.3 The New Borough

Chapel Street represents one of a group of 'planted' medieval towns in Cornwall laid out along the spine of a sloping ridge above a quay or river crossing (Helston, Penryn, Tregony and Truro, for instance). There are indications of regularly laid out burgage plots north of Vounderveor Lane and Abbey Street and hints of a possible former market area in lower Chapel Street. That this settlement phase was distinct from the harbour-side cluster is suggested by the marked topographical distinctions between the two areas - the steep slope separating them, the non alignment of axial roads and the disparity in the size and orientation of the building plots - and their separate chapels.

3.2.4 The Market & Fairgrounds

The later medieval market place was a wide, three-cornered plot at the upper end of Chapel Street and Market Jew Street, possibly dating to the early 15th century. It was originally a much bigger open area than it is today, including not only the present Market Place, but also parts of Queens Square and Green Market. The creation of the new space may be related to a major reform of markets and fairs in Penzance in 1404, when the number of annual fairs increased from one to four. Fairs were held both here and in Alverton Street.

3.2.5 Market Jew Street

The creation of a new market area and built-up street along Market Jew Street was the final development stage for Penzance's urban core. Market Jew Street is in essence an elongated triangle, reaching east to approximately the modern Albert Road, strongly sloping across its width (the present Terrace is an 1820's rationalisation of this slope across the street). The presence of a back lane (Bread Street) and the regular width and depth of the plots reveals a planned layout.

The addition of this third area gave Penzance the curiously imbalanced form it retained until virtually the early 19th century. It was broadly L-shaped around the shoreline, with access to the beach area by lanes and alleys, little development north of Bread Street or on the adjoining part of Causewayhead, a few straggling cottages westwards along Alverton Street and nothing of note on the southern track running into the town from Western Green (Vounderveor Lane).

3.2.6 'A Place of Good Business' - the 17th and 18th centuries

A Charter of Incorporation granted to Penzance by the Crown in 1614 gave administrative, judicial, tax and status benefits and extended the rights to hold market and fairs. It enabled the corporation to own, lease or purchase property, most significantly the space used for markets and fairs (see above) and the quay, and stimulated both private and public property development and new economic activity. The Corporation was vigorous in its promotion of the town (indeed, the important role of the 'public' authority in shaping Penzance is a constant theme in its development, history and character over the next three centuries.)

Penzance was already the customs port for the whole Mount's Bay area, from Cape Cornwall to the Lizard, and in 1614 it gained the August fair from the then declining borough of Mousehole; the aggressive pursuit of coinage town status, achieved in 1663, was very much at the expense of Helston.

Throughout the 17th and early 18th centuries, Penzance's principal trade was in imported timber, salt, iron and coal, with massive imports of grain in years of poor harvest. Much of this trade was geared to the burgeoning demands of an expanding tin industry, especially around St Just. There were also exports of herring and pilchards to the Catholic countries of southern Europe and metropolitan markets in London and Bristol.

After 1663 when Penzance became the coinage town for the Stannary of Penwith and Kerrier (where all locally produced tin had to be assayed, taxed and sold), the processing and export of tin became a significant additional function. Coinage status was important for the trade it drew to the town and the volume of associated transactions, and for the ancillary industries that followed, principally tin smelting.

The Michell family established a smelter at Trereife, west of Penzance, in about 1710, and the Bolitho family set up another at Chyandour (where there had been an earlier blowing house) in 1720. By the late 18th century copper ore was also being exported from Penzance.

'Penzance is . . . a place of good business . . . well built and prosperous, has a good trade, and a great many ships belonging to it . . . Here are also a great many good families of gentlemen . . .' Daniel Defoe, 1724.

During the 18th century, a wide variety of other manufactures, trades and industries were established in and around Penzance. These included boat-building, sail making, ropewalks and tallow-chandlers; tanning and leather-making (particularly Bolitho's large tannery at Chyandour); Bodilly's flour mills, established in 1740; Wherry Mine (1778) and Borough Arms iron foundry (1772). Throughout the period, however, the dominant economic activity remained trade, markets, shops, inns and services; the latter included law, medicine and, from 1797, banking.

'It is extremely commodious for trade, and has a strong and handsome quay, lately rebuilt at the expense of the Corporation; besides the advantages of being one of the Coinage Towns, of having the custom house, of carrying on the pilchard fishery, and a very beneficial traffic with the Islands of Scilly, it has a large market, and a great inland trade, and is one of the richest, most flourishing and best built towns in the County.' 'Penzantiensis', 1749.

None of these activities was on a grand scale, but here was already established an abiding characteristic of Penzance, that its economy was widely based and not dominated by a single trade or activity (not even the harbour), nor was there a distinct, concentrated 'industrial' area.

The status of the town and its high value trade made it attractive not only for merchants and businessmen but also for the local gentry, and it became the social and cultural centre of the far west. By the late 18th century, Penzance could boast both Ladies and Gentlemen's Book Clubs (circa 1770), a theatre (1787), Grammar School (refounded 1789) and Assembly Rooms (rebuilt on larger scale in 1791). Western Green and the beach road to Newlyn was already a favoured walk with the townsfolk in the 1780s.

The expanding trade and prosperity of the 17th and 18th centuries were reflected both in changes to the topography and new building. After acquiring the market area in 1614-15, the newly incorporated Borough built a guildhall and market buildings, including a shambles (meat market) on the site of the present Simpson's arcade. Shops were located along the outer edges of the space. In 1663 a Coinage Hall was added to the old guildhall; almshouses were provided in Market Jew Street in 1660. Most significantly, St Mary's Chapel was rebuilt in 1672 and its burial ground finally consecrated on a permanent basis in 1680, although formally it remained a chapelry of the parish of Madron, within which the town lay.

'The old town was comparatively all new built of brick and stone, and augmented with greater number of houses than before.' William Hals, c. 1730.

Queen Street (originally New Road) is 17th or early 18th century in date, cut through the rear plots of Chapel Street to give a more direct access to the market area for traffic from Newlyn and the south west than the ancient Vounderveor. Access to the sheltered foreshore was provided via New Street, Jennings Lane and New Town Lane. These are all post medieval in date and the series of landing places and slips they served substantially expanded the facilities of the port. The grant of the quay and harbour dues enabled the Corporation to effectively maintain the pier, culminating in a major reconstruction in 1765-85 of what

contemporary commentators claimed was already the largest pier in Cornwall. Secondary services and industries developed primarily along the foreshore areas and on the outer edges of the Borough (particularly Chyandour, Alverton and Tolcarne), especially the 'dirty' industries like foundries, tanneries, tin smelters and mills.

In 1740 a new battery was constructed on the rocky outcrop still known as Battery Rocks, now the site of the War Memorial.

Many high status residential buildings were built in Chapel Street in the mid 18th century, creating one of the finest streets in the county. The earliest of the large houses west of the market area (in Parade Street and Alverton) are also of this period. Public improvements included street paving (as early as the 17th century in New Street and Causewayhead) and the building of a reservoir (1757) and public water chutes.

3.2.7 'Few Places Are More Prosperous' - the early 19th century

Penzance was an important naval, postal and victualling station during the long French wars of 1793-1815. As with many other south coast ports, the effective closure of Europe to travellers during this period also stimulated a nascent tourist industry. 'The mildness of the air, the agreeableness of the situation, and the respectability of its inhabitants render Penzance particularly inviting to residence and, with regard to invalids, it may justly be considered as the Montpelier of England,' noted Dr W G Maton in 1794 and a highly influential Guide to Mount's Bay published in 1816 by a local physician gave Penzance a national reputation for its healthy situation.

Before the mid 19th century, however, numbers of visitors were small and tourism had relatively little effect on the wealth, economy and development of the town. The creation of the Promenade in 1843 and the development of sea-bathing and leisure boating marked a significant change in Penzance's relationship with the sea.

Much more significant was the post-war recovery in Penzance's two major areas of economic activity: the local tin and copper industry grew spectacularly and markets in southern Europe re-opened to pilchard exports. The same period saw an increase in the number, scale and variety of the small manufacturing, industrial and processing trades that typified Penzance. These included shipbuilding and associated industries (including the Matthews Dry Dock built in 1815), Penzance gas works (1830), Holman's iron foundry (1839), Chyandour foundry (complementing the existing smelting works and tannery on the site), woollen manufacturies, ropewalks, candleworks, timber yards and mills.

There was a particular focus of industrial activity at Wherry Town, around the mouth of the Lariggan River. The much illustrated Wherry mine with its offshore shaft reached by a timber pier was active from 1778 to 1840 but there were a variety of other industries in the area. These included grain mills, saw mills and ropewalks, with accompanying rows of workers' cottages. Several serpentine works were established from the midcentury.

As always, however, the principal activity lay in trade through the port and markets, shops and services. As the population grew – it more than doubled between 1815 and 1841 – and the wealth and status of the town increased, the range, quality and number of these shops and services increased; in 1797 there was one bank, by 1844 there were five.

This period also saw a series of major projects which began to alter the physical shape and character of the town. Around 1811, a new bullock market was built at the northern end of Causewayhead, with a new access route, Clarence Street, created in 1826-7 to provide access. The harbour was extended by 150ft.

A new St Mary's Church was built in 1832, followed in 1838 by the massive Market House. The two iconic buildings which still dominate and define the town's skyline therefore both date from this critical period, as do other important structures like the Chapel Street Wesleyan Chapel (1814), the Clarence Street Baptist

Chapel (1844), St Paul's church (1843) and the Roman Catholic Church (1847). A particularly significant addition for Penzance's later character was the Promenade and sea wall built in 1843.

The commercial core of the town around Green Market, Market Place and Queen's Square, was largely rebuilt at about this time, with a marked increase in better quality shops. The stuccoed buildings of the period still dominate the area, but it is the contemporary buildings in and around Chapel Street which are best known, particularly the Egyptian House (1835-6) and the front elevation of the Union Hotel (c. 1835). There were other hotels: the Western Hotel in Clarence Street and Marine Hotel on what would become the Promenade were both in existence by 1841. The town leats were reconstructed and decorative pumps and fountains placed around the town; the granite slab paving of the streets was begun about 1826 or 1827.

While successful merchants built large houses and country estates in the fields around the town (for example York House, Penare House, Ponsandane and Lariggan), Regency-style stuccoed terraces and squares were constructed on the fringes of the built-up area, particularly west of Chapel Street, to house the burgeoning middle classes. There were also fashionable visitors hoping to improve their health, although the influence of tourism at this period has sometimes been exaggerated. Marine Terrace was built close behind the shore and initially occupied by masons, carpenters and small tradesmen rather than visitors; a local resident recalled in 1878 that 'the idea of lodging houses in such a locality would at that time have been considered absurd.'

Penzance continued to be prominent as a centre of learning and literature, with the founding of the Royal Geological Society of Cornwall (1814), Penzance (now Morrab) Library (1818), Penzance Natural History and Antiquarian Society (1839) and the Penzance School of Art (1852).

This period of change culminated in a huge expansion of the harbour in 1845-8. This saw the building of the Albert Pier, extension of the South Pier and improvement or new provision of wharves, docks and warehousing, (including the prominent Abbey Warehouse). These developments were partly in anticipation of the arrival of the railway, which had been talked about since the 1830s but eventually arrived in 1852. The through link to London and the rest of the country was finished in 1859.

3.2.8 'The Zenith of Prosperity'

The opening of the railway acted as a catalyst for a new scale of tourism - the Queen's Hotel, the first large hotel in the town, was built in 1861 - but also important was the trade in flowers, fruit and early vegetables, several thousand tons of which could now be shipped to lucrative markets in London and the industrial north each spring. The trade was vastly increased by the development of the early spring flower industry of Scilly from 1879 onwards. A new industry of basket making was also stimulated, with 16 basket manufacturers in and around Penzance producing some 100,000 baskets a year by 1883.

Industrial and commercial enterprise reached the greatest range of activities, number of establishments and scale of building at this time. Although still dominated by established industries - shipbuilding and associated trades, smelting (Treveife and Chyandour were the largest smelting works in Cornwall in the 1880's), tanneries, saw mills, flour milling, ropemaking, foundries - there were also some newer activities. Serpentine working, for example, started about 1851 and by the 1880's there were five separate works in Penzance.

The sheer scale of many of these enterprises was something new to Penzance; the huge granaries still surviving close to Penzance station give some indication of the size of the complexes once also to be found at Wherry Town, the harbour front, Chyandour and Ponsandane. The harbour itself continued to grow: the Albert Pier was extended in 1853 to accommodate railway sidings; in 1861 Trinity House leased a depot (now the National Lighthouse Centre) from where they built Wolf Rock Lighthouse (completed 1871).
Penzance

South Pier; the stonework on the seaward side reveals several phases of building and rebuilding.

The final stages of the harbour reconstruction in the 1880s included an extension of Wharf Road to the south - the new quays were created by back filling with mine dirt from the old Wheal Bolton near Ludgvan - and the building of the Ross Bridge in 1881, thus forming the Abbey Basin as it is today. A new wet dock was completed in 1884; the dry dock was realigned, also by 1884, and a new Lifeboat Station built on Wharf Road the following year.

The second half of the 19th century saw a wholesale change in the scale and nature of development in Penzance. Private owners had laid out most of the early 19th century stucco terraces, but now a major re-structuring took place under the aegis of the Corporation, particularly the first Borough Surveyor, John Mathews. A new road pattern developed, including the Promenade (1843), Alexandra Road (1865), Taroveor Road (upgraded in the 1860's), Wharf Road and Morrab Road (both 1880).

In some cases these new roads cut brutally across the older topography (bisecting an earlier stucco terrace in the case of North Parade). They provided new areas for development, however, and this was in a markedly different architectural style, dominated by rock-cut granite rather than stucco. The major area of expansion, and a major new element in the town's morphology, was in the form of grids of tightly packed streets north of Market Jew Street and Taroveor Road (including the area known locally as 'the Battlefields') and rising up the slope of Lescudjack Hill to the north east. The west of the town, in contrast, with the exception of Alexandra Road and Morrab Road, remained for the most part an area of large houses in large grounds.

This period also saw large-scale provision and refurbishment of public buildings, schools and churches, including the Municipal Buildings, now St John's Hall, the rebuilt Wesleyan Chapel in Chapel Street and Penlee House (all by John Matthews), St John's Church, the Art School and Library and the Grammar Schools (now Humphry Davy School). The former workhouse was transformed into a hospital in 1873 and the railway station rebuilt in 1880. Public parks and gardens were laid out (in part through private patronage by locally prominent families, especially the Bolithos), and a new cemetery created (1854/1886). Penzance became a separate ecclesiastical parish in 1871, with St Mary's as the parish church.

This period also saw a new scale in commercial buildings. Still important in the streetscape, the new style was architect-designed, usually in granite with bold Gothic, Queen Anne or Baroque detailing. These structures are now as much part of Penzance's character as the earlier flat-fronted stuccoed buildings they stand alongside.

Population statistics reflect Penzance's rise during the 19th century to what local historian P A S Pool called the 'zenith of prosperity'. In 1801 the town had a population of 3,380 living in 694 houses (already larger than many Cornish towns of the day). By 1831 this had almost doubled, reaching 6,550. By 1881 it had near doubled again to 12,400 and reached a peak of 13,300 in 1911.

3.3 Archaeological Potential

Archaeology is potentially a rich asset for Penzance. There is much about the town's history which is obscure and archaeology is the only way in which certain key aspects of its historic development and character can be better understood. Archaeology can also make a significant contribution in cultural and economic terms: remains of the past have important potential for education, tourism and leisure, as well as in terms of local pride and sense of place.

It should be emphasised that 'archaeology' does not refer solely to buried remains. Information on the historical sequences embodied in standing buildings and other 'above ground' features could be extremely valuable and a building survey of the town would be likely to yield significant new information.

Opportunities for investigation and recording should be sought when buildings are refurbished or undergo substantial alteration. In the particular context of Penzance, there is also significant archaeological potential in foreshore and intertidal structures and palaeoenvironmental deposits.

Archaeological remains are an important and non-renewable resource and as such are protected by national and local planning legislation. One component of future investigation of both buried archaeological remains and standing buildings may be through more extensive targeted implementation of PPG 15 and PPG 16 legislation as part of the development control process.

3.3.1 Indicators of Archaeological Potential

An understanding of potential is broadly derived from the historic extent of the settlement itself. In simple terms, any location within the area developed up to the early 20th century is regarded as having potential for standing or buried archaeological features. The historic core of the settlement is of particular archaeological interest and sensitivity in that deposits are likely to provide valuable information on its early form and development. Urban archaeological remains are likely to be more complex in such areas.

There are a limited number of archaeological interventions known to have taken place in Penzance. These are:

- 1995 Penzance cricket ground: archaeological evaluation (AC Archaeology)
- 1997 Penzance Gasworks: archaeological assessment & watching brief (Cornwall Archaeological Unit (CAU))
- 1997 Penzance Laundry: archaeological evaluation (CAU)
- 1999 Coinagehall Street: watching brief (CAU)

The investigations in the historic core of Penzance - the gasworks and laundry sites and Coinagehall Street - found almost no archaeological deposits predating extensive 19th and 20th century clearance and redevelopment of these areas. Work on the site of a proposed sports hall at the cricket ground, however, identified important archaeological deposits dating from the later prehistoric, early Roman and subsequent periods.

Also existing are sites and areas of known historic significance; that is, those where the former presence of a significant structure or feature can be identified from historic maps or documentary sources but where these do not now survive above ground.



The Greenmarket, seen here looking towards Market Place occupies part of the area once covered by the medieval market place



The Queens Hotel (c.1861) was the first large hotel to be built in the town, following the arrival of the railway and still dominates the Promenade.

4.0 APPRAISAL OF SPECIAL INTEREST

4.1 General Character.

Given the diverse nature of its historical development it is not surprising to find that Penzance's Conservation Area has several distinct character areas, all of which are distinguished in their own right. They are all, though, bound together by the town's location on a plateau adjacent to the sea with unrivalled views of Mount's Bay.

The sea is everything to Penzance, whether one has direct access to it or enjoys one of the many views and glimpses of it around the town. The same applies to water in Penzance. Although now the many water chutes and, even more importantly the leats are dry, the sight and sound of running water must have at one time been a constant presence in the town's life.

The central ridge occupied by Chapel Street separates Penzance in two, with the level market place at the centre. North-east of this is the tight grid-like landscape of the working "town, while to the south-west it is a more leafy environment, with generally larger houses, parks and trees creating an air of gentility.

This Appraisal looks at Penzance by dividing it into six character areas, all interlinked, which reflect the diverse nature of the town's historical development and the impact of topography upon it (they also relate to areas in the CSUS Report).

Within each section there is detailed analysis of townscape but this does not mean that if a street or even a particular feature is not highlighted it is not of value: a Conservation Area Character Appraisal is just that, not an exhaustive survey of individual elements.

One aim of this Appraisal is to capture the essence of the place so that decision making at the detailed level, whether by owners, occupiers, developers or local and other agencies can be done in cognisance of the context in which they are working. For this reason the character assessments are presented as a series of bullet points rather than an attempt at an all-encompassing text.

Character area boundaries in a complex and layered urban environment are inevitably subjective in places and are based on how the area is perceived as well as historical and archaeological characteristics.

In addition to the character areas map, (located at the start of the document) in summary, without naming every road, ope or alley, the character areas are:

The Historic Town Centre:

Covering: the east end of Alverton Street & Greenmarket; Causewayhead; Market Jew Street; Chapel Street and the back lanes around these

The Harbour and Railway:

Covering: both harbours, Abbey Basin, car park, bus and railway stations area

The Barbican:

Covering Barbican Lane, Coinagehall Street, Quay Street and St Anthony's Gardens area

The Promenade:

Covering the Promenade, from its western end to Jubilee Pool, east of Morrab Road, Regent Terrace area

Lescudjack & The "Battlefields:

Covering Mount Street and Penwith Street areas, St Clares, St John's Church area, The Battlefields, Lannoweth Road area, Tolver Road, High Street

Alverton & Morrab:

Covering Regent Square to Morrab Road, Penlee Park, Alverton Road, Clarence Street, Alexandra Road

4.2 Surviving Historic Fabric

Because of the limited impact of 20th century traffic engineering on Penzance, the effectiveness of the 19th century road system, and in particular because the town was by-passed in the 1980's, the historic fabric and topography of the town has survived well, especially when compared with other large Cornish towns such as St Austell, Truro and Bodmin.

The greatest loss of historic fabric has been through 1930s slum clearance, concentrated in the small, ancient streets around Quay Street and the 17th and 18th century streets linking the town centre with the foreshore, especially New Town Lane and Jennings Lane; New Street and Queen Street have been affected to a lesser degree. The harbour side continued until the 1970's to have industrial and warehousing buildings hard against the quay line, the streets filled with the remnants of the 19th century courtyard housing. Virtually all of this north of the Ross Bridge was cleared apart from the old Lifeboat House and a single warehouse; Wharf Road and the streets leading off it have survived as topographical features, but have limited integrity as historic streetscape.

The other principal areas of loss have been in the two main industrial areas, at Chyandour, where residential, service and office buildings survive, but no longer the smelter, foundry and tannery they served, and at Wherry Town, where commercial uses and forms survive, even though the mills and serpentine works have gone. Only the Mount's Bay Inn survives of the workers' cottage rows that stood here until swept away by storms in 1962.

The chronology of survival elsewhere in the town closely follows the pattern of historical development, with the major exception that, considering its origins and history as a fairly substantial medieval borough and market town, remarkably little survives in Penzance that is certainly older than the 17th century. This may in part be due to the effects of the Spanish raid of 1595, although the scale of destruction was almost certainly heartily exaggerated at the time. Little enough of this period survives in any Cornish town and, in Penzance, the paucity of surviving buildings is much more a reflection of ever growing wealth and continuous redevelopment. What early fabric does survive is a random scatter, both in the core areas and in the outer streets where old farms have been absorbed (Coombe Cottage, Hawks Farm).

Overall, the surviving fabric reflects Penzance's historic diversity of economic and social activity and quality of built environment. There is still a vast range of buildings associated with the port and transport functions (the harbour structure itself with its fittings, such as capstans, bollards, lighthouse; the Custom House, weigh house, lighthouse depot and dry dock). Many historic railway structures survive, including the station, rails and sheds on Albert Pier. Throughout the town is a whole range of workshops, warehouses and storage buildings associated with small-scale manufacture, commercial warehousing, shops and trade. These are concentrated particularly in Wharf Road (for example, the so-called Branwells Mill, in fact a granary), Bread Street and the rear of Causewayhead.

Given the importance of shops, markets and commerce to the town, it is regrettable that relatively few good shop fronts survive in the key market area or Market Jew Street; the best groups (and these are very good) are mostly in the secondary commercial areas like Causewayhead and Chapel Street. Contrasting with the rather bland, plain stuccoed buildings in the core area (a result of the rebuilding of the boom years of 1820-50) is a good sequence of architecturally interesting late 19th century commercial buildings, especially the banks, the Post Office and various commercial premises in Causewayhead, and on the Terrace in Market Jew

Street. Tourism, recreational and cultural structures dominate the sea front – the Queen's Hotel, Pavilion, Promenade, Yacht Inn, Jubilee Pool, for example – but are also prominent in other streets: the Union Hotel and theatre in Chapel Street, School of Art in Morrab Road and Savoy Cinema of 1912 in Causewayhead.

Public parks and gardens of the 19th and early 20th centuries, with their attendant built structures, are a major feature of Penzance.

Religious and educational buildings are numerous, and are important as a group as significant elements in the streetscape, the roofscape and the wider landscape of the town. Buildings from the mid 19th century boom predominate, whether the rebuilding of earlier structures (St Marys' Church, Chapel Street Methodist Church) or the provision of new structures for Anglicans, Nonconformists and Roman Catholics. There are schools dating from the 1870's onwards at Queen Street, Redinnick, Taroveor Road, Chapel Street, and Coombe Road, while civic institutions are represented by the Municipal Buildings (St John's Hall), Market House, West Cornwall Hospital and town cemetery.

Penzance is well known for its significant range and quality of historic residential buildings. Chapel Street, dominated as it is by grandly classical houses, is particularly important in this respect, but the wider presence of elegant, usually stuccoed terraces of middle class shopkeepers, ship's captains and tradesmen symbolises Penzance for many people, visitors and residents alike. These contrast with humbler granite-built rows in tightly packed streets in other areas of the town.

Sometimes less easy to pinpoint in terms of social origins are the more substantial, granite-built late 19th century terraces, with bay windows and gables, which predominate in the outer grids of streets, and along Morrab and Alexandra Roads. Scattered amongst all, and absorbed by the spreading town, are the suburban villas and gardens of the urban elite: Penlee House and Park and Morrab House and Gardens are now two of the greatest assets possessed by the town.

Associated with the improvement of public facilities is a wide range of surviving street ephemera and small structures crucial to the character of the town. These include the cattle market, former reservoir, dated water spouts, boundary stones, the Promenade itself, statues and fountains, railings, paving and walls; the Terrace in Market Jew Street is one of the town's most distinctive features.

4.3 Architecture, Geology & Building Materials

The character of the best buildings in Penzance is rarely to do with outstanding intrinsic architectural qualities, but more with their landscape and topographical value, position in the streetscape and local attachment and sentiment. Even St Mary's Church and the old Market House came in for severe criticism by contemporaries when rebuilt in the 1830's.

There are certainly buildings of great individual style (the Egyptian House stands out), but by and large the architectural coinage of Penzance is the aggregate of streetscape, particularly the prevalence of the age of good taste" and architectural propriety over gaudy or gauche facades.

One of the continuing themes is the quality of the building produced by local architects, very often working in conjunction with or directly for the municipal authorities. Men such as John Pope Vibert (who supervised the building of the Market House and much of the harbour), John Matthews (the first Borough Surveyor), F G Drewitt and Oliver Caldwell for the most part produced vaguely conformist buildings following stuccoed or granite classical models, turning to freer Italianate and Renaissance styles as the 19th century progressed and to neo-classical flatness in the early 20th century.

The result is a limited but locally distinctive range of styles and details. The major intrusions into this model in the late 19th century came from outsiders, particularly James Hicks of Redruth and Silvanus Trevail of Truro, but still with a recognisably Cornish and locally distinctive handling of materials and design.

From the mid 20th century most development was in the hands of large national companies or government agencies, using " or commercial architects. For the most part, these designers and their clients failed in-house to understand or respond to local character. The results are evident in much of the redevelopment in Market Jew Street, in the Penlowarth "tower block, the telephone exchange and elsewhere.

None of the different available rocks in the immediate Penzance area make for easily dressed building stone. Many Penzance buildings are therefore built, at least in part, of rubble derived from the local Devonian sedimentary rocks or basaltic intrusions, coursed or randomly laid. This is often exposed in rear and flank elevations of buildings of all ages. Most of the granite used before the mid 19th century was moorstone, brought down from the Penwith uplands, which is easily identified by its rounded, smooth textures and pink-brown colour. Architectural propriety and impressiveness was achieved by the use of imported materials (including granite) or the liberal application of stucco. Penzance thus shares with many other port towns of Cornwall a greater variety of building materials than its hinterland.

Particularly striking is the series of very impressive early-mid 18th century brick-built buildings throughout the town; the striking group in Chapel Street was once known as Rotterdam Buildings, by tradition because built from the proceeds of privateering against Dutch ships, more probably because built with imported Dutch bricks. In the early-mid 18th century this was a high status building material, made even more so in Cornwall because of the difficulty in obtaining it. Even more appropriately, brick was only practicably available in port towns like Penzance, so that its use in this one restricted area is uniquely appropriate, a distinctive element in Penzance's history and townscape, a unique symbol of its 18th century wealth and emergence as a mercantile, cultural and social centre. Dressed granite was used for quoins, lintels and other architectural details.

Because it was an expensive, status material at the time, polite buildings in Penzance from at least the late 17th century were fronted in dressed granite or elvan (for example, Nancealverne). Many of the best individual buildings continued to be so fronted even when most contemporary buildings in the early 19th century were stuccoed, not least the Market House of 1837.

The stuccoed streets and terraces of early 19th century Penzance are one of its principal features – the prevalence of the style coinciding with the very time that Penzance saw one of its biggest building booms. At the same time, commercial quarrying and dressing of the locally available granite was not on a sufficient scale to meet the demands of the very rapidly expanding town.

Such architecture was considered at the time to be appropriately gay and seaside in character, as well as suitably classical and “The recent taste for removing stucco was lamented by architectural historian elegant. Peter Laws as early as 1973: ‘Stucco is the proper external finish for buildings of this period, and it is a pity to see it being removed to expose the rough rubble walling, a practice that is becoming all too prevalent.’ This tendency has led to a widespread, but not irreversible, loss of texture, colour, and character, and conflicts with the genuinely distinctive use of granite in the town's architecture.

Even as late as the 1860's, substantial buildings in Penzance were stuccoed in either Italianate or Gothic taste (for example, Penlee and the Stanmore Hotel). From the 1850's, granite from relatively local sources became increasingly available and the building of the Public Buildings (St John's Hall) in 1864-7 in dressed Lamorna granite almost at a stroke changed the face of building in Penzance. After this date, little was built outside the commercial core of Penzance that was not of granite, usually with varied dressed detail. The rock-faced granite terraces and public buildings of west and north Penzance, usually with subtle differences in colours and types of rock used for architectural details, are as much part of the character of the town as the stuccoed inner residential streets. Indeed, with similar examples in Newlyn and St Ives, these form a distinct west Penwith element in Cornish building.

Within the commercial core, and particularly in the area around the Market Place where virtually all the shops in the town were concentrated until the early 20th century, almost continuous rebuilding took place throughout the 19th century. The result is a great diversity of materials and architectural detailing; there are just one or two buildings in Queen Street or Alverton Street that survive from before the first great rebuilding of this area in the early 19th century. Deceptively small, the use of good quality stone indicates that in their day these were substantial properties.

The elegant classical Market House of 1837 (Lloyds TSB) the symbol of the commercial heart of the town, still has around it many contemporary, simple stuccoed buildings, together with some of the stronger forms and wilder materials of the later 19th and early 20th centuries. Far more examples of the latter are to be found in what were at the time the secondary, or newly expanding, shopping streets in Greenmarket, Queen's Square, Causewayhead, and the Terrace in Market Jew Street. These are the quirky buildings of commercial advertising, competition and excess, with curlicues and brightly coloured materials, terracotta and glazed tiles and bricks, and timber and stone shop fronts with iron and polished granite columns.

The good shop fronts that survive tend to be associated with these later 19th century buildings (some earlier, small timber shop fronts are an added attraction of Chapel Street), or else are good early-mid 20th century examples (Waves Cafe, 29-30 Causewayhead). One of the notable features of shops in the town is the survival of former names in the mosaic-paved entranceways; that of the former Crysedde shop in Queen's Square is of more than local significance.

Roofs throughout the town are of Cornish slate; a surprising amount is still wet-laid. The big red brick stacks on these roofs are a feature of much of the town, and tend to be highly visible because the sloping topography makes the local roofscape more visible.

4.3.1 Public Realm

There are extensive areas of traditional paving throughout the town and a long tradition of their use: there are 17th century records of the paving of Causewayhead and Abbey Slip. John Pope Vibert was responsible for starting a programme of paving with granite in the 1820's. The combination of pattern scored granite slabs, granite steps, rubble walling and cast iron railings makes the Terrace a particularly attractive element of the streetscape. At the junction of the Terrace with the market area is a surviving area of older moorstone setts. Their rounded texture and pink colour contrasts tellingly with the rough, machine-cut grey imported granite setts which appeared in the town in recent years. Not at all appropriate are the widely used brown or grey concrete paviers; the deadening effect they can have in an historic streetscape is seen most noticeably in Causewayhead.

The harbour area, particularly the piers, has extensive areas of large granite paving sets and blocks of a uniquely robust quality. On the Albert Pier these are set with the remains of an original mid 19th century iron tramway.

Cobble and moorstone setts abound in rear alleys off the central area, sometimes marking cart tracks (as in Parchment Lane off Chapel Street). The roughly metallised surfaces of back lanes (for instance, that between Causewayhead and Clarence Street) are probably the original mid 19th century surfacing, and a remarkable survival in an urban context.

4.4 Streetscapes and views

The sloping topography and dramatic setting of Penzance mean that views and vistas are key elements of townscape character, throughout much of the town. Some are certainly strategic views 'which could be recognised by policy and designation. Examples include the wider vistas that centre on the dome of the Market House or on St Mary's Church and its relationship with the harbour and the sea, or those that emphasise the sweeping interplay of the whole town with the bay and wider landscape. Principal views within the town are focused on the Market House, along Market Jew Street and Alverton Street, or along the curving length of Chapel Street; these can bear comparison with any streetscapes in the country.

Glimpses of the sea and the harbour contribute a significant impression of space within the town, while the lanes that run throughout Penzance provide a contrasting small scale of views and tantalising glimpses.

Perhaps truly unique in the Cornish context is the impact of aerial views of Penzance: tens of thousands of visitors to the Scillies are familiar with the views from above, where the shapes and outlines of the Promenade, harbour and Jubilee Pool, and the dominance of the central ridge with St Mary's Church are more prominent than individual buildings.

4.5 Character Areas

4.5.1 Historic Town Centre

History and Topographic Development

The area consists of a series of linked but not necessarily aligned spaces, relating to the infilling of the original large market place. The Greenmarket, now significantly reduced in size due to 19th century redevelopment along its northern side, leads into Causewayhead and the Market Place.

This is now mostly infilled by the impressive Market House and linked to Queen's Square beyond, which in turn relates to markets now long gone in Princes Street. Very much the heart of the town, the area still largely serves its original role, although lamentably no organised outdoor market continues here.

Key Views & Vistas

There is an abundance of views and vistas within and out of this area, whether of focal buildings such as the Market House, or longer vistas with the sea or countryside as backdrop, as in Market Jew Street. There are also many tantalising glimpses into the many side streets and alleys that suggest hidden corners.

Ambience

This is a busy area with plenty of traffic and pedestrian movement focused on a series of junctions and access to and from car parks. The result is mixed - there is traffic/pedestrian conflict in places but there is also great permeability in the townscape here with lots of alleys and back lanes, each distinct with its own character.

Smells are of pasty shops and traffic fumes while the sound of traffic can dominate, particularly buses in Market Jew Street and the Greenmarket.

Definition of Character

Alverton Street - The Public Buildings (usually known as and including St John's Hall) make a grand civic statement. Built in the 1860's, they are of Italianate style in granite ashlar, set in a large forecourt behind a wall topped with railings and wonderfully ornate lamp standards.

This setting has been compromised by the car - whether parked in the bland tarmac forecourt, behind the buildings or accommodated by the road junction at the bottom of Penalverne Drive.

The ornate fountain that once stood in the forecourt is now located in St Anthony's Gardens, having reportedly been relocated to provide space for the mayor's car.

The junction with Penalverne Drive is key as a gateway to the inner core and as a transition point between the small scale but polite Alverton Terrace on one side, the lush and spacious Penlee Park to the south, the estates up the hill and the historic urban core to the east.

The single storey Town Council offices and associated landscaping are similarly out of character - this piece of land was once the garden to Buriton House and had a high wall and railings that gave it a strong boundary. Now not only has that been lost to the new road layout but the setting of Buriton House, a fine early 19th century villa, has also been compromised.

East of Buriton House the buildings start to close in on the back of pavement line.

Alverton Street is a mix of texture and scale on the north side partly because of more intrusions on the continuity of streetscape. These are in the form of new buildings and extensions to existing ones, such as

that to the Alfred Smith building, which is otherwise an imposing 19th century corner building at the bottom of Clarence Street, albeit with a very 20th century shopfront.

The DSS building, Bramwell House, which dominates the other side at the bottom of Clarence Street, has nothing to commend it, being totally out of scale, built in alien materials and with poor detailing. This breakdown in townscape on the north side of the junction is exacerbated by the view up Clarence Street of the sorting office and car park entrance, although the longer view reveals higher quality buildings further up Clarence Street. The ornate façade of the Baptist Chapel can also be glimpsed from the car park to the rear of the Public Buildings. The view culminates, though, in the ugly tower to the flats in St Clare Street.

The south side of Morrab Road junction is host to the well detailed and interesting early 19th century terrace that includes Morrab Studios. These properties are stucco with flat pilasters and dressed windows, and 1st floor bays extending out over the cornice line of the shopfronts below. There are good long views of this group both from Morrab Road and Alverton Road as well as coming down Clarence Street, but it also makes a significant contribution at street level with interesting details such as the light-well grilles.

On the opposite side of Morrab Road is an eclectic and mostly attractive mix of heights and dates in the buildings, from the Buttery to single storey shops which are themselves adjacent to the rather grand pedimented old Liberal Club (Penwith Housing Association), which dominates the skyline and the north side of Buriton Row. All are of good quality and interest.

The focus looking south from the junction is primarily beyond North Parade through which Morrab Road was rather savagely cut in 1880, towards the world of the late Victorian leisured classes. The Old Gentlemen's Club, the Art School (1880) and its gallery (1886) now the Public Library, are all part of a different, quieter and leafy place removed from the hustle and bustle of Alverton Street.

East of the junction, Alverton Street is characterised on its south side by two and three storey painted/rendered properties with mostly single width shopfronts beneath unifying cornices and fascias.

The street is at its narrowest here and is usually in the shade – with narrow pavements (particularly on the south side) and sometimes heavy traffic, this can be an intimidating environment for the pedestrian – a place to pass along rather than to linger window shopping. The tendency is to cross to the north side where the pavement is wider and the sun shines more often.

There is a mix of modern – not very interesting or relevant to the character of the area e.g. Camelot Court - and extremely high quality architecture, such as the 18th century Alverne House with its distinctive flight of steps to the front door.

Greenmarket - This bustling well-used square with access to and from the car park along a small lane lined with local shops - other than the banks there are very few big names at this end of town, giving it a unique character.

Understanding that the north side was redeveloped and realigned in the early 20th century gives a deeper appreciation of shape of the space historically.

On its south side the buildings are still set back and form an interesting group from the 18th and early 19th centuries. They are mostly stucco, with The White Lion in painted brick - interesting detailing abounds e.g. the granite paving outside the florist's shop.

The building that steps forward to enclose the space (Threshers) is important for its position opposite the bottom of Causewayhead - it has a wonderful articulated facade (albeit with an over-intrusive CCTV camera) and, by being taller than its neighbours, also draws attention to the interesting roofscape.

The Market House (1837) is the focal point - its façade and dome dominate the vista from the west, and lead the eye through into Market Place.

The position of the fine NCT building (3 The Greenmarket) in front of the old building line shows how the south side has also been infilled. The poor quality of its shopfront lets down this space - there is photographic evidence of a high quality one that really completed the square.

On the north side the facades are not as exciting as a group, being later in date and of mixed quality - HSBC, 1 The Greenmarket, (1922) stands out on the corner of Causewayhead as being of particular interest. The scale is on the whole three storeys.

Permeability is an essential part of Greenmarket's character - the almost forgotten alley beside The White Lion has a lot of potential for improvement, but is important as one of the many routes in and through this space as is the link by Andrewartha's to the car park to the rear of Causewayhead.

The Greenmarket car park, other than the vibrant treatment to the rear of the Acorn Theatre, has the feel of a tatty space left over from something else - the backs of the properties that face onto it are by and large not well tended and, especially if approaching from North Parade, the space is a let down.

Causewayhead - Causewayhead is potentially one of the most attractive streets in Cornwall, lined with interesting mostly Victorian buildings of two and three storeys with lots of interest and detail. However, it has been blighted by an ill-conceived resurfacing scheme, which is in wall-to-wall herring bone brick - a clearly alien material - with an attempt made to define the historic pavement line, which presumably had at least granite kerbs.

There is a clear distinction to be made between the two sides of the street architecturally, although the overall impression is of an eclectic mix of styles. On the east side, for example, there are no bays at all - instead the buildings rise flat fronted up from the ground. On the west side there is generally more articulation, with bays and decoration. Perhaps the pinnacle of this is the Savoy Cinema which is a wonderful building much unappreciated.

All along Causewayhead there are lots of little openings and courtyards - some with original granite surfacing which add to the interest of the street.

The top of Causewayhead opens out in the classic funnel shape common to market places, with the added attraction of the small market kiosk at the top. However the clutter created by street furniture, the large advertisement hoarding and the treatment of the junction, which has become an ill-defined space, detract from the true quality of the space and the buildings around it.

At the bottom The London Inn is like a full stop at the junction with Bread Street and turns the corner well - a focal building, although it was probably originally rendered. However, below this bollards, seats and even, incongruously, a struggling tree, clutter up the street.

The back lane to Causewayhead is like a well-kept secret in the town. A wonderfully intimate and varied rough surfaced lane (and should be) lined with outbuildings and warehouses of various materials, and the backs to houses in Clarence Street. This is a precious, secluded area away from the adjacent busy street. The cattle market extension car park (1932) is surrounded by high granite walls with traces of former openings; like Clarence Street car park it suffers in the detail - surfacing and steel railings reduce its quality.

Clarence Street car park - Clarence Street car park is a vast space on two levels, surrounded by granite wall, some of which are of interest having traces of old openings. There are also good views of the backs of properties in Causewayhead, with interesting shapes and textures. There is poor detailing (e.g. tubular steel railings, signs) and surfacing could be improved, as well as linking paths and steps. On the north side of the

car park the quality of the buildings is higher, with plenty of interesting texture - these are to the rear of Clarence Street.

Bread Street - Bread Street is, for the most part, characterised by living up to its traditional back lane status, lined with warehouses and workshops, narrow in places and with no pavement but good granite gutters (see issues).

This character has been broken down in places by modern housing which fails to address the traditional materials and orientation of other buildings on the street.

It is important for its role in linking the large residential area behind to the town centre and is not only an 'up and down' route but is also host to lots of street endings and alleys/steps through to Market Jew Street.

There are also various yards - one of the best known is Old Brewery Yard which links through to a huge garage court behind, once the site of the brewery buildings. The Yard is redolent of other buildings in Bread Street, being two storeys in large granite blocks with small window openings, now converted to offices, a shop and a café. There is a date stone on one of the buildings of 1837.

Of the rears of buildings on Market Jew Street the problem is that they are highly visible, not only from Bread Street but from the wider residential area beyond. For example, the Barclays extension (and indeed the main building) is intrusive, and elsewhere flues and extractor fans are spread liberally on rear elevations. At the bottom of Bread Street the Crown Inn is a focal point, it is quite different from the warehouses in the rest of Bread Street, being a relatively polite rendered two storey villa - its brick paving and old post and rail fencing are an essential part of its setting and character.

Victoria Square, unfortunately signalled by thick double yellow lines and a battalion of bollards, is a wonderfully secluded square of late 19th/early 20th century two storey rendered terraces with a well-conceived central parking area. This is an impressive set-piece on what was once a builder's yard and brewery.

Market Place - That this area was once a vast space that stretched down Market Jew Street and south to Queen's Square is hard to imagine. Today the Market House (1837), with its 1925 west façade, its dome visible from across Penzance and for miles around, fills and dominates - a magnificent central statement in the streetscape.

The car has inevitably reshaped this townscape and, despite the zebra crossing, there is plenty of pedestrian/traffic conflict as people follow natural desire lines to cross what is now a sweeping and sometimes fast bend.

Approaching from the west, this is the first glimpse of the sea, with fields rising up in the distance, and a sense pervades of Penzance's position, elevated above Mount's Bay surrounded by countryside.

The "split level topography has effectively split the space and created two streets: one is the pedestrianised upper area, the other 'down' at street level, a pattern that is then extended down Market Jew Street.

Architecturally this is a rich area although the quality of the upper floors can lose out to the paucity of modern shopfront design. E.g. Cornwall Sports (No 23-4 Market Place) four storeys high it was built in the 1850's by Samuel Draper as an advertisement for the quality of his merchandise, its full height stucco Corinthian pilasters visible for a long way coming up Market Jew Street. Another example is the arcade columns to Dorothy Perkins (No 25-6) which are most probably 1823 originals.

At the bottom of Market Place Peasgoods Chemists (No 1) is of particular interest, not only for the shop front's own quality but for what it says about the history of the space - it has clearly been extended forward historically, demonstrating that the Market Place was even wider at this point in the past. On the upper

level the late 20th century resurfacing scheme has had two negative impacts. the first is the impracticality of the surfacing and the way it was laid, resulting in an uncomfortable surface; secondly it has been laid over the old pavement line with loss of definition and, in the case of the Market House steps, historic fabric.

There is further loss of definition and quality associated with the ETS building (28 Market Place), which fails to address the building line and is of no quality in itself. (This is made worse when one knows that a particularly fine building once stood on this site!) The negative impact of this critical corner is exacerbated by the alterations that have taken place to the BetFred building (31 Market Place).

Market Jew Street - The overriding impression of Market Jew Street is of a long, curved funnel shape that tapers down the hill, looked over by the statue of Humphry Davy, with a raised pavement on one side lined with shops and cafes, and with people often spilling out onto the road from the narrow pavement on the south side.

There is plenty of texture and interest, with the changes in level producing a series of granite steps, some with original railings as well as those on The Terrace.

There is interesting evidence of when water used to run in leats along the side of the street, fed by the reservoir which still lies beneath the Bullock Market at the top of Causewayhead, as in other Cornish towns e.g. Truro, Helston.

While there are some good historic buildings (e.g. the Post Office, Warrens), in fact most of the south side has been redeveloped during the latter half of the 20th century, and there has been a huge loss of character.

The Terrace (1825) is a key element in Penzance's character, and one of the main townscape images that visitors and residents alike have of Penzance. Its distinctive granite paving, railings and steps are all part of its palette of textures and colours. In addition it is a more pleasurable experience to stroll above and away from the traffic on a relatively wide pavement than to be crammed on the narrow equivalent on the south side, often competing with buses and delivery lorries.

Most of the buildings are three storeys high with front facing gables, tall bay windows and, in all, have a strong vertical emphasis that is accentuated by their raised position and by some of the horizontally orientated, and therefore inappropriate, designs of the late 20th century, most notably, on The Terrace itself, the Barclays Bank building.

Shop fronts have also fared better on The Terrace - mostly only the multiples detract from this - and there are plenty of good examples of high quality shop fronts with a range of materials and detailing.

Towards the bottom of the street, there is increased evidence of the domestic scale of the town centre as it was before the commercial aspirations of the 19th and 20th centuries. Here, beyond the masses of Peacocks, Poundstretcher and Wharfside there are two storey buildings with granite rubble walls and simple shop fronts, more reminiscent of smaller country towns like St Just. Again, the pavement narrows and for pedestrians this is quite a hazardous spot so near to the sweep of the one-way system, which can at times take on the atmosphere of a race track.

The Peacocks building (no 88-9), stepping back from the pavement edge, may therefore give relief in one sense, but the price is a breakdown of street frontage and a particularly unattractive open 'forecourt' area in front of a similarly ugly building.

From half way down Market Jew Street it appears that the street carries on uninterrupted out of town to the east, except for the traffic islands and poles that accompany the one way system and impact on what is otherwise an interesting townscape.

Looking down Albert Street, damaged as a pedestrian environment by the constant fast moving traffic, it nevertheless has some very good three storey buildings and shopfronts, all of which were once part of the grand entrance to the town from the station, but now have a run-down feel about them.

Beyond Albert Street, where there are views across the bus station to St Michael's Mount, there is something of a huge traffic island, occupied mostly by Branwell's Mill and other warehouse type buildings these and the Edwardian corner buildings are on a larger scale and cast a nearly permanent shadow over the street, blocking out views of the harbour and station.

The station itself, an 1882 rebuild, is a grand statement in a heavy style, inevitably granite, and acts as a full stop to the bottom end of Market Jew Street. (See Railway and Harbour section for more)

Opposite, the Longboat Inn still has traces of its former glory as the Railway Hotel, when it boasted 'an almost intuitive knowledge of the tastes and requirements of the guests,' but is also weighed down with a tremendous amount of clutter – the granite steps to the front still survive.

Side Streets and Opes - There is an array of lanes and opes that run off Market Jew Street, which contribute a sense of permeability and also, on the south side, afford stunning glimpses of the harbour and sea.

On The Terrace the opes link up to Bread Street beyond, most via steps, accentuating the change in levels.

Adjacent to Simpsons' (36 Market Jew Street) was the site of the 19th century meat market through which a right of way already ran, and which was kept even after the meat market was demolished. Now it is host to a particularly steep flight of steps and covered way – this is gated off at night for security reasons and the materials and design of the gates do not contribute to the quality of this space.

The Arcade is very attractive and characterised by its array of hanging signs and unusual late 19th/early 20th century gault brick gables stepping up the worn steps towards Bread Street – it is a wealth of texture and colour.

New Town Lane has suffered from modern development on both sides – Poundstretcher (No. 94, formerly Tesco) is a large bulky grey building. Beneath this, the former gas works/iron foundry site is vacant and has been for some time, a blot on the townscape.

New Street - Running down from the heart of the town to the harbour area it is of mixed styles and uses, sometimes losing definition, but mostly held together by the way the buildings and spaces step down the hill.

The top is superficially attractive with its granite setts and narrowing down – but the setts are poor quality, the wrong shape and size, and uncomfortable. In addition, the thick yellow double lines detract from enjoyment of this intimate space.

The buildings near to Market Jew Street relate to town centre uses – e.g. the substantial range to the rear of the Star Inn, the restaurants opposite.

The telephone exchange building on the site of the old butter market is a large and incongruous presence in the streetscape, despite recent renovations.

Through a narrow alley, tucked away and now used as a cycle shop, the long building behind is important for its historical role as a synagogue.

Going down the hill, the street is as much a back lane as anything in places – e.g. the entrance to the Union Hotel takes up a significant amount of space and the heavy dark roughcast render to the extension to the gym in Princes Street is intrusive. Backs take on a new significance and there are glimpses all along on the

southwest side of 18th and 19th century granite outbuildings hemmed in by modern development – this is a tight urban grain, but there is still somehow space for the odd palm tree to assert Penzance's identity. The north-east side is dominated by 20th century courtyard development, which has been well-detailed and landscaped.

While there has been some mundane redevelopment along the street e.g. flats, entrances with barriers, and poorly landscaped garage courts, in the end the more complex textures and shapes win the day.

Towards the bottom the townscape becomes tighter again with mostly two storey 18th and 19th century buildings some up the road edge, others set behind well-enclosed courtyards.

This intimacy is suddenly opened up at the junction with Abbey Road by the stunning view across the harbour and the Abbey Slip and Basin.

Jennings Street - Like New Street, Jennings Street was built to give better access between the town centre and harbour.

It lacks any kind of definition and the general feel is of a townscape where "anything goes from tatty car parks and uninviting public toilets to wholesale redevelopment for blocks of flats that could be in any British town. As such it is a poor setting for the fine townscape of Abbey Basin.

Queen Square - Today considered as an extension to Chapel Street, this area nonetheless has its own identity and is another example of the permeability of the Penzance townscape, with routes through from Greenmarket car park, Parade Street, Queen Street, Chapel Street and Princes Street.

There is surface evidence at "Corner" of where a pump possibly stood - the granite sink and pavements give texture and colour.

The Co-op building, recently renovated, is particularly interesting in granite - it was formerly a bank and used to have an arcaded front.

On the east side is an important range of early buildings, all of interest for their mixed scale and detailing. From the hidden gem of a granite paved yard behind Cusi's, to the tiled Meeks and, even more exciting, Crysedde in-gos, this is a row rich in texture and historical reference.

The Globe & Ale House is a focal building when approaching from Market Place, Chapel Street curving away out of view to the left.

Parade Street - This short street is nevertheless diverse, a tight urban landscape with room for a granite pavement on one side only.

The Smithy public house, an interesting side coach yard with granite slabs affording glimpses through to the rear.

Small shops on the south side give way to the former Cornish & Birtill offices, now called Phoenix House and converted to flats following a disastrous fire. Of incidental interest there is the remains of an early lamp column built into the front garden wall.

The Acorn Theatre retains its chapel façade (1889), and wonderful set of granite steps with rails, and is as important in the Conservation Area as a community based building as it is as a good use for an old building. Beyond this on the north side the sheltered housing scheme is not as attractive, being of alien materials and bulky in feel. Again, it is the south side where survival is better with the early 19th century Parade Chambers, which should be rendered and not left with stone exposed. This building is important as it stands at the junction of several roads and paths.

However, this is dwarfed by the concrete mass of Penlowarth beyond. Penlowarth has been described as one of the ugliest buildings in Great Britain and is considered to be an unsightly blot on the landscape. Its removal and replacement with a building more in scale and in sympathy with its surroundings would be welcomed.

Queen St (top half) - Linking the town centre with the seafront, Queen Street is but a shadow of its former self as many of these dwellings were cleared as slums in the 20th century. Now something of a rat run, lined with chunks of characterless modern housing, vital traces of its history do survive – e.g. the granite pavement and some cottages and some good shop fronts.

The houses that remain give an indication of how the street must once have looked, with large granite blocks – there is a maritime feel to the street. The Queen's Chambers is a three storey warehouse type building, reinforcing this.

Near the top the old cinema endures, albeit in a bland and slightly run down fashion, as a bingo hall.

The Market Dome dominates the view here, rising up above the end of the narrow street.

The old rear ranges to the Globe & Ale House are also visible and add to the variety of the roofscape and give much needed texture and interest to this part of the street.

The granite slab pavement that runs up the east side of the street holds it together and, in a street where so much has been lost, gives it historical integrity.

Chapel Street - This is famously one of the most historical streets in Cornwall. From top to bottom where it terminates at St Mary's Church it is awash with important buildings, any one of which could be the subject of its own appraisal. Highlights include the Egyptian House, the Union Hotel, the Wesleyan Chapel and School, and the Penzance Arts Club. In all it is the scale and diversity of the quality and long vistas along it that contribute to its character.

Surfacing is particularly important here with extensive use of granite for the slab pavements and deep gutters where water used to run, just as in Market Jew Street.

St Mary's Church tower is the focal point at the bottom of the street where there is a mix of stucco, ashlar and brick buildings, nearly all at least three storeys in height.

There are lots of interesting openings into private yards, with views of backs e.g. the lane to the rear of Trevelyan House which is laid in granite.

The Methodist Chapel and school are very important in the street as grand statements that stand back from the pavement behind impressive railings and yard.

The bottom of the street curves sharply to the west around the churchyard as the land falls steeply away here down to Quay Street and the harbour.

The churchyard itself is the first real piece of green open space in Chapel Street and, as such, is something of an oasis with mature semi-tropical planting, terracing and magnificent views across the rooftops to the sea.

Across the street the very fine range of ashlar buildings all with steps and ornate door cases, and railings to light/stair wells, together with the grand Penzance Arts Club with its walls and railings, mark the gateway to the street.

At the bottom of Chapel Street there is a small water chute built into the wall, one of many in Penzance from the early 19th century and an essential part of its character.

Off Chapel Street

Custom House Lane - is an almost forgotten part of Penzance, running down beside the Regent (ironically once Perrow's Temperance Hotel), and revealing an old door (now window) with intricate fanlight in the side of the Regent of exceptional quality and interest. Otherwise, attractive cottages give way to a disappointing garage court, although mature planting and a good roofscape compensate in some part.

Abbey Street – the colonnaded building sits uncomfortably here while on the other side the Abbey Hotel, an interesting building in itself, is a local landmark with a national reputation – it is also important as being visible from the harbour area.

The view at the bottom of Abbey Street should be water as this is the old harbour area – unfortunately this is now the town's main car park, and it is the sparkle of chrome rather than of sunlight catching the waves, which detracts the eye and deflates the spirits.

Voundervour Lane - is very narrow with a granite pavement on one side only, rendering the thick double yellow lines absurd. Bulky granite buildings make for a tight, hard urban feel to this part of the area – a back lane that also serves as a route through to Regent Square.

Regent Joinery Works building is important as it addresses the corner and shows how workshop type buildings are historically juxtaposed with the politest architecture in the comparatively cramped townscape.

Princes Street - This short street was once home to the butter market and was therefore part of the inner core of the town – it has been compromised by redevelopment on its north side but has retained an impressive array of high status buildings on its south side. It remains, though, a quiet secluded street, now cut off from the bustle of the town.

The three storey array of buildings includes the Masonic Hall, which is very fine with stucco detailing and large sash windows.

The street at its western end has original granite paving and there is a good granite slab pavement all along the south side.

On the north side the parking area is poorly detailed and the former telephone exchange remains a bulky grey mass in relation to its neighbours.

There are, however, good views of the backs of historic buildings on Queen's Square and Market Jew Street, with different shapes and textures adding interest above the car park.

4.5.2 Historic Town Centre Issues

Reasserting the market area as a central hub

Ia - The role of the historic market core needs to be re-established as the civic heart of Penzance, with a pedestrian friendly market centre.

Permeability

Ib - Many of the alleys, opes and paths that give this area its permeable character are in a poor state of repair.

Ic - Car parks: Greenmarket, Clarence Street and Causewayhead are all of an inappropriate standard of repair and/or finish for the Conservation Area. They are also subject to a large amount of clutter.

Vitality in the historic environment

Id - This built environment is not always well appreciated, presented or maintained.

Streetscape

Ie - There is a huge amount of clutter in the town centre (e.g. bins, signs, poles, seating, bollards) that needs to be radically reduced or improved to open up the spaces and views as they should be enjoyed.

If - Water used to run in leats along the side of the streets (these survive in Market Jew Street and Chapel Street), fed by the reservoir which still lies beneath the Bullock Market at the top of Causewayhead – this is redolent of the character of other Cornish towns e.g. Truro, Helston, and would be a welcome re-instatement. In addition, the many water chutes in the town require care.

Ig - Market Place: the 20th century resurfacing scheme has proved uncomfortable to walk on and has covered over historic features around the Market House.

Ih - New Street: poor granite paving and thick double yellow lines detract from historic character.

Ii - Jennings Street: is disjointed and 'forgotten' as a historic street. It requires a concerted effort and scheme to improve its character and appearance.

Ij - Bread Street – the granite gutter is only interrupted outside the housing scheme, where it disappears under tarmac.

Ik - Causewayhead – the inappropriate and tired paving scheme, together with an inordinate amount of street furniture detracts from the character of this otherwise historically important street.

Buildings

Im - The almost wholesale 20th century redevelopment of the south side of Market Jew Street for chain stores has diminished the quality of the townscape. The south side of Market Jew Street would benefit from major enhancement scheme and co-ordinated redevelopment.

In - There has been significant loss of historic shopfronts, together with a growing trend towards inappropriate signage.

Io – Inappropriate shutters are becoming prevalent in the town so that, after shopping hours, the central area starts to take on a more forbidding atmosphere. CCTV cameras are sometimes inappropriately placed on historic buildings/ sites (e.g. Threshers).

Ip - In many places rear elevations are just as visible as fronts and features such as flues and extractor fans can be eyesores.

Iq - 28-9 Market Place (ETS and Britannia) is particularly poor and the opportunity should be taken to replace it with a quality scheme on this corner.

CHARACTER AREA: HISTORIC TOWN CENTRE



Lined with superb architecturally important buildings, seen here framing St Mary's Church, Chapel Street is perhaps the jewel in Penzance crown



Generally buildings on the north side of Market Jew Street have survived better than those on the south side. The Terrace is particularly distinctive with its high quality granite paving, railings and steps.



The Wesleyan Chapel (above), set back from the street behind stone piers and railings, with its symmetrical facade, and the Egyptian house (below) with its ornate facade are fine examples of the quality of buildings found along Chapel Street





27b Market Place: A striking granite building (c1905) with red and yellow terracotta dressings that occupying a prominent position on the Greenmarket at the junction on Causewayhead



The Market House (1837) dominates Market Jew Street and its iconic lead covered dome with octagonal lantern can be seen from numerous locations within the town.

Sir Humphry Davy stands proudly on its eastern side, looking down Market Jew Street and towards St Michaels Mount.



St John's Hall, is a monumental municipal building marking the edge of the commercial town centre, and the start of residential properties in Alverton Street



The Acorn Theatre stands as a successful non residential conversion redundant chapel within the town centre



Water forms less of a feature within the town than it did in the past, however much evidence survives of open gullies and pumps and this feature on Market Jew Street is a welcome reminder of its historic importance



Causewayhead, now pedestrianised, remains a vibrant shopping street with an interesting range of buildings styles and material

4.5.3 The Harbour and Railway

History and Topographical Development

There has been a port at Penzance since at least the Middle Ages, and the earliest record of a quay is from 1512, although this is to do with repairing an existing structure rather than building a new one.

The development of Penzance's functions as market centre, fishing port and import/export centre associated with the tin industry and flour mills led to the development of the harbour in the 17th and 18th centuries.

It was in the 19th century, though, that the harbour as we know it today truly started to take shape. Matthews Dry Dock (1815), the gas works (1830), and Holman's iron foundry (1839) were among the businesses dependent on the harbour. In 1826-7 the harbour is recorded as being extended by 150 ft. This expansion culminated in the years 1845-8 with the building of the Albert Pier, the extension of the South Pier and provision or improvement of existing wharves, docks and warehousing (including the landmark Abbey Warehouse).

In 1852 the railway arrived, taking advantage of the flat coastal plain and conveniently near to the waters'edge, and boosting the trade in flowers, vegetables and grain, and tourists. The following year Albert Pier was extended to take sidings.

In the 1880's Wharf Road was extended to the south, with new quays (created by back filling with mine dirt from Wheal Bolton near Ludgvan) and the Ross Bridge was built in 1881. In 1884 a new wet dock was built and the dry dock re-aligned.

The railway station was rebuilt in 1880 in line with the redevelopment and upgrading of many other public buildings in the town.

In the 20th century there were two important developments: during the 1950's a large portion of the harbour was in-filled to create a car park and the gasworks/foundry area became disused, resulting in its partial redevelopment as the Wharfside Centre, for retail and housing.

Landscape and Setting

The harbour area is built on largely reclaimed land on the flat coastal plateau that lies below the historic town centre.

What should be the obvious setting for a harbour area – the sea, is not always as visible as one might expect. In the northern half of the area, given over to the so-called transport interchange – the bus station, car park and railway land, the relationship between the historic harbour side and the sea has been all but lost.

The situation is better in the southern half where the sea comes up to and passes beneath Wharf Road to fill the historic Abbey Basin. As with the promenade and Barbican areas, the state of the tide is as much an element of the area's character as the townscape itself.

To the north and west of the harbour it is the town that forms the setting on the steeply rising ground behind. At the southern end this is the oldest part of the historic core, with the skyline silhouettes of St Mary's Church and the Market House dome critical here. At the northern end the backs of redeveloped properties on Market Jew Street are clearly visible and do not make such an attractive setting. However, beyond this, the land rises up to Lescudjack Hillfort with its fine houses and pine trees.

Key Views & Vistas

Key external views in this area, for the road user are limited, perhaps constrained to the way the St Michaels' Mount is framed between the arms of Albert Pier and South Pier. From the piers themselves views abound across the sweep of Mount's Bay and the Lizard beyond.

Due to the curve of the harbour and railway area there is plenty of opportunity for views of the backdrop as described in the Landscape and Setting section, and there are views from the north across the sea of parked cars to ships masts and the bottom of the Barbican area. From the south end the views are more fragmented, with the backs of properties on Market Jew Street, the Wharfside development and railway station all lost in a melee of cars, signs and traffic signals.

The view of the Abbey Basin, although compromised by signs, some modern railings, poles and landscaping schemes, is one of the best known in Penzance, immortalised by Stanhope Forbes.

Ambience

Near to Wharfside and the bus & railway stations road traffic dominates, while at the southern end there is the added factor of this being a working harbour, usually bustling with workmen, cranes, forklift trucks, deliveries and boat movements.

While outside the new development at Wharfside pavements are wide, it is often an intimidating environment for pedestrians, who are confined along Wharf Road to a relatively narrow pavement.

Even around the Wharfside area where attempts have been made by local businesses to provide pleasant outdoor areas to eat, this is spoilt by constant traffic fumes.

On a quiet day, though, there is opportunity to enjoy the historic structures, buildings and boats of the working harbour and the rhythm created by the tide. In the season the inner harbour, always kept with water, is host to visiting tall ships, one of the major attractions of the area. The Abbey Basin presents a more secluded feel, with the now newly renovated Abbey Warehouse.

Transport Interchange

In the late 19th century, arriving by train, the visitor would be confronted by a large sweep of harbour and a line of wharves. Today, though, that has all been swept away and instead this area is dominated not by water but by a plethora of different hard surfaces, nearly all of them modern and alien, together with all the clutter of modern day street furniture, much of it extraneous.

The railway station is quite splendid – its crisp granite detailing, stacks and curving roof make it one of Penzance's major buildings in its own right. But more than this it is a critical gateway to the town and a symbol of the impact of the late Victorian age on Penzance's townscape. Its setting, though, has been compromised and it is hard to appreciate it in the whole. This also applies to its Chyandour Cliff elevation where it plays a key role in enclosing the bottom of the hill along the back of pavement – this can be hard to appreciate amid the signs, traffic lights and car fumes.

The Branwell's Mill complex also stands out as being of particular interest. It was in fact never a mill, but a granary, strategically located near to both railway and harbour side. This complex sets the scale for the buildings in this area – tall, four square warehouses in granite. They are a bit lost and difficult to access now that the roads are a one-way system, which has also further divorced them from their original context.

The 19th century converted warehouses are redolent of the area's former relationship with the harbour. The 1999 Wharfside retail and housing development for all its faults in terms of materials, detailing or lack of it, nevertheless is of a suitable scale and mass for the site. Its success in terms of the vitality of this part of the Conservation Area, providing links between the car park and Market Jew Street, should also be noted, as well as of the bottom of Market Jew Street, which was relatively rundown prior to Wharfside being opened.

Adjacent is the vacant gas holder site, currently awaiting a suitable proposal for redevelopment, which allows views of the backs of properties in Market Jew Street.

The sheltered housing scheme that adjoins the bottom of New Street is alien in design to the harbour area. The Lifeboat House (1884) stands strangely isolated from the sea on the " – it is wrongside of Wharf Road unclear what its use is at present, but it is a landmark building in this area.

Of interest all along the seaward side of Wharf Road is an array of original capstans, now half-buried in the tarmac.

The Abbey Basin has many moods, none more exciting than when an east wind is blowing and there is a full moon – this invariably results in water covering the old road on the inside of the basin. The newly refurbished Abbey Warehouse, is a landmark, not only of this sub-area, but of Penzance as a whole.

Abbey Slip, made famous by Stanhope Forbes, has been disappointingly treated – the surfacing is new and inappropriately detailed, the rails to the steps are utilitarian, and the poor quality of the bollard at the top is emphasised by the good ones at the bottom.

Ross Bridge, a modern update of the late 19th century original, narrows the road slightly here, acting as a natural traffic calming measure and affords views of the Abbey Basin and the tidal harbour. The bridge, on its huge granite supports, operates throughout the year and, when open, has the curious effect of cutting the working harbour off from the rest of the area.

Working harbour

The working harbour is characterised by bustle. During the week delivery lorries queue up to drop off goods for the freight ferry to the Isles of Scilly – everything from the weekly shop to new cars travels by boat. In addition, boat building takes place in the inner harbour and the dry dock, with cranes and forklift trucks often moving around within the harbour area and along the road. This is in addition to the activity created by visiting boats.

The key feature of the inner harbour is that the water is trapped by a sill so that it seems the tide never goes out. The inner face of the South Pier stands in deep water whatever the state of the tide.

An important element of both the tidal and working harbour sub-areas is the Dry Dock. This is an important historic structure but is also very much in use today – lined with granite, the discerning eye can depict the lines of the previous dry dock as well, which was at right angles to the present day. At surface level the green work sheds are also part of its character and can be seen for some distance.

There is a significant range of historic buildings surviving in this area, all with their own individual characteristics. The Trinity Lighthouse building and yard is not only a fine building but is also historically important as being the site from where the Wolf Rock Lighthouse was built – tram lines in the pavement are testament to the line the wagons took to the harbour side.

The Dolphin Inn, although it should be rendered, is nevertheless a strong presence on the corner where it has stood for at least two hundred years and probably more.

The scale is two storeys with a range of materials and textures, whether in the buildings or on the ground, and the roofscape is varied, made even more interesting by the steep change in levels to Quay Street beyond.

The Old Custom House gives an indication of the pre-19th century scale and is linked to its yard above by two flights of steps – one public (concrete) and one private (granite). The yard, used for parking for visitors taking the ferry to the Isles of Scilly, has potential for improvement and the pink pavements used to resurface the front clearly detract from both the conservation area and the listed building.

4.5.4 Harbour and railway issues

The transport interchange

2a - The transport interchange is dominated by signs, poles, junctions and crossings there is poor integration of facilities and uses as well as a general need to recognise the historic value of the built environment here, the settings of both Albert Street and the Branwells Mill complex are badly affected by the one way system.

The seating areas/use of the wide pavements around Wharfside are compromised by heavy traffic fumes and noise and the loss of the scenic harbour to the car park.

Harbour

2b - The north end of the harbour should never have been filled in, as this has not only at the very least submerged many historic features, it has also compromised the harbour itself and its relationship with the town.

The former gasholder site is at present vacant and awaiting a suitable development proposal

2c - Public access can be constrained in this area due to pavement width and heavy/working traffic

2d - Railings along Wharf Road/Ross Bridge are utilitarian and heavy-handed.

2e - There are some interesting double yellow lines across the top of Abbey Slip in New Street that are not only ugly but illiterate. Thick double yellow lines across the top of Abbey Slip

2f - Old Custom House: resurfacing to front is in alien pink pavements detracting from the setting of the listed building and the character of the conservation area.

2g - The Old Custom House Yard is an eyesore and it is hard to associate it with its historic function – there are all sorts of strange road markings and poor surfacing that could be quickly remedied to improve this interesting space.

CHARACTER AREA: THE HARBOUR AND RAILWAY



*Penzance station is the end of the line, the track separating the sea from the residential area to the east of town.
The modern white canopies of the bus station (below), are a local landmark in this area*





St Mary's Church dominates the skyline, here viewed from Wharfside. Wharf Road is a busy thoroughfare. A few trees attempt to soften the car park's impact



Abbey Warehouse, viewed across the Abbey Basin at high tide with St Mary's Church in the background is a famous view of the town



The Dolphin Inn has a strong presence on the corner facing the harbour. Replacing its lost render would improve its appearance



The Wharfside shopping development, seen here from the harbour carpark, even for all its design and material faults, is an appropriate scale for the site and has assisted in regenerating the lower part of Market Jew Street and better linking the town centre to the sea.

4.5.5 The Barbican

History and Topographical Development

This is the earliest part of Penzance – 'there may be surviving fragments of the medieval St Anthony's Chapel in St Anthony's Gardens but it is much changed from only a century ago and the townscape is in parts unrecognisable as having medieval origins.

In the 1930's slum clearance did away with tight grid of streets/courts on site of the present Jubilee Pool and in front of obelisk and the wharf, which was quite large. There were also buildings on the site of St Anthony's Gardens which were most probably connected with Batten's Wharf.

The present road is 20th century – previously the main route was via Green Street around the back of what are now St Anthony's Gardens and there were rows of houses on site of the present Yacht Inn (1930's).

There used to be a harbour office right on the corner adjacent to The Dolphin – presumably demolished when the road was put through in 1929, but it is worth mentioning as an indication of just how tight the townscape was historically and because of this there is huge archaeological potential across this sub-area.

In terms of topography, the Barbican now concentrates on the two nearly parallel streets of Coinagehall and Quay Streets with the church always prominent on the steeply rising ground beyond – the two streets run down to the Barbican buildings and are oriented towards two different character areas – the promenade on one side and the harbour on the other.

Landscape & Setting

This is the bottom of the ridge – the pensans that runs up Chapel Street and down to end at Battery Rocks – as such it forms a barrier between the promenade and the harbour. The sea is a constant and yet ever changing setting - tidal movement is as important here as in the promenade and harbour areas in terms of impact on character.

The landward setting is the rising land behind – with mature trees and some prominent landmark buildings – e.g. St Mary's Church.

The wider landscape includes The Lizard in the distance and St Michael's Mount in the foreground as well as Gwavas Lake, Newlyn & Penlee Point and often the masts of boats in the harbour.

Views & Vistas

Views are predominantly of the sea as stated above; inland there are glimpses of the bottom of Chapel Street with St Mary's Church and the Penzance Arts Club building playing major roles.

From Green Street, the view of the church is particularly important between the Yacht and the Mission.

Ambience

The genteel atmosphere of St Anthony's Gardens contrasts with the tightness and textures of Barbican Lane redolent of a time when this part of town was purely a working area.

On a rough day the sea is a major factor and the wind can whip up here so that this is one of the most exposed parts of Penzance.

When the Scillonian is off-loading there is a bustle in this area with some pedestrian/traffic conflict.

The sounds are of the sea, traffic and the ubiquitous gulls. The Scillonian's horn is also a regular feature in the season.

General Character

There is a narrowing down of the street as it turns the corner around Jubilee Pool / St Anthony's Gardens this is accentuated by the raising in height of the sea wall opposite the Barbican buildings – the whole thing gives the sense of transition into a different character beyond.

Cars pervade, especially parked ones along Coinage Hall Street and at the junction at the bottom of Green Street.

Quay Street - The weighbridge and Scillonian office are a central feature, although presently in poor condition.

Looking up Quay Street the buildings step up and away with good rhythm – there is a feeling of colour and vibrancy with very much a harbour side feel.

The area adjacent to the Dock Inn remains bare and has an unfinished appearance other than for pub garden tables in the summer season.

There is an interesting mix of uses in Quay Street – from cottages, flats, garages, to the poorly designed Scillonian offices with their ramp and cars everywhere – this eclecticism is very much part of the character and marks out the street's context between the working harbour and the more well-to-do residences in Chapel Street – e.g. the wall to the rear of Lighthouse Centre is very important in streetscape (and steps at bottom).

Penzance Arts Club is a focal building at the top of Quay Street – its high wall and railings are as important when seen from this angle, and makes the Scillonian offices all the more inappropriate.

The granite pavement all up one side is in good shape and adds to the textural interest.

St Anthony's Gardens - St Anthony's Gardens date from the 1930's. This is a wonderful, semi-secluded area with odd bits of stone which might be historical – there is a bit of an air of mystery about the place, yet has formal planting and gravelled walks. The fountain looks odd there and has actually come from the forecourt of St John's Hall.

The car park appears to always have been intended as such; it sits behind a wall that binds it to the rest of the Gardens – as with other car parks in Penzance it suffers from poor surfacing and unattractive furniture.

Coinagehall Street - Adjacent Dock Inn Car Park: this is vacant and a critical development site – from the promenade side it is critical that any development here does not detract from the roofscape.

The former Vospers building is rendered, and has a horizontal emphasis; the parapet is heavier now than when originally designed and lifting the panelling may reveal windows again on the first floor to lighten its impact.

Further up there is a brief return to the flavour of cottages and industrial/warehouse buildings that must have characterised this area before the 1930's – very important for historical and archaeological reasons but also for the different textures and fabrics that permeate this area, especially as so much has been cleared away.

Under Chapel Yard - This street is dominated by walls, whether high e.g. to the church, or in decay, as at the rear of The Yacht Inn.

The modern development is neat but open where the townscape is all about high walls and enclosure and is in brick pavements and mean detailing.

The entrance to the Church is a lovely secluded corner with a granite arch and steps, the quality of which are compromised by the poor railings and gates.

Also there is a steep drop to the rear of the Yacht Inn – this is part of something different – Green Street. Cars are parked everywhere and detract from enjoyment of the textures and shapes in the streetscape. There is the problem of the older textures and walls being allowed to fall into disrepair and tattiness (rear Yacht Inn) – this wall is very big and of interest – probably the back/side wall to one of the cottages that formerly stood on this site.

Green Street - Green Street is short, on rising ground, with St Anthony's Gardens on one side and Coinagehall Street on the other – yet its width shows that this was once the main road linking the harbour to the road.

The Yacht Inn – apart from its plastic windows – makes a significant statement as a building from the 1930's to go with the Jubilee Pool. Once the site of 15-20 cottages, part of the slum clearances – hard to believe so many families could have lived in the space now taken up by one pub.

The Seaman's Mission (1908): its roof shape and cupola make it a focal building – it is visible for miles around. It is distinctive both in terms of materials and form with a vertical emphasis, and unusually for this area, in yellow brick with red brick dressings. The one thing that detracts is the small area used for seating - this has poorly detailed brick wall and concrete surfacing which are at odds with the quality of the building. Between the Yacht and the Mission St Mary's Church rises in a key view.

Barbican Lane - Surfacing material and design is critical to character along Barbican Lane – smooth granite with granite gutter and pavement to one side.

Most striking is the colour, the distinctive brown of Ludgvan granite. As well as the main surfacing, the granite pavement complete with glinter posts also survive.

It is very narrow and can be subject to clutter in the season from signs, tables and chairs, but these elements also give it life and need only sensible control.

An imposing and important feature is the wall on the north side which is full of interesting different types of stone and has evidence of old openings along it – the result is a wonderful mix of textures and insights to the history/archaeology of the place that cannot be repeated.

4.5.6 Barbican Issues

Concerns about future development

3a - There are opportunities for re-development in this area but in the past this has taken place in a piecemeal fashion without proper reference to the historic context.

Key development site in the heart of historic area.

Traffic

3b - There is a widespread problem of parked cars detracting from enjoyment of the historic environment. There is traffic/pedestrian conflict at the bottom of Quay Street and the bend around the Barbican due to speed of traffic.

Streetscape & landscape

3c - St Anthony's Gardens the car park is in need of resurfacing and tidying up (e.g. the ticket machine and telephone box are particularly unsuited to the historic environment), and possibly rethink area of soft landscaping on site of what used to be car park entrance, which is subject to erosion.

- 3d - St Anthony's Gardens: the fountain has been borrowed from St John's Hall (see issue 1a). There was until relatively recently water where there are now flowers.
- 3e - Jubilee Pool: the large tarmac area is unnecessarily ugly.
- 3f - Gates and railings to churchyard entrance are in galvanised steel and inappropriate to the setting of this archway through to the churchyard.
- 3g - Green Street: the seating area outside and adjacent to the Seamen's Mission detracts from the setting of the building and the Conservation Area.

Buildings

- 3h - The Vospers building is a potential development site and has a mixed impact on the Conservation Area.
- 3i - The Scillonian offices are an eyesore as are its ramp and car park.



Quay Street retains its harbourside feel and retains some good granite paving. St Mary's Church dominates the street as it climbs up to meet Chapel Street.



The cupola on the Seaman's Mission overlooks St Anthony's Gardens, although the white former Vospers building tends to dominate this area. The Fountain would benefit from being returned to its original location outside St John's Hall with something appropriate to replace it



The Scillonian ferry terminates this view from Battery Road as the harbour meets the road



The smooth granite road surface is critical to the character of Barbican Lane

4.5.7 The Promenade

History and Topographical Development

The area around the Folly was originally beach-side squatter settlement separate to Penzance, but this changed to have walled pleasure gardens in the early 18th century, perhaps the first borough poorhouse (1768) and in the early-mid 19th century had lodging houses and public baths, a pipe manufactory and pottery. There is archaeological potential for all of these features.

The promenade and sea wall were built in 1843 on the underlying beach and sand dunes.

There used to be all sorts of structures on the Promenade of which there may be remains below the surface e.g. bandstand, Royal Baths Boarding House and Gibson's Studio, the Café Marina at Wherrytown end, even an indoor swimming pool. There may also be evidence of landing places, fish cellars, ropewalks and hay barns which are all recorded between the 16th to 19th centuries.

In 1911 the Pavilion was built and had a restaurant, theatre and ballroom. It used to have domes to the towers and railings to the front boundary.

The Jubilee Pool was opened in 1935 on the site of Batten's Wharf, a symbolic end to Penzance's role as solely a trading port and the recognition of its future as a tourist destination.

Landscape and Setting

A long sweep of land adjacent to the sea below the town and looking away from it out to sea.

The state of the tide is an important part of the setting as at low tide there is a very different feel with all the rocks exposed.

Setting is the rising land behind – with mature trees and some prominent landmark buildings – e.g. St Mary's Church; also the wider landscape of The Lizard in the distance and St Michael's Mount in the foreground as well as Gwavas Lake, Newlyn & Penlee Point.

Key Views & Vistas

Views abound along the promenade which is one long unbroken sweep. St Michael's Mount is clearly visible as a landmark, whether from the beach or rising behind the war memorial, above and beyond the Jubilee Pool. Further afield, The Lizard and on a clear day the Goonhilly Earth Station satellite dishes, line the horizon. St Mary's Church sits on the skyline together with other key buildings such as the Market House. Sometimes the masts of tall ships in the harbour peep over the St Anthony's Gardens in the foreground.

To the west the long view is of Newlyn with its harbour and housing spread across the hillside, and out to Penlee Point, with Mousehole just tucked away around the corner.

To the north are Penlee Park and Morrab Gardens as well as some well-planted and salubrious residential streets. Trees are everywhere on the horizon, with plenty of opportunities for glimpses up little set pieces of secluded streets, giving the sense of an intimate world just off the promenade.

Ambience

Wild and windy or calm, there is always a close relationship with the sea's moods. The salty taste and smell of the sea pervades, whether as wild spray in January or even as the smell of seaweed at low tide on a summer's evening.

There is an appreciation of the space across Mount's Bay and with it a sense of place in awareness of distant landmarks Lizard, St Michael's Mount offset by the enclosure of town and trees to the other side of road.

This is a busy street, though, and cars can dominate, whether parked or cruising along, sometimes at speed.

For the pedestrian there is an element of uncertainty when on the pavement inside the flood wall because this area is well used by cyclists and skateboarders.

General

The Promenade surface is bad and in poor condition – also can be different colours whether on promenade or pavement.

The sea edge of the promenade is wonderfully chunky/great big blocks of granite and places where bits of old iron stick out – the robust underside to the genteel topside – except the genteel topside isn't as genteel as one might hope because the pink paving slabs are mostly cracked.

West end

The Beachfield Hotel, just outside the conservation area, is highly visible and well known landmark building. Its setting has been compromised by the treatment of the forecourt area which has lost its original railings.

The roundabout at the junction with Alexandra Road is dangerous due to poor visibility and traffic not slowing down adequately, particularly when approaching from the west. Further, a large road sign on the roundabout obscures everything when approaching the promenade from the west.

The monument that now stands at the entrance to the Rugby Club not far away used to be a central feature of the junction, just as the light column is now – the monument commemorates the opening of the nearby Alexandra Grounds. Its reinstatement could be part of a scheme to improve conditions for road users. Although enclosed behind tall railings, there is an open feel to Alexandra Grounds and lots of palm trees/semitropical planting.

Until 1911, events at Alexandra Grounds were held in a marquee put up every year – the Pavilion was then built, complete with distinctive domes to the towers – it had a restaurant, theatre and ballroom and was host to concerts. Now it is one of the most recognisable buildings in Penzance and still has restaurant but now has low key amusements on the ground floor and bowling to the rear, it has lost its domes though.

Folly/Queens Hotel

The width of the road, pavement and promenade start to enclose and narrow down after the Pavilion. The Folly is more disparate and organic in appearance, at a smaller scale than everything around it, reflecting its earlier origins.

There are some very good shopfronts along here attached to the Queen's Hotel (1861), the major landmark of the promenade. Originally it was two hotels (the right hand side was Mount's Bay Hotel) and this history can be read in the current elevation. The Queen's Hotel used to have a cupola and grand glazed entrance porch, but this interest has been replaced with bland picture windows across an ugly ground floor extension. Nevertheless, the building remains a focal point.

The pedestrian crossing rails outside the hotel are utilitarian in the extreme and detract from the character of the Conservation Area.

There are tantalising glimpses up to the mature trees in Penlee Park and the large houses.

East of Morrab Road

After Morrab Road there is a change of scale and use and a general narrowing down of road and esplanade area, mostly domestic scale granite cottages set back behind long lawned gardens, below the surface level of the road.

Marine Terrace: end stopped by two three storey buildings, both rendered with double height bays, which will run along terrace, which is nearly all granite, with good survival of stacks. Front boundaries are a mix of walls and fences, all bound together by a granite plinth, and there is photographic evidence of at least some railings. It is of interest that this terrace predates the Promenade and was built to front the open shoreline.

The Lugger: the render treatment serves to unify this disparate group of buildings but the overall effect is a brash one, the forecourt reduced by clutter, at odds with the street in use and scale. It is, though, a magnet for tourists in the season as it is one of the few places along the prom where they can sit outside, eat and drink, and see the sea.

The bottom of Queen Street is easily visible here and the Seafarer Restaurant is a little tatty with a poor rear extension, but other than this it is lovely glimpse of the road winding away up the hill, on the west side little cottages – on the east side the view is dominated by modern movement house with roof extension that towers over the cottages onto the Promenade.

South Terrace: more varied in finish than Marine Terrace and also slightly at an angle to the road with one exception (modern movement) there are no front dormers – tiny shallow roofs with continuation of two storey bay windows. They give the appearance of being a bit older than Marine Terrace, and seem always to have walls rather than railings. The very eastern one has a garden and high boundary wall that plays a strong role in the townscape and which has strangely positioned street furniture in front.

From here the streetscape begins to break down with more cottages, but then the fine Regent Terrace rises up behind. The setting is compromised by expanses of poorly defined tarmac (especially in front of the Stanley Hotel), and a plethora of advertisement and other signs. The impression is of an open, wide space, dominated by cars, with ungainly and inappropriate road line painting.

The Stanley Hotel is in good condition but has suffered a degradation of its historic character through the removal of its render and the installation of a large picture window and sign.

Regent Terrace: itself is an impressive terrace, most buildings used as guest houses/hotels, enhanced by good upkeep and the different colours of render. Good rhythm is created by the dormers, chimneys, sashes, porches and raised doors and steps. Gardens on the south side are used for parking but they have good gardens in front of the hotels as well to compensate and these are well enclosed and cared for. The buildings are high with steps and some good details and plenty of palm trees give it all a Riviera feel. This is accentuated by the backdrop of Morrab Gardens beyond and some of the bigger houses up there, adding to an air of opulence.

St Anthony's Terrace: back to small scale that turns the corner, back of pavement, part of something different leading up the Church (see Barbican area for more on this).

Jubilee Pool

Here the road bends around St Anthony's Gardens and there is the sense of change to something different which is reflected in the opening up again of the landscape – the gardens on one side and the pool and views out to the Mount on the other, and also glimpses of the harbour area.

Jubilee Pool – stunning shape and line outside and in. What is most noticeable is that you can look down on the whole thing and see its design/form in the ground – stunning in contrast in terms of colour and line compared to the darkness of the sea and the roughness of the rocks.

Then the backdrop breaks down in quality and character and modern flats intrude on historic character and then the gap site – critical to recognise that the mistakes of the past should not be repeated – roofscape is so important here.

The Battery Rocks are very important to the character of the area and are ever changing: at low tide their appearance is very different to high tide, and interestingly reveal that Penzance's base rock is not granite.

The War Memorial (1922) – although now a bit dwarfed by Jubilee Pool remains prominently sited, though deserves better in terms of railings.

4.5.8 Promenade Issues

Traffic

4a-Fast moving traffic dominates the pedestrian movement, sometimes dangerously, with particular concern at the Alexandra Road roundabout.

Signs and other clutter are a problem e.g a large road sign on the roundabout obscures everything when approaching the Promenade from the west.

There is uncertainty among visitors over which side of the flood wall is the cycle lane, which can lead to some conflict.

The pedestrian crossing rails outside the Queen's Hotel are standard utilitarian models that fail to match the quality of the area.

Streetscape and landscape

4b - The Promenade's surface is in a poor condition with cracked pink paving slabs.

4c - The original centrepiece to the Alexandra Road junction, a water fountain to commemorate the opening of Alexandra Grounds in 1903, is currently located at the entrance to Penzance Rugby Club.

4d - There are missing railings all along the Promenade, not least in front of the Pavilion and the walls and terraces outside Alexandra Gardens, which have been left with an unfinished feel.

4e - The Stanley Hotel area: the streetscape has broken down here, and there are several different colours of tarmac.

4f - Regent Terrace: the former large gardens on south side have been given over to car parking with accompanying wholesale loss of boundaries - Jubilee Pool & War Memorial - awful railings that should be replaced as a matter of urgency.

Buildings

4g - The Pavilion has lost some of its character and detail.

4h - The Lugg: the forecourt area is large, badly surfaced and ill-defined

4i - The Stanley Hotel has had its character compromised by stripping of render on front elevation and it has a poor sign and picture window to the promenade side.



The wide promenade is somewhat detached from the town, shown here looking towards Newlyn. The expanse of pink and grey paving was a poor choice in surface treatment.



Parking dominates the front of the amusement arcade building, its lost its towers but still remains a local landmark, facing out to sea



At the end of the Promenade the Jubilee Pool is an important 20th century addition to the town, and a fine example of a lido



Regent Terrace, large Georgian properties used mainly as guest houses occupy an enviable position just off the Promenade

4.5.9 Lescudjack and the 'Battlefields'

History and Topographical Development

This area was originally large houses with extensive grounds which were then developed on in the 19th century – this has informed the pattern of development.

Development was not straightforwardly from the town centre outwards – rather it was developed piecemeal with the result that there evolved a townscape of different styles from Regency stucco in Rosevean Road to granite rows in High Street.

There was also little respect paid to natural contours – instead there are plenty of sharp and unexpected turns in the roads, and strange angles.

Taroveor Road/Mount Street is the only through route, which is perhaps why it became the focus for so many commercial and institutional buildings.

There is a remarkable concentration of churches and chapels across this relatively small area and these can be glimpsed from one to another like a chain of beacons rising out of the housing, each different in style.

Landscape and Setting

The whole area is on rising ground culminating with the large villas below Lescudjack Hillfort with their distinctive pine trees on the horizon to the east.

The countryside to the north is part of the setting with large trees and fields beyond the by-pass which is strangely invisible from Lescudjack.

The town centre is the setting for the lower part of the area – in particular the Market House Dome and the Church can also be glimpsed.

In the eastern part of the area the sea is highly visible and you can see wide sweeps of the bay and, higher up, the harbour and ship movements that you don't see on the prom side, such as large boats coming into the dry dock.

Key Views & Vistas

Views and glimpses abound of the sea throughout the area, while to the north the countryside rises up.

Internal" views of the churches and rows of rooftops and chimneys are also widespread – the roofscape takes on a special significance in this respect.

The Market Dome and St Mary's Church are two of the buildings that stand out in the town, a further reminder of the area's context and proximity to the centre.

Ambience

In places it is very calm and peaceful but this is predominantly a hard townscape and there is no escaping the town environment – sometimes there is no greenery at all and you could be in any industrial town in England – the context is lost. But mostly there is a clear relationship between this area and the town centre and its location by the sea.

It can be very quiet in the western part during the day here as this is a huge residential area and you can hardly hear traffic noise.

This does not apply, though, to the rat run of Taroveor Road/Mount Street where traffic moves too fast, nor at the bottom of Penrose Street et al where Chyandour Cliff is dominated by traffic.

Also the sound of the traffic on the main approach is clearly audible from e.g. Alma Terrace/Albert Terrace.

General

This is a large area of Penzance dedicated primarily to 19th century housing in mostly terraces and rows across the hillside above the commercial core and extending right up to the ancient hillfort and looking over to the countryside beyond.

Lescudjack Hillfort - Outside the conservation area, but crucial to its setting, the hillfort sits at the very top of the hill in good old fashioned strategic position – it is largely overgrown on one side, albeit with well worn dog walking paths, and in allotments on the other, perhaps reflecting a split ownership – but the bank is clearly visible and there is great archaeological potential.

Nestling beneath the hillfort and probably actually on its outer defences are the two large early 20th century villas that dominate the skyline of this part of Penzance also outside the Conservation Area – they are at the end of a rough track and feel quite remote, but can be seen for miles around – equally important are the pine trees that are in their grounds for the same reason – they are in some ways related to those at the top of Paul Hill in establishing a sense of place.

This is traditionally an area of large houses in own grounds – e.g. Rosevean House, Medrose House, but Penare Court is outside the conservation area even though a part of this pattern and surviving; the front is very good and set behind old walls and with mature trees.

Penare Road is a good example of several of the streets in the area that share common/similar characteristics (e.g. Barwis Hill, Lescudjack Road, Thornberry Terrace, Lannoweth Road, Penare Terrace) quite a wide street, planted with hedges/semi-tropical planting in front gardens that make it feel even more spacious. Most striking is the rhythm created by the way that the buildings step down the hillside and all have identical chimneys, small dormers and hipped two storey canted bays – a feature common throughout the area – The whole thing has a light and airy feel, with good views of the sea and glimpses through to the town beyond – especially the Market House. Features of special note: survival of some original railings in front of and dividing properties; corner properties have extra detailing to mark them out.

Views may be of the sea or across the houses to the town, St Mary's Church or the block of flats at St Clares – also allows vistas some with good punctuation – e.g. down Barwis Hill or bad (along Penare Terrace to a modern garage that is out of scale).

The backs of these streets form long and at times complex arrangements of lanes and alleys – most share the following characteristics: high granite walls, slate roofs on rear extensions (especially on falling ground where rhythm becomes pronounced), chimneys and outbuildings. It is very important to recognise permeability by pedestrians as a characteristic of the area.

Some breakdown of boundaries to accommodate car parking but overall not too bad really because of a lack of opportunity – Lescudjack Terrace has parking area for whole terrace which could be improved, especially as on a junction so highly visible face on.

Lescudjack Terrace (early 20th century) worthy of special mention as raised up with the houses set back – they are tall with huge bays to maximise views over the smaller houses in front of them.

Thornberry Terrace has the double height bays on the rear to take advantage of the views. To the front, then, are deep light wells to accommodate the fall in ground level – every inch is used and there is still planting to the front. Further down the hill the terraces give way to large detached villas, all the same date still, and set amid mature planting. Mount Prospect Hotel is one of them – some loss of quality to grounds for car parking but mostly compensated for by huge privet hedge and mature palm trees.

The Coastguard Cottages form a separate group across the road and are by and large earlier than the detached villas – in well detailed and distinctive late Gothic style – setting now partially compromised by redevelopment in front – especially appalling treatment to car parking area in alien materials. But railings/gateway/steps and footpath survive onto Chyandour Cliff – very important for historical context and texture.

Lannoweth Road is as Penare Road with the additional interest of stable block paving which is probably contemporary with the houses – also one house at bottom end has delightful lantern dormer to take advantage of sea views; at the top there is a statement building with balustraded balconies to the upper floor, this makes a good endstop to the street. Also important are the railings that turn the corner into Lescudjack Road – at this point there is an awareness of looking down on the backs of an older area – the feeling of an edge here.

Lescudjack Road is as above but the bottom half is very different with hedges and smaller cottages – see St John's Church area for this.

Chyandour Cliff -Lannoweth Terrace adjacent to new development is plain but comparatively wonderful – two storey canted bays/small dormers/chimneys with pots, all on raised gardens behind railings and interesting gates – greatly undervalued in the noise and dirt of Chyandour Cliff.

St John's Church area - The Church is set down a leafy lane – trees are part of the character here – one might almost not realise the urban setting in places – the church itself is a low key granite affair but it is highly visible around the Conservation Area and is also important for the community as patron saint of Penzance. Next door is the Old Vicarage, also set among trees – both buildings look too big to be in such small grounds but the whole thing is very intimate and well defined by walls and substantial planting. The church's parking area is well enclosed with a matching granite wall although just a tarmac surface which rather lets it down.

Trewartha Terrace – is patterned stucco – all listed. What were once railings on a granite plinth is now thick and lush hedging which contributes significantly to the green feel of this part of Penzance. With no pavement the rural lane effect is complete, although towards the bottom of the lane the railway station's roof can be clearly seen, as well as the sea, and the sense grows of this being a quiet retreat in the heart of the town.

The allotments to the south-west of the church form a secret enclave and although used are quite overgrown and very well screened from passers-by.

Penrose Terrace is awash with listed buildings – rendered, polite, hipped shallow slate roofs and tall stacks, 12 pane sashes, set back in well-screened and mature gardens. Trees are important here as are the views of St Michael's Mount. The back lane is a wonderful array of one and two storey outbuildings on its west side, evidently the coach houses and servants' quarters to these large pretentious houses. The one bad bit is the setting to the Cliff Hotel at the bottom, which has been badly extended and had its grounds destroyed for parking.

Lescudjack Road bottom end is of a mixed character with some interesting old commercial buildings; these are in contrast with the fine finish of Penrose Terrace and speak of the tradesmen also working in this area – they add interesting texture to the townscape here, also they are hard up to the back of the road. There is no pavement here but rather a windy lane – perhaps a sign that it is part of something relating the old countryside before the fields were developed – one of the best things about Penzance is how this history permeates the streetscape. At junction with Mount Street there is a good water fountain in the wall, dated 1827.

Leskinnick Terrace is reminiscent of the houses in Regent Square – lovely terrace of two storey houses, which should all be rendered but some have had it removed – good brick stacks, some with interesting porch details. All set behind walls and mature front gardens – there is a secluded feel to the road which has a pavement on one side only – the allotments are opposite – and it has a curve as it goes up the hill that hides the fact that the cottages further up are not so exciting – a much plainer but no less interesting terrace which is such a contrast, having evidently been built on a tighter budget – with the allotment and mature planning opposite, though, the feeling remains green and airy. Cars have problems here, it is so tight. At the top there are views down to the Battlefields and the Catholic Church – this is a dense tightly packed urban landscape of granite terraces, stepping down and along hills, a mass of slate roofs and the church rising up out of it.

One of the hidden and much neglected treasures in Penzance can be reached through a covered alley – the Jewish Burial Ground.

At the bottom of Barwis Hill is Medrose House – one of the large houses still surviving in this area although the grounds have been built on in part – obviously earlier than the rest of the area, different orientation, set much lower and with granite wall playing its part in defining the boundary of the house and the street.

Rosevean Terrace has a secluded feel and stands in the grounds of Rosevean House, now a vet. The terrace is down an unsurfaced lane and screened by trees, overlooking the recreation ground – early 20 th century granite with small front gardens.

The Battlefields - Central wedge of tight rows and terraces relating to old field patterns – can result in sometimes bizarre angles in the streets and the buildings themselves.

Upper part – (St Francis Street et al) short streets of tightly packed plain but sturdy and well-detailed granite housing (two storeys with attic space), all with tiny back yards and back lanes – this is a gritty townscape with no softness and exacerbated by narrowness of streets and proliferation of cars – parked anywhere and everywhere there is opportunity. The old shops at the end of the short rows in St Mary's Street have gone although the shop fronts survive in places – a good reminder and record of the once thriving self-contained community that was here.

Lower part – (St Phillip Street et al) - these streets are almost at right angles to the upper ones and it is clear that they are contained within the old field boundaries – this has created some amazing angles. The streets run across a dip in the landscape so that vistas are long, in contrast to e.g. Belgravia Street where they go over a rise in the ground and the views are truncated. While mostly consisting of rows of housing as in the upper Battlefields area, there is also a range of two storey workshop buildings in St Phillip's Street worthy of note, and which give interesting detail and texture.

St Mary's Street, which acts as spinal route into town from this area, is home to the old Victorian school as well as the more modern and not so well-detailed St Mary's Haven in the grounds of the old convent this interesting group of buildings, which has links to Medrose House beyond, has a chapel, dormitory and large villa, all probably earlier than and consequently at different angles to the later street grid. Otherwise the street has one or two specialist shops (taxi & jewellery shop). On the west side, the houses are a bit grander with front gardens reminiscent of Barwis Hill et al but the houses are essentially two storey and granite-faced.

At the opposite end of the rows St Michael's Street sweeps up the hill and is much more of a hotchpotch of ages and designs: e.g. the late 19th/early 20th century rock-faced granite finished terrace with the two storey square bays at the top. Rock-facing is otherwise mostly confined to the end buildings of the rows on the elevation facing either St Mary's Street or St. Michaels Street – otherwise the streets are characterised by simple square faced lintels.

St Michael's Street terminates at the old school, now sensitively converted into flats and forming a focal building in this area. It is also at the head of one of the critical back alleys that run up from the railway station and which forms part of a network that links this part of the hill to the older area of Mount Street to the west and Leskinnick Terrace to the east (and the Jewish Burial Ground). With the steeply falling ground views across the backs of houses to the sea are part of the character.

Mount Street/Penwith Street - This part of the Conservation Area relates to the station and the bottom end of Market Jew Street more than it does to the residential properties in the rest of the Lescudjack and Battlefields area. This is an older pattern – Mount Street is early 19th century in character e.g. the Peruvian Arms is rendered and there is granite paving outside its entrances. The roof of the railway station is a distinctive landmark at the bottom of the street and St Michael's Mount is clearly visible as if floating above it. Also of note is the grand workshop entrance with office adjacent in a projecting oriel, again with a distinctive area of granite paving.

The houses in Penwith Street and Adelaide Street should be roughcast rendered but this has unfortunately been hacked off in many cases, revealing the rubble stone beneath, which is clearly not intended to be viewed – otherwise these are simple two storey rows with slate roofs and single attic dormers as common in this area. At the junction of these two roads with Taroveor Road is a focal point fish & chip shop – this has potential for improvement.

The Council's Direct Labour Organisation site on the site of two rows of houses, probably demolished in slum clearances – possibly now a development site, it is generally tatty and run down in appearance.

Between Mount Street and Adelaide Street and bounded by the depot to the north, Cross Street is an interesting mix of styles and textures: a potential redevelopment site where the gym is – presumably an old depot building – as there has been some loss of boundary definition here and line to back of pavement opportunity for cottage. At the corner with Mount Street the disused chapel (now antique/bric-a-brac shop) is very good but in places needs some attention, with the small Sunday School building to the side charming in its scale.

Taroveor Road - Taroveor Road is the main through route in this area, particularly for local people, and its character is diverse, as it passes through and links together different character sub-areas.

At the top of Penwith Street Taroveor Road turns a sharp corner heralding a change in character marked by the pair of large villas set back in their own mature grounds with a granite wall topped by a hedge. This scale is echoed by the adjacent Belle Vue Terrace which is three storey and rendered all set behind a high wall with a semi-private footpath, the terrace only let down by arguably its most important constituent – No.1 which also addresses Taroveor Road.

Opposite this interesting group is an equally impressive set piece of shopfronts, all appearing to lack a use at the present time, but which are unusual in having a transom light carrying over a recessed set of paired doors – these are distinctive in the townscape, although one has been significantly altered the transom has survived.

Albert Terrace and Alma Terrace are both distinctive two and three storey rendered terraces, both separated from their front gardens by roads and both with amazing views across the rooftops to the east, the railway station and Mount's Bay – while both have a sense of quiet seclusion this is particularly true of Albert Terrace which is a cul-de-sac. This is where 19th century developers have taken full advantage of the topography. There is a surprising amount of greenery here, including mature palm trees and plenty of fruit trees, perhaps survivors of when this area was laid to orchards, as so much of the Penzance area was prior to development.

Rosevean Road is older than many of the streets around it as it was the original route to Rosevean House. This accounts for its narrowness compared with St James Street to its south and of which, at first glance, it

appears to be a continuation. It was intended to have villas along its length and there are some survivors from this early period, albeit in some cases stripped of their render and poorly altered. Otherwise this is a street of mixed terraces, all with differing levels of pretension - Medrose Terrace is grander with stucco front elevations and front steps - with the landmark Catholic Church located half way along. It also has, at its southern end, one warehouse type building which is of particular interest because it is in brick – most unusual in an otherwise granite/render dominated sub-area.

The townscape here is small scale and intimate with back lanes revealing small yards enclosed with high granite walls, while to the front, there is room for parking on one side only or, in some cases, not at all.

To the west lies Caldwell Road, a long two storey granite row of two storey paired half houses, distinctive for their regular cut stonework, high doorways and tall windows. There are framed views of the school at one end and trees at the other. The back lane separates Caldwell Road from Tolver Road, and here there is a distinct difference both in the levels and the social classes for which the houses were originally built, with the backs of the houses in Tolver Road towering over the cottages and outbuildings to Caldwell Road.

High Street, St James Street and Belgravia Street, to the south of Taroveor Road, are three similar wide streets of granite rows straddling the rising ground immediately adjacent to the town centre. From Taroveor Road it is not possible to see the ends so that the town is completely obscured from this point – it is not until one has reached the ‘summit’ that the view unfolds and the Market House dome rises up, dramatically. In the case of St James Street it is St Mary’s Church that becomes the focal point, although this is spoilt by the inappropriate extension to Barclays Bank on Bread Street. While sharing common characteristics of being wide streets with rows of granite houses, all with slate roofs, and mostly of the same scale, the piecemeal way in which these streets were developed is evident in the different details on the houses – e.g. some have tripartite sashes, some small front gardens, original railings and steps, others covered entrances to rear lanes with original granite cobbles – all these details are essential to the character of each street and to the group as a whole.

Between High Street and Belgravia Street there is a large area now used as garage court, but which was once the site of a brewery – this has a lot of potential for improvement.

The bottom of these streets give way to an array of interesting warehouse type buildings associated with others in Bread Street, or premises in Causewayhead.

In Taroveor Road there is a small group of Victorian institutional buildings – the chapel (at the top of High Street), the old school and the Rechabite Hall. The latter is disused and starting to fall into disrepair, yet is one of the key buildings in this part of the Conservation Area, due to its size, design and location.

Conversely, Taroveor Terrace is like a well-kept secret, the mid-19th century cottages tucked away in a secluded cul-de-sac, some with room for small private walled gardens. Parking here appears to be self-regulating and the informal nature of the terrace is an important part of its character.

Coombe Road to St Clare’s - This part of the Conservation Area was not developed until the early 20th century and had greater pretensions – this is reflected in the houses in e.g. Pendarves Road where Pendarves House is a key feature in the townscape with wonderful patterned tiled gables and stain glass early 20th century detailing echoed elsewhere in the road. Opposite is Pendarves Villa with its distinctive painted side veranda. Pendarves Road itself also has doorways set in deep open tiled halls – a feature of note adding to colour and texture of this area.

Rosevean House now accessed from Coombe Road but used to have entrance gates at bottom of Barwis Hill, but this has now been built on with ungainly modern detached housing. The house itself is a delight – early 19th century, render with hipped slate roof, central brick stack and partly glazed veranda to south elevation. The grounds were probably terraced gardens once and, although largely given over to car parking, there are plenty of mature trees and grass banks to compensate and effectively screen the house

from Coombe Road altogether – giving a flavour of the how the area might have looked before the extensive housing area was developed. Trees here are very important to setting of this part of the Conservation Area.

Richmond Church sits modestly here, an unassuming late Victorian church with a plain lawned yard, the only jarring features being its galvanised railings. The Arts and Crafts Hall behind is worth a mention yet seems to be poorly maintained.

Tolver Place as per Penare Road et al – front gardens really strike a contrast with the continuation in Tolver Road, which does not have quite so much room.

Once the grounds of the formerly grand Richmond House and Richmond Villa the rows that lie between Tolver Place and St Clare Street are laid out in as tight a grid as those in the Battlefields, effectively separating the two houses, that still survive, from their original relationship and context. Also not helped by the modern house in grounds of Richmond House with its poor detailing and forecourt treatment – still lots of trees though. To the west of these tight two storey rows there were formerly many more houses but these have been replaced by blocks of flats.

The back lane to Tolver Road is one of most important pedestrian routes in Penzance linking town to housing and Humphry Davy School – lined by granite walls – but could do with some more trees.

St Clare Street - This is one of the gateway routes into Penzance and starts outside the Conservation Area as leafy and spacious with the cemetery and cricket ground on one side and Council Offices at St Clare's House on the other.

There is an abrupt change of scale to the inter-war row that curves around to face the flats and address the corner – dwarfed by the flats and by the treatment to the roundabout – the result is an ungainly space and little townscape.

In the Conservation Area on the south-west side are remains of old terraces many with evidence of former shopfronts – all two storey and rendered.

Windsor Terrace is tucked away behind the row, a surprising find of an intimate and secluded area so near to the noisy St Clare Street, consisting of very simple two storey granite/some painted cottages, no pavements but granite setts, mews and alleys, lots of texture and materials.

Distinctive buildings in this area - the red brick Hanwarr's shop building and also the rendered Fountain Tavern, which is a focal point, relating to the previous street pattern. Adjacent is Bullock Market Terrace, an incredibly secluded enclave of two storey cottages with workshops/mews behind, well screened by a high hedge and the wall to the cattle market but setting marred by deeply unattractive car park/garage area and the overbearing block of flats.

4.5.10 Lescudjack and Battlefields Issues

Future Development

5a - In the past new buildings have been erected in focal points or along the skyline with deleterious effects.
5b - The Council's Direct Labour Organisation site and the adjacent gym building on Cross Street appear to be quite rundown.

Streetscape

5c - Parking areas that would benefit from improvements:

Lescudjack Terrace – this is an important junction

St John's Church – parking area has great potential for something special

Penrose Terrace – Cliff Hotel parking area; poor garage design and siting

Fish & chip shop at the top of Penwith Street has opportunity for enhancement to forecourt area

Buildings

5d - There has been significant loss of shopfronts to residential use especially in St Mary's Road and Taroveor Road where the buildings have also become rundown as a result of the change of use

5e - Belle Vue Terrace – the end property is in a very poor condition

5f - The Rechabite Chapel is disused and in a poor state of repair.

CHARACTER AREA: LESCUDJACK AND THE 'BATTLEFIELDS'



Unified tightly knit 19th century terraces in this part in the conservation area are typical, with strong architectural detailing, as in this example (Tolver Road). In this area street parking narrows otherwise wide streets.



These properties were constructed for the working classes, simple houses, that have now suffered from some inappropriate changes, e.g. replacement windows. Note also the parked cars, and proliferation of wheelie bins. This view along High Street affords a glimpse of the Market House dome.



The remains of an old water fountain survive at the bottom of Mount Street, now protected by listing, features such as these add interest to the street scene and are important references to the past



Another example of the regular terraced streets found in this part of the conservation area, gradually climbing up away from the sea The paving adds texture and is probably original.

4.5.11 Alverton and Morrab

History and Topographical Development

This is the genteel part of Penzance, characterised by leafy roads and parks, lined with large and elegant residences.

In the early 19th century, the growth of the middle classes led to the erection of stucco terraces, such as Regent Square and North Parade, introducing a secluded air of elegance to the town.

Later, this development spread out with, in 1865, Alexandra Road and in 1880, Morrab Road being laid out on a broad plan, cutting through the much earlier North Parade.

There are three significant areas of public open space in this sub-area. Penlee House and its parkland were created from the pre-existing fields in the 1850's, later to become the town's museum, art gallery and public park. Morrab House, originally a private house was eventually to become Morrab Library and, in the 1880's Morrab Gardens were specifically created as a semi-tropical garden for the enjoyment of the public. In 1903, Alexandra Grounds, donated by the influential Bolitho family, were opened.

Landscape and Setting

One of the most attractive areas in any Cornish town, the landscape is sloping, steeply in places, with plenty of mature trees, whether in parkland, gardens or used to line the streets.

In the west the area is semi-rural in setting with old granite walls and plenty of trees associated with the Lariggan Valley.

The south of the area is more related to the sea and sits on the coastal plain beneath the rising land of the more salubrious residential areas and parks.

To the east the land is steeper and the slightly older townscape is tucked in tight to the town, with the spine of Chapel Street rising up behind and the sea laid out in front.

Key Views & Vistas

There are many opportunities, as elsewhere in the town, to glimpse the sea, often framed between trees or visible above the rooftops.

Equally the town centre, with the twin focal points of the Market House and St Mary's Church can be seen from various vantage points.

Ambience

This has traditionally been the wealthy area in Penzance and there is a rather luxuriant feel in the amount of space, planting and architectural detail.

As this is the home to two libraries, a semi-tropical garden, a park, tennis club, two playgrounds and Penzance's football team, it is also an area well-used by the local population and can be busy at times. (The Rugby Club just outside the conservation area is a major contributor of people, traffic and parking on match days.)

Traffic can detract in places – this applies mostly to routes through such as Alexandra Road, Morrab Road and Alverton Road. However, parking is a major problem, in terms of impact on character, throughout the area.

It is a permeable area, especially for pedestrians – there are opportunities to walk from one end of the area to the other only having to cross one or two roads. Some of these paths are very leafy and can feel quite secret; certainly this is a very pleasant urban experience compared with elsewhere in the town.

Clarence Street - Slightly detached from the general Alverton area Clarence Terrace is a secluded and wealthy cul-de-sac of large 19th century villas hidden away from Clarence Street and St Clare Street, with a communal front garden/ driveway and plenty of mature trees.

Just below these, Clarence House, a large granite villa, is set back from the street in its own grounds; and has recently been renovated into a school building. Mature trees are very important to its setting.

At the corner of the street is an ornate pump, one of several in the town worthy of note.

The terrace in Clarence Street, with associated chapel, is very fine but has suffered in part from neglect in recent years.

Regent Square to Morrab Road - Regent Square is a secluded square of two storey stucco houses, all with slate roofs, porticos and front gardens running to the road like spokes in a wheel. The result is that the houses, fine in themselves, are enhanced by their garden setting. It is surprisingly quiet here, so close to Chapel Street.

The west back of Regent Square faces onto the bottom of Queen Street (for top half see Historic Town Centre section). This is a mixed area of uses and textures, from the former granite school to the rendered auction house and the adjacent builders' yard.

Opposite is Daniel Place, a long, narrow road of two storey rendered cottages, late 19th century – unusual for this area and striking in its rhythm and simplicity.

Above this are the wonderful Morrab Gardens and the grand houses that look over them. The Gardens themselves are nothing less than stunning – a semi-tropical oasis in the heart of Penzance. As well as a good range of interesting species, the Gardens also have features such as the bandstand and the fountain, of interest in their own right. The Morrab Library building sits amid the mature planting – once a Regency style house and now well used by the community and home to a large selection of often rare books.

St Mary's Terrace looks over the Gardens and is an indication of the pretensions of this area tall rendered and granite ashlar houses set behind mature front gardens with views over Morrab Gardens and down to the sea. The lane itself is narrow and leafy for the bottom part and it is only near to the top that this atmosphere disappears and the Penlowarth office block rises up to destroy the setting and character of this area.

Immediately to the south Coulson Terrace is a particularly fine terrace of large stucco houses, secluded in the heart of the town. The setting has recently been compromised on the Gardens side by a poorly detailed wall and railings, and the hit and miss fence onto the lane is also of insufficient quality for these houses.

To the north of the Gardens Morrab Terrace continues this style. The houses are grand, have significantly larger front gardens than is the norm in Penzance, and their rear gardens that adjoin Morrab Gardens. They face not the Gardens themselves but a leafy footpath, one of the many that permeate this area and a major pedestrian route into the town centre. South Parade, opposite, is also to be considered as part of this aspirational group - a secluded terrace of tall stone houses with shared grounds which are well planted with mature trees, and exude a sense of privacy.

To the north of this area is the edge of the town centre with Parade Mews, Parade Passage and Victoria Place, a tight knit web of narrow streets and alleys making for an intimate townscape. The buildings are generally smaller in mews type developments. Worthy of note is the small water fountain set into the wall, one of many in Penzance from the early 19th century, and part of its rich Victorian streetscape.

North Parade is part of the early 19th century expansion of the town, an impressive row of stucco three storey houses separated from their long gardens by a narrow road, along one side of which is a granite slab pavement. Many of the gardens have been lost to parking with the associated inappropriate hard surfacing and breakdown/loss of definition to the boundaries on that side.

Park Close at the western end of North Parade is a terrace of more modest two storey cottages with an interesting array of outbuildings and wall onto the back lane it shares with Wellington Terrace – part of the mews character of Buriton Row this is very much a secluded corner.

Morrab Road is lined with an impressive array of near identical mid-late 19th century three storey gabled granite houses that step down the hill towards the sea in a regiment of slate roofs and brick stacks with impressive clay chimney pots. They sit behind short but often well planted front gardens and have tiled paths and simple but well-detailed tall sash windows to their bays, very similar to others in Mennaye Road and the most western part of the Conservation Area in Alverton Road. There is a back lane on the east side that links with Morrab Place and is a peaceful haven, lined with outbuildings to the houses and the long granite wall to Morrab Gardens.

The sea is the focal point for the bottom of the road while towards the top the entrance to Penlee Park and Gallery, the Public Library and Art School buildings are focal points of community activity. The feel of the street is mixed, with doctors' and dentists' surgeries next door to private houses and plenty of hotels as well. Because this is a major through route for traffic from the town to the Promenade area it can be busy, especially in the library area but its width allows for parking on one side only and this seems to create natural traffic calming.

The sense of space and greenery is reinforced by the entrances to Penlee Park and Morrab Gardens, both of which reveal beautifully planned and mature planting.

After the key Marine Park Hotel which is effectively an announcement of the late Victorian part of the road, Morrab Road kinks outside the entrance to Morrab Gardens and significantly narrows adjacent to the Queen's Hotel. It is here that the rear car park of the hotel becomes all too apparent and would benefit from some enhancement and a less utilitarian approach to its barrier system.

Adjacent, Trelawny's Garage is a local landmark, having traded on this site for many years there is still an embossed advertisement on the outside of the north facing side wall that is of interest.

Brighton Terrace is of a strikingly different scale to the remainder of the street and speaks of an older townscape, before the Promenade was built. Here is a row of tiny two storey cottages set behind small front gardens with granite walls.

They relate to the similar cottages in South Place Folly, just around the corner, with which they form a group and which contribute to a tighter townscape immediately to the west.

Cornwall Terrace, which is of the same date and forms the third side to this early 19th century triangle, is predominantly two storeys in render and runs at an angle up the side of what were the grounds to Redinnick House and down towards the sea. These are small but genteel residences with well-defined features and boundaries. There is an interesting juxtaposition of roads here reflecting the complex history of this small area.

Penlee Park - This is the largest area of enclosed public open space in Penzance and is host to a mix of uses – as such it has its own range of mini-character areas. Around the popular art gallery and café at Penlee House the landscape is harder with more formal planting, but with plenty of views of the wider park with its mature trees, many of which are semi-tropical. There is a small enclosed outdoor theatre much used in the summer season for music and theatre performances. The Penzance Tennis Club has a new

clubhouse which is very large with a prominent roof, but hopefully this will mellow with age. The hard tennis courts are kept in good condition and have been coated with green dye to enhance their appearance. Unfortunately, several trees were lost to the new clubhouse and there appears to have been a significant amount of tree felling in the park generally. This has been partially counteracted by a string of new trees planted in the large grassy area that is the heart of the park; in places it is possible to discern the old field boundaries which survive in part. With a playgroup at the top of the park, housed in a former outbuilding to the house, there is a small play area at the bottom and an ornamental pond fed by a lion's head water chute. In all Penlee Park is a varied space valued by the local community both for its multiple uses and for its varied planting and large trees.

A striking feature of Penlee Park is its permeability. There are entrances on all four sides and it is part of the extensive Penzance pedestrian network. It is also surrounded by paths which may have originated when the land was private and now give alternative routes, especially after dark when the park is closed. These paths are of value in their own right, one being host to an attractive water chute and "washing place."

To the south this green part of the conservation area continues with the football ground which is on a flat piece of land below the level of the main park, from where there are views over to Alverton and beyond.

South of Penlee Park - Redinnick House which, like Penlee, once stood in its own grounds is an early 19th century villa adjacent to Penlee Park. However, the historic context was lost when the grounds were extensively redeveloped in the late 20th century; this area now detracts from the character of the Conservation Area.

The land falls away from Penlee Park quite steeply with the result that there are stunning views out to sea, particularly from the entrance onto Penlee View Terrace. Here the style reflects that in Morrab Road – large three storey houses, some rendered but many in rock faced granite stepping down the hill. This pattern is picked up in Mennaye Road and Alexandra Place as well. Mennaye Road is of particular interest since it has one of the few chapels (now converted) in this part of Penzance, compared with the large number in the north of the town.

To the east of Mennaye Road, though, the ranks of terraced houses are noticeably more modest – Bay View Terrace, Redinnick Terrace and Redinnick Place are characterised as short streets with two storey rendered houses at the bottom of the hill. St Mary's School is of the same small scale and is very urban in character, with only a hard surface playground. Typical in design of a small Victorian church school, with good detailing, it nevertheless appears cramped and relatively rundown in comparison with the spacious and well-equipped sandy playground in Alexandra Grounds and the recently refurbished tennis courts.

Alexandra Road (including Trewithen Road and Hawkins Road) - The east side of Alexandra Road currently marks the western extent of the Conservation Area, except for two small areas on the west side. This is, of course, a nonsense, as the street is an historical entity and enjoys an exciting character on both sides. Lined with mature street trees it is awash with large late 19th/early 20th century buildings, most of which were almost certainly intended at the outset for hotel use.

On the west side there are several large detached houses (outside the Conservation Area) in their own extensive grounds, their setting to the rear the important green wedge of the Lariggan Valley. The recent Molwin housing development also lies outside the conservation area whilst the Victorian terrace north of it (inside the Conservation Area) is linked to the terrace on the east side in scale, design and function.

Trewithen Road and Hawkins Road are also hosts to the large houses and, very unusually in Penzance where land is at a premium, they all have large gardens with mature planting.

Together with Penlee Park the area sets a salubrious leafy atmosphere for promenading as was originally intended.

This character is adversely affected at times by heavy fast moving traffic and parked cars.

Alverton Road - At the western end of Alverton Road, beyond the current Conservation Area is arguably one of the oldest parts of Penzance – the Alverton House complex on the south side of the road adjacent to Lariggan Stream may well be the site of the original Alverton Manor and is precious not only for its inherent quality but also for its archaeological potential.

This western approach to Penzance is lined with mature trees and has a semi-rural feel associated with the outskirts of a small country town. On the south side, particularly, there are older detached buildings of interest and some quality – Alverton Cottage, Hawks Farm (famously where Admiral Pellew was born) – are remnants of this important historic townscape.

Particularly noticeable is the difference in levels between the north and south sides of the road. The older properties are significantly lower down, in places partially hidden by the later improved road and with railings to protect the basement wells, while the early 20th century buildings are on an embankment. The first of these in the Conservation Area is Alverton Terrace, which is remarkably similar in design to those in Alexandra Place and Mennaye Road, at the other end of Alexandra Road. Set back on a raised pavement, though, the three storey houses are an imposing group and also announce the beginning of an urban townscape.

To the east of the junction with Alexandra Road the north side is characterised by large early 20th century houses and institutional buildings in their own grounds, some all but hidden behind high dense hedges. These may date from around the time that King's Road and the area south of Bolitho School was laid out, once a private house and even a hotel. This whole area is part of the Alverton Road development and impact on its setting.

Closer to the town the buildings on the north side street are older and come up the edge of pavement. On the south side, though, with the exception of Hawks Farm, the townscape is more fragmented. The site of Bellair House, which was bombed in World War 2 and subsequently demolished, has become a health clinic of no architectural merit in the Conservation Area.

Adjacent to this Treveen House has also been developed and extended; the development does not address Alverton Road, but rather Penlee Car Park.

Penlee Car Park is a large tarmac area sloping down to Penlee Park which can be clearly seen at the bottom, especially the intrusive roof of the new tennis club. Once partly the gardens to Wellington Terrace, it is now a space in need of significant enhancement.

Wellington Terrace itself is an imposing 19th century three storey rendered terrace, which is astonishingly almost hidden from view by a dense hedge that fronts onto Penlee Car Park. The terrace has an impressive piece of slate hanging on its south end elevation and an interesting array of outbuildings and textures along its back lane.

The north side of Alverton Road is a fascinating mix of small but pretentious town houses with much older cottages that lined this ancient route out of Penzance to the west. Many of these properties are now offices or surgeries giving the road an appropriately edge of town feel, although its quiet gentility can be marred by traffic at times.

4.5.12 Issues in Alverton and Morrab

Buildings

6a - Penlowarth detracts from the character of the area and the setting of key listed buildings.

6b - The importance of Brighton Terrace at the bottom of Morrab Road is not recognised as an early terrace relating to the tightknit townscape of South Place Folly and Cornwall Terrace

6c - The Bellair House site in its present form detracts from the character of the Conservation Area.

Streetscape

6d - Loss of gardens to parking has become a major issue in North Parade, with disastrous implications for the townscape.

6e - The Queen's Hotel car park is an unattractive space behind a utilitarian barrier

6f - There is widespread loss of railings to front boundaries

6g - Penlee Car Park is not of sufficient quality in terms of materials and design.

CHARACTER AREA: ALVERTON AND MORRAB



Morrab Gardens is an important formal green oasis with many important trees situated in a residential area of the well off middle classes



Morrab Road slices through the earlier North Parade on its way to the sea. Its strong gables and remarkably intact two storey bay sash windows make it a superb example of later 19th century development in the town



Sitting at the top of Clarence Street this recently converted building is a classic example of The early 19th century development taking place in the town



Trees and elevated properties at the end of Bay View Terrace form a pleasing terminus of view. Strong detail prevails – the multi pot chimney stacks, two storey bay windows and small front gardens address the wide street, narrowed only by parked cars

5.0 PRESERVATION & ENHANCEMENT

5.1 Preservation

It is the aim of the Council that the character and appearance of Penzance's Conservation Area should be preserved and enhanced but the designation of a conservation area is not a bar on future developments. Special character is derived from the overall effect of many components and the responsibility for managing the conservation area rests not just with the local planning authority but with everyone who lives, works or impacts on the settlement. Changes that are not controlled through the planning system can have an adverse effect on the special character. It is important for all involved to think about what makes Penzance unique, and to take positive steps to preserve and enhance it.

Penzance Conservation Area was first designated as far back as 1969. As currently designated, it is an extensive area covering the historic town centre, harbour, promenade and pre-1900 residential areas. Its special architectural and historic interest is comprehensively described in the character and appearance section. Furthermore, the publication entitled 'Cornwall and Scilly Urban Survey - Historic Characterisation for Regeneration for Penzance', a detailed study published in September 2003 (view on line at www.historic-cornwall.org.uk), provides the means of understanding the diverse range of factors which combine to create the 'distinctiveness' and 'sense of place' of the entire pre-1907 developed area of Penzance.

In summary preservation and enhancement will be achieved by:

- refusing permission for the demolition of any building or structure if its loss would damage the character or appearance of the area;
- ensuring that development and listed building works which fall under the control of the local planning authority are sympathetic to the special character of the area;
- providing local design guidance as part of this Conservation Area Statement and encouraging developers to build upon this guidance in devising detailed site-specific design statements to inform proposals;
- continuing to bring under control by means of an Article 4 Direction some types of development which would otherwise lie beyond the local planning authority's remit;
- taking action to bring neglected buildings in the Conservation Area into acceptable repair where their condition and appearance is damaging the character of the area;
- preserving views, open spaces, gardens, trees, boundary treatments and floorscapes which make an important contribution to the character of Penzance;
- retaining shopfronts which contribute to the historic character of the area;

5.2 Design Guidance

Conservation Area designation is not intended to prevent change, especially that which would enhance the character of the area. However the scope for new development within the Penzance Conservation Area is limited.

The general design guidance for any development in the Conservation Area is that its character and appearance should be preserved and enhanced. In particular:

- Development should seek to reinforce the grain and pattern of development through sensitive siting, responding to building lines and aspect, in design, form, scale detailing and materials. Important public views should also be respected.
- The hierarchy of traditional buildings should not be challenged through the introduction of large structures. Modest houses should not be extended and altered to make them larger and grander; the variation in property sizes and detailing is an essential characteristic of Penzance. The clear hierarchy of houses and villas in the town should be respected.

- When making alterations or creating a new building it is important that natural and existing site features such as trees, shrubs, stone boundary walls etc. are retained as these help new development to blend into its setting.
- The scale and form of new development will be in keeping with local traditions, using building forms, proportions, fenestration, materials and detailing appropriate to their context.
- Plot boundaries are important features in some parts of the Conservation Area and should be respected and maintained. The most appropriate boundary treatment, depending in which part of the town you are in, is likely to be stone or railings. Timber fences are not traditionally used in Penzance, and will be discouraged in new development.
- Appropriate landscaping and planting, sensitive to its impact on the surrounding area, will be encouraged. Gardens and open spaces which contribute to Penzance's character will be protected from damaging development.
- If new development is to be seen to reflect Penzance's historic sense of place then it follows that attention to local detailing in roofing, the design and detail in windows, doors, roofs, chimneys etc. will all be important. Proposals should be developed from careful research within the town.
- High quality contemporary design solutions, respectful and appropriate to their historic context, will be welcomed where they can make a positive contribution to the character and appearance of the area.

5.3 Listed Buildings

Many buildings of special historic or architectural interest have been designated as listed buildings. Once a building has been listed works which would affect its special interest require listed building consent from the local planning authority. Both internal and external works require consent. In addition to the main building, as identified in the list, curtilage structures are covered by listed building protection. This means that any object or structure within the curtilage of the listed building at the date of listing, which forms part of the land and has done since 1 July 1948, for example, the boundary walls and outbuildings may also require formal consent to alter.

Proposals concerning listed buildings within Penzance will be considered not only in terms of the effect on the building itself, but also on their effect on the character and appearance of the Conservation Area.

The listed buildings within the Penzance Conservation Area, at the time of publication of this document, are highlighted on the attached map. It is important to note that changes may occur in the list from time to time so in order to confirm whether a building is listed it is still essential to check with the Local Planning Authority. As outlined above, in addition to the principal listed buildings, some curtilage structures are covered by listed building controls. Further information about listed buildings is available from the Local Planning Authority.

5.4 Protection of Other Buildings

There are many buildings, structures and features in Penzance which are not listed but which contribute to its character and appearance.

There are some increased planning controls in Conservation Areas but it is still possible for alterations to take place which would dilute the quality of the townscape. The Penzance conservation area is already protected by an Article 4 Direction which effectively ensures that certain works (for example replacement windows, doors and roofs) protect the special character and appearance of the conservation area.

5.5 General Issues

Penzance is generally in good condition reflecting high property values and general prosperity of the town and there are few signs of vacant properties, or detrimental under use of buildings. Nevertheless there remain some issues that require careful monitoring or improvement in order to protect the special character of the town. These are summarised below:

5.5.1 Highway related issues

Poorly designed standard traffic management solutions and excessive street 'clutter' already degrade and blight otherwise attractive areas of Penzance's historic townscape. The community has given a clear indication that only sensitive and creative design solutions will be accepted. There still exist in parts of the town centre, significant barriers to pedestrian flow as well as unattractive and uninviting pedestrian links between the town and the harbour areas.

Several car parks sit uncomfortably within the historic town centre both lacking identity or quality. The harbour carpark is just that, a sea of cars built over part of the former harbour.

Within the town examples survive of historic surfaces, and these should be protected during works, several areas of small cobbles survive along property edges, and large granite surfaces also survive in a few locations. Statutory undertakers should take particular care around such areas.

Summary

- Resist any further loss of traditional surface treatments
- Encourage visual improvements to traffic calming methods and minimise highway markings and signage
- Encourage enhancement to the car parks

5.5.2 Boundary treatment & garden development

Front and rear gardens within the conservation area form a vital part of its character and integrity. Front gardens are often small gaps between buildings and road, fortunately often too small to be sacrificed for parking. Where it has happened it is always to the detriment of the streetscape. Rear gardens are not immune from such development. Many properties that have rear service lanes have unfortunately sacrificed the stone boundary walls for garaging and parking. Developments within rear gardens and yards can, in places, be quite intrusive with many roads and paths affording views to the rear of properties due to the topography. Evidence also exists where railings have been lost, probably largely through the war effort. Careful research through old photographs may assist with ensuring appropriate detailing if reinstatement is considered appropriate.

Summary:

- Resist the loss of boundary walls and introduction of parking. Encourage reinstatement of appropriate uses and boundary treatments

5.5.3 References to former uses

It is essential to retain references to former uses both in plan form of the settlement and in features on individual buildings (for example shopfronts).

Alterations should also ensure that non domestic buildings retain their particular features without introducing domestic elements.

Outbuildings are also important structures that help in the understanding of uses and their loss or inappropriate alteration should be avoided.

Summary:

- Encourage the retention of features that provide valuable references to former uses

5.5.4 The use of prevalent traditional & local building materials and methods

It is essential to encourage and promote the use of appropriate building materials and methods, paying particular attention to local detailing, and the correct use of these ensures that the special character and appearance of Penzance is protected.

Walls: The palette of materials used in Penzance is rich and varied which helps to create interesting elevations and streetscenes. The choice of materials and how they are used is usually indicative of the age of construction and status of the building; however in Penzance with a history of prosperity and growth since the 17th century there are several examples of buildings having been refronted, so analysing the walling material on these buildings should be done with caution.

Stone (ahslar, squared and coursed, to rubble), stucco, pebbledash, slate hanging and unusual brickwork all feature within the town. Embellishments were added often in the 19th century to enhance appearance and status of buildings and these additions now form part of the historic interest.

Repair using traditional materials and methods is essential. The use of cement should be avoided, renders and mortars should be of lime, with appropriate colours of well graded sand. Pointing should be almost flush with the masonry. Painting of previously unpainted surfaces should normally be avoided and conservation advice should be sought on appropriate paint and colour.

Roofs: The topography of Penzance makes the roofscape of great importance. Slate is the predominant roofing material and its varying age and use combined with the variety in roof form pitch etc make a considerable contribution to character. Many examples survive of scantle slate roofing, which is wet laid slates laid to diminishing courses. Such detailing is essential to the character of the settlement and needs to be protected. Other fine examples exist of original dry laid roofs, some with probable Welsh slate following the arrival of the railway in the mid 19th century.

The introduction of man made 'slates' is noticeable in Penzance, especially on the terraces where they often sit uncomfortably next to wet laid slate roofs. Although often a cheaper option these man made materials fail to replicate the character of traditional slate roofs and are never satisfactory.

The use of clips or hooks to fix dry laid roofs is not traditional and has a detrimental visual impact – nails should always be used to fix such slates.

Chimneys are a crucial feature of roofscapes. Loss of chimney pots stacks is always detrimental and should be resisted. If repair is not an option, reconstruction can be carried out. Where chimneys have been lost in the past encouragement should be given to their appropriate reinstatement.

Penzance has suffered from a loss of traditional cast iron rainwater goods, in preference for plastic, probably not only due to cost but also the coastal location increasing maintenance. Where they do survive they are important details to be retained (and repaired or replaced on a like for like basis). Encouragement should be given to reinstatement in cast iron (or aluminium where appropriate) where it has been lost on all older properties.

It is important to protect traditional detailing when finishing a roof. Clay ridge tiles, open eaves, timber fascias or mitred slate or mortar fillets. Avoiding the use of concrete ridge and hip tiles, boxed soffits etc.

Dormers and rooflights do feature within the town. The older examples do not detract from the appearance of the buildings on which they are situated, and may form part of its original design (for example on Tolver Road). In some circumstances the use of larger loftspaces can be preferable to extending the building in other ways. It is essential to ensure that such additions are appropriate in design and detail to the building on which they are situated and have limited impact on townscape views.

Joinery: Authentic joinery adds to the visual quality and historic character of buildings. Survival is greatest on the listed buildings within the town, but a good number of unlisted buildings retain historically important joinery. Like most other towns and villages though many properties have been disfigured with the introduction of inappropriate materials and detailing. The use of plastic and aluminium is noticeable.

Old joinery is rarely un-repairable and the first consideration should always be for its careful repair. However if repair is not possible the next best thing is a replica replacement.

Sliding sash windows are the most common type of window treatment within the conservation area. Although numerous examples remain of small pane sashes (e.g. 12 or 16 pane) some windows on older buildings have been replaced with four or two pane sashes as glass became cheaper, and examples of larger pane sashes can be found on many of the later 19th century terraces.

The loss of traditional doors is also common place, especially now cheap inferior timber doors are readily available. Where original doors survived they should be repaired. Where they are beyond repair they should be replicated, and where lost advice should be sought as to a suitable replacement which reflects the status and age of the building.

Paint, of an appropriate colour, is the traditional finish for joinery and the fashion for stripped and stained woodwork should be avoided. In addition encouragement should always be given to the reintroduction of appropriate doors and windows where they have previously been lost.

Shopfronts: Many historic shopfronts survive within Penzance, although largely found in the secondary shopping areas (e.g. Causewayhead and Chapel Street) and are an essential part of its character. There is a noticeable loss of quality historic shopfronts on Market Jew Street which is regrettable. Even where the use has ceased it is essential to retain good shopfronts as part of the character and development of the town, this is especially important in the more residential areas of the town where shops survive on ends of terraces to serve the immediate community. It is important to retain and restore historic features on shopfronts, to ensure signage on current businesses is appropriate to both the building it is on and the wider townscape.

The use of metal roller shutters has meant that some areas, at night, take on a more forbidding atmosphere and their blank exterior has the effect of deadening the streetscene.

Summary:

- Resist further use of non-traditional materials and designs for windows and doors and encourage reinstatement where these alterations have already taken place
- Resist further installation of non-traditional dormers, rooflights or picture windows and encourage improvements where poorly scaled and designed examples exist
- Resist the loss of chimney stacks and pots and encourage replacement where previously lost
- Encourage the use of lime pointing on traditional buildings
- Encourage the replacement of artificial slate with natural slate as appropriate to the building. Resist the use of clips or hooks. Where appropriate continue the use of wet laid scantle slate roof coverings.
- Encourage the retention of traditional shopfronts, ensure that new shopfronts are appropriate in design and detail to the building and encourage the use of appropriate signage on business premises
- Discourage the use of roller shutters, encourage the use of more design sensitive security measures where necessary

5.5.5 Contribution of Trees and other Vegetation

Although primarily dealing with issues relating to the built environment it is recognised that there are several individual trees and groups of trees, along with other vegetation that are extremely important to the character and appearance of the town. Conservation area designation adds a layer of protection for most trees within its boundary and where a tree that makes a positive contribution to the character and appearance of the settlement faces a definite threat a Tree Preservation Order can be placed on it to ensure it is protected from loss or damage.

Summary :

- Encourage the retention of all trees and other vegetation that makes a positive contribution to the setting of individual buildings or the wider townscape.

5.5.6 Wirescape and other statutory installations and services

As in many settlements the wirescape is intrusive in places within the town. Whilst it is recognised that this provides an essential service, opportunities for its improvement, and ideally relocation below ground should be considered at every opportunity. The position and maintenance of other installations should also be carefully considered and where choice in design is available, such as street lighting, care should be taken to ensure the quality reflects the special character of the town.

The domestic wheelie bin is now common place in our towns and villages, and in commercial centres the larger industrial sized bins also make an appearance. These are always to the detriment of character and appearance and encouragement should be given to appropriate storage and screening of refuse bins.

Summary:

- Encourage the relocation of the wire network underground and encourage statutory undertakers to liaise with the Council and to undertake works appropriate to the Conservation Area
- Review the refuse bin storage and collection strategy

5.5.7 Extent of intrusion and damage

There are inevitably elements of intrusion and damage within the conservation area, not just in terms of alterations to historic buildings or features, but also relating to inappropriate development, including new buildings or extensions to existing ones.

Penzance is not without areas that could be improved and enhanced and this should be recognised and encouraged where appropriate. It is, however, a well established cohesive settlement with a high concentration of historic buildings, which help to draw attention away from the more neutral or negative elements.

Summary:

- Encourage improvements to, or removal of poorly designed extensions in conspicuous locations, and resist further developments of poor quality
- Encourage the improvement to areas that fail to make a positive contribution to the character or appearance of the Conservation Area.

5.5.8 Archaeology

With the complex history of Penzance is archaeological potential almost anywhere within the settlement. As the town was known to be in existence by the 14th century, and considered large within the region by the 16th century, along with its history of economic wealth and prosperity there could be remains of earlier phases of development almost anywhere, although most likely in the town centre and harbour/Barbican areas. Consequently works that require excavations or alterations may reveal interesting finds.

Where works are subject to the planning process guidance contained in Planning Policy Guidance Note 16 will be taken into consideration and conditions attached to permissions where appropriate. PPG15 and PPG16 are due to be replaced with a combined document PPS5 Planning for the Historic Environment in the near future.

Works being undertaken by private owners or statutory undertakers is harder to monitor but they should be aware of the potential to reveal important finds and should contact the Council for further advice should this occur.

Summary:

- Encourage retention of any items of archaeological interest where possible, and adequate recording where their alteration or loss is proposed

5.5.9 Climate Change & Historic Conservation

The Council has a strong commitment to the development of sustainable communities. Reducing factors which may exacerbate climate change is among the most important challenges facing communities.

Climate change has the potential to be detrimental to the historic environment, for example through rising sea levels, increased flooding, possible increases in storminess and weather intensity, and greater risk of ground subsidence.

The Council will encourage and enable the development of renewable energy. However, it also recognises that some forms of renewable energy delivery can have an incongruous and damaging effect on the character and appearance of individual buildings and of settlements and their settings. English Heritage (Wind Energy and the Historic Environment) advises that the cumulative effects of projects as well as their specific impacts will need to be considered.

There is likely to be increasing demand for the installation of wind turbines, solar panels and photovoltaic cells, and planning legislation has now been amended to include permitted development rights for such works. In view of the potential for alteration to the character and appearance of the conservation area, the Council will consider amending the existing Article 4 Direction to require planning permission for the installation of wind turbines, solar panels and photo-voltaic cells.

Summary:

- Encourage appropriate use of sustainable energy generation without detracting from the character and appearance of the conservation area

5.5.10 Conservation Area Appraisal Review

In accordance with guidance issued by English Heritage it is good practice to regularly review conservation area appraisals to ensure they remain accurate and up to date. It is the intention to review and monitor this appraisal with a formal review to take place within 5 years of its adoption by Cornwall Council.



Causwayhead, although pedestrianised, still has conflict between pedestrian and vehicles especially during delivery times. Concrete pavements and highway-related clutter detract from the street scene, and features such as seating and rubbish bins are poorly sited



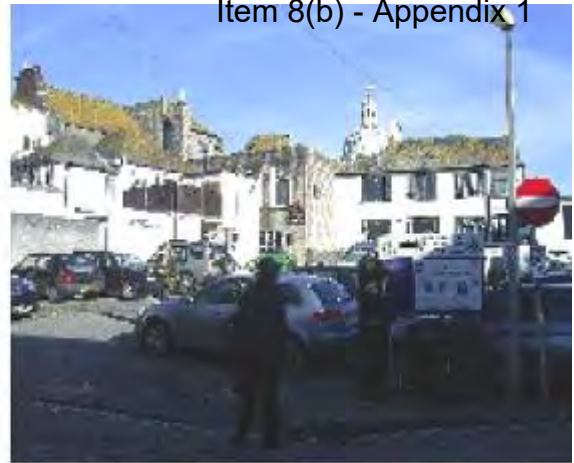
The ETS / Britannia building occupies an important corner. Its prominent dormers, awkward roofline and unattractive wall surfaces jar with the surrounding buildings. The Betfred building also presents an opportunity for enhancement by reinstating the original window proportions, and appropriate joinery, and introducing a narrower fascia that relates better to the shopfront.



This prominent later 20th century shopfront fails to protect the special character of the building, or of the wider Greenmarket and presents a good opportunity for sympathetic replacement.



Even relatively minor changes can make a difference – if the Lavenders Bakery fascia was narrower to match the Cargo Clothing sign it would enhance the appearance of the shopfront



Car parks generally offer scope for enhancement, this could include better surface and boundary treatment in places and improving the relationship between vehicles and pedestrians



The south side of Market Jew Street has suffered from extensive 20th century redevelopment and the majority of this makes a negative contribution to its special character. Sensitive replacement when the opportunity arises could improve the town's principle commercial street.



Many buildings do retain good architectural detailing and the use of traditional materials enhances the quality of buildings in the conservation area. For example the retention of the horizontal emphasis and detailing on this Art Deco building (above left) and the use of wet laid slate (above right).

PENWITH DISTRICT COUNCIL (PENZANCE)

TOWN AND COUNTRY PLANNING GENERAL DEVELOPMENT ORDER 1977

ARTICLE 4 DIRECTION 1979

WHEREAS the Council of the District of Penwith being the appropriate local planning authority within the meaning of Article 4 of the Town and Country Planning General Development Order 1977 are satisfied that it is expedient that development of the descriptions set out in the Schedule hereto should not be carried out on land at Penzance Cornwall being the land shown edged red on the plan annexed hereto unless permission therefor is granted on application and made under the Town and Country Planning General Development Order 1977.

NOW THEREFORE the said Council in pursuance of the powers conferred upon them by the said Article 4 hereby direct that the permission granted by Article 3 of the Town and Country Planning General Development Order 1977 shall not apply to development on the said land of the descriptions set out in the Schedule hereto.

SCHEDULE

1. The enlargement improvement or other alteration of a dwellinghouse even if
 - (a) the cubic content of the original dwellinghouse (as ascertained by external measurement) will not be exceeded by more than 50 cubic metres or one tenth whichever is the greater, subject to a maximum of 115 cubic metres;
 - (b) the height of the building as so enlarged altered or improved does not exceed the height of the highest part of the roof of the original dwellinghouse;
 - (c) no part of the building as so enlarged altered or improved projects beyond the forwardmost part of any wall of the original dwellinghouse which fronts on a highway, being development comprised within Class I, 1 referred to in Schedule 1 to the said Order and not being development comprised within any other Class. The erection of a grage, stable, loose box or coach house within the curtilage of the dwellinghouse shall be treated as the enlargement of the dwellinghouse for all purposes including the calculation of cubic content.
2. The erection or construction of a porch outside any external door of a dwellinghouse even if
 - (a) the floor area does not exceed 2 square metres;
 - (b) no part of the structure is more than 3 metres above the level of the ground;
 - (c) no part of the structure is less than 2 metres from any boundary of the curtilage which fronts on a highway, being development comprised within Class I, 2 referred to in Schedule 1 to the said Order and not being development comprised within any other Class.

3. The erection, construction or placing, and the maintenance, improvement or other alteration, within the curtilage of a dwellinghouse, or any building or enclosure required for a purpose incidental to the enjoyment of the dwellinghouse as such, including the keeping of poultry, bees, pet animals, birds or other livestock for the domestic needs or personal enjoyment of the occupants of the dwellinghouse even if: (a) no part of such building or enclosure projects beyond the forwardmost part of any wall of the original dwellinghouse which fronts on a highway; (b) the height does not exceed in the case of a building with a ridged roof, 4 metres, or in any other case, 3 metres; (c) the area of ground covered by buildings within the curtilage (other than the original dwellinghouse) does not thereby exceed one half of the total area of the curtilage excluding the ground area of the original dwellinghouse, being development comprised within Class I, 3 referred to in Schedule 1 to the said Order and not being development comprised within any other Class, except that the permission granted for development by Article 3 of the said Order shall apply to buildings no greater than 2 metres in height from ground level and 8 cubic metres in volume.

4. The construction within the curtilage of a dwellinghouse of a hardstanding for vehicles for a purpose incidental to the enjoyment of the dwellinghouse as such, being development comprised within Class I, 4 referred to in Schedule 1 to the said Order and not being development comprised within any other Class.

5. The erection or placing within the curtilage of a dwellinghouse of a tank for storage of oil for domestic heating even if (a) the capacity of the tank does not exceed 3500 litres; (b) no part of the tank is more than 3 metres above the level of the ground; (c) no part of the tank projects beyond the forwardmost part of any wall of the original dwellinghouse which points on a highway being development comprised within Class I, 5 referred to in Schedule 1 to the said Order and not being development comprised within any other Class.

6. The erection or construction of gates, fences, walls or other means of enclosure even if not exceeding 1 metre in height where abutting on a highway used by vehicular traffic or 2 metres in height in any other case, and the maintenance, improvement or other alteration of any gates, fences, walls or other means of enclosure even if such improvement or alteration does not increase the height above the height appropriate for a new means of enclosure, being development comprised within Class II, 1 referred to in Schedule 1 to the said Order and not being development comprised within any other Class.

7. The formation, laying out and construction of a means of access to a highway not being a trunk or classified road even if required in connection with development permitted by Article 3 of and Schedule 1 to the said Order, being development comprised within Class II, 2 referred to in Schedule 1 to the said Order and not being development comprised within any other Class.

8. The painting of the exterior of any building or work otherwise than for the purpose of advertisement, announcement or direction being development comprised within Class II, 3 referred to in Schedule 1 to the said Order and not being development comprised within any other Class, except that the permission granted for development by Article 3 of the said Order shall apply to the painting of windows, frames, doors and gutters.

Given under the Common Seal of PENWITH
DISTRICT COUNCIL of St. Clare Penzance
Cornwall this 30th day of
March 1979. The Common Seal of the
Council was hereunto affixed in the
presence of:



1361

J. B. G. Smith
Chairman

J. H. Hall
District Secretary

DET. 33545

The Secretary of State for the Environment
hereby approves the foregoing direction.

Philip M. Humphreys

Signed by authority
of the Secretary of
State

An Assistant Secretary
in the Department of
the Environment.

13 August 1979

ARTICLE 4 DIRECTION 1979

TOWN & COUNTRY PLANNING
GENERAL DEVELOPMENT
ORDER 1977

Boundary Of Article 4 Area

CHARMAN

J.H. Hall
District SECRETARY

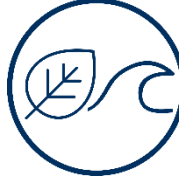
Scale 1:2500

Date Feb. 79

By TMV

PENWITH DISTRICT COUNCIL St. Clare, PENZANCE Cornwall, TR18 8DX
PB Smith FRICS FRTP Chief Planning Officer Tel: 2341 STD 0736

PLANNING COMMITTEE – 2 JULY 2025**REPORT FOR DECISION****PLANNING APPLICATION VALIDATION PROCESS**

Our Culture	Our Decision Making	Our Environment	Our Money	Our People	Our Places	Our Resilience & Wellbeing
						
✓		✓			✓	

Recommendation:

Consideration be given to the Validation Guide and Common Invalid Reasons Guidance, as set out at Appendices 1 and 2 of this report, and, when considered against the previously identified errors, representations be made to Cornwall Council if necessary.

Background:

At the meeting held on 11 June 2025 a Member raised concerns relating to Cornwall Council's planning application validation process, in that the Committee was being asked to consider a number of applications which contained errors, and requested that an item was added to the Agenda of a future meeting.

Set out at Appendix 1 to this report is the Cornwall Council Validation Guide and set out Appendix 2 is the 'Common Invalid Reasons Guidance'.

Members may wish to review said documents against the identified errors within validated planning applications and consider if representations to Cornwall Council may be warranted.

Appendix 1 – Cornwall Council Validation Guide

Appendix 2 – Cornwall Council Common Invalid Reasons Guidance

Elliot Ridington

Democratic Services and Governance Officer



Validation Guide

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

Date 01/04/2023
Development Management – Regulatory Service

Document History:

Version	Date	Author	Change
1.0	01/04/2023	DLM	Published document
1.1	01/08/2023	DLM	Updates see table of updates for further information.
1.2	17/10/2023	DLM	Updates see table of updates for further information.
1.3	01/11/2023	DLM	Updates see table of updates for further information.

1.4	04/12/2023	DLM	Updates see table of updates for further information.
1.5	02/02/2024	DLM	Updates see table of updates for further information.
1.6	28/03/2024	DLM	Updates see table of updates for further information.
1.7	10/04/2024	DLM	Updates see table of updates for further information.

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[Reserved Matters Application](#)

[Application for Advertisement Consent](#)

[Listed Building Consent](#)

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[Certificate of Lawfulness of Proposed Use or Development](#)

[Permission in Principle \(PiP\)](#)

- [Stage 1: Permission in Principle \(PiP\)](#)
- [Stage 2: Technical Details Consent \(TDC\)](#)

[Demolition in a Conservation Area](#)

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- [Proposed change of use from commercial, business and service \(use class E\), or betting office or pay day loan shop to mixed use including up to two flats \(use class C3\)](#)
- [Proposed change of use from takeaways, betting offices, pay day loan shops or launderettes \(sui generis uses\); or a mixed-use combining use as a dwellinghouse \(class C3\) with a betting office, pay day loan shop or launderette \(sui generis uses\); to dwellinghouses \(class C3\), and for building operations reasonably necessary for the conversion](#)
- [Proposed change of use from amusement arcades/centres or casinos \(sui generis uses\) to dwellinghouses \(class C3\), and for building operations reasonably necessary for the conversion](#)
- [Agricultural building to dwelling – Class Q \(a\)](#)
- [Agricultural building to dwelling – Class Q \(b\)](#)
- [Proposed change of use of agricultural buildings to a flexible use within Storage or distribution \(class B8\), hotels \(class C1\), commercial/business/service \(class E\)](#)
- [Proposed change of use of agricultural buildings to state-funded school \(use class F1\(a\)\)](#)
- [Proposed change of use from commercial/business/service \(class E\), hotels \(class C1\), residential institutions \(class C2/C2A\)](#)

- [Proposed movable structure within the curtilage of a historic visitor attraction, or listed pub/restaurant/etc.](#)
- [Proposed provision of temporary school buildings on vacant commercial land and the use of that land as a state-funded school for up to 3 academic years](#)
- [Proposed temporary use of buildings or land for the purpose of commercial filmmaking and provision of temporary structures, works, plant or machinery required in connection with that use](#)
- [Proposed erection, extension or alteration of a building for agricultural or forestry use](#)
- [Proposed formation, alteration or maintenance of private ways for agricultural or forestry use](#)
- [Proposed excavations or deposits of waste material reasonably necessary for the purposes of agriculture](#)
- [Proposed placing or assembly of a tank, cage or any other structure in any waters for use in fish farming](#)
- [Proposed collection facility within the curtilage of a shop](#)
- [Proposed erection, extension, or alteration of a university building](#)
- [Proposed demolition of buildings](#)
- [Proposed installation, alteration or replacement of other solar photovoltaics \(PV\) equipment on the roofs of non-domestic buildings](#)
- [Proposed development by or on behalf of an electronic communications code operator for the purpose of the operator's electronic communications network in, on, over or under land controlled by that operator or in accordance with the electronic communications code](#)
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Introduction

Scope/Aim

The aim of this document is to provide the necessary information required to submit a valid planning application and enable Cornwall Council, the Local Planning Authority (LPA), to provide an efficient and effective registration and validation service. It is intended to benefit all customers of the Development Management Service by:

- Increasing the awareness of the type of information required to ensure an application is accepted;
- Promoting the use of pre-application discussions and advice;
- Speeding up the registration process;
- Ensuring consistency in the approach taken by Cornwall Council;
- Increasing the use of electronic delivery;
- Minimising the submission of additional information;
- Avoid delays during the planning process
- Enabling Cornwall Council to provide applicants with certainty as to the information required.

Additional Services Required

Cornwall Council offers a wealth of information on its [website](#) to provide planning applicants and agents with advice and guidance.

There are also a variety of additional services, these services include:

- [Do I Need Planning Permission check](#)
- [Pre-application advice](#) including specialist advice from Historic Environment, Highways Development Management, Public Health and Protection, County Land Agent and Building Control.
- [Planning Performance Agreements](#) including community engagement for a more bespoke pre-application advice service.
- [Accredited Agents Scheme](#) providing householder planning applicants with a list of agents who have proven to the Council that they can submit accurate applications.

The Validation Process

Validation is the process of checking that all relevant information and fee (where applicable) has been provided. Where information is missing the application will be marked as 'invalid' and further information requested. No further action will be taken on the application until the additional/revised information requested has been provided. Further information can be found below under 'missing information'.

Cornwall Council's Development Management Service has a dedicated Development Support Team including 20 (at the time of adoption) Validation Staff covering all of Cornwall.

On average Cornwall Council's Validation Service takes **7 working days** to validate/check a planning application providing sufficient information has been provided. For current validation times please visit [Make a planning application - Cornwall Council](#). Information required can be split into two categories: **National Requirements (NR)** (required by The Town and Country Planning (Development Management Procedure) (England) Order 2018 (DMPO) or other statutory legislation for example The Town and Country Planning and Infrastructure Planning (Environmental Impact Assessment) (Amendment) Regulations 2018, The Community Infrastructure Levy (Amendment) (England) Regulations 2019 and The Conservation of Habitats and Species Regulations 2017 and **Local Requirements (LR)** (set by the LPA) which are set out in this document.

Missing Information

Cornwall Council will no longer validate applications where local list items are missing and information provided within 14 days. All national list items and local list items will be required for validation.

If information required is not provided a notification will be sent to the agent (or applicant if no agent) giving 21 days to submit the relevant information required. If this information is not provided within 21 days a further notification will be sent giving an extra 7 days after which the application will be closed. Due to a high number of invalid applications being handled by the authority which are returned prior to validation, any monies paid will be refunded minus a 10% administration fee.

Submitting a Better Application

Information regarding submitting an application can be found on the [Make a planning application webpage](#).

Submit electronically – The best way to submit your application is via the [Planning Portal](#). 95% of applications received by Cornwall Council are submitted via the Planning Portal.

Benefits include:

- Planning fee is paid at time of submission
- Less invalid applications on receipt due to mandatory requirements
- Fully integrated with the back-office systems
- Document repository and workflow tool for customers

From 1 April 2022 Cornwall Council no longer accepts applications which can be submitted via the Planning Portal by email.

Top 10 invalid reasons - Many applications are invalid on receipt. This slows up the validation process whilst awaiting further/amended information to be received.

Common invalid reasons include:

- Missing CIL form
- No/incorrect fee paid
- Site location plan incorrect – no north point indicated; incorrect/no scale provided; access to the highway not shown where applicable; incorrect red line.

- Missing contaminated land report
- No flood risk assessment provided for developments within a critical drainage area.
- Plans contain the wording 'do not scale' or other wording which indicates the plan cannot be scaled from.
- Missing foul drainage assessment form where required.
- Missing heritage statement or heritage impact assessment where required.
- No Bat/Bat and Barn Owl survey where required.

A list of the most up to date invalid reasons can be found on the [Make a Better Planning Application webpage](#).

Plans – The National Requirements for plans are set out within this document and include:

- To be drawn to an identified standard metric scale
- Include a linear scale bar
- 'Do not scale' should be removed and replaced with other suitable wording allowing the LPA to scale from the drawing
- Provided on an up-to-date map (Location Plan and Block Plan)
- Indicate North (Location Plan and Block Plan)
- Provided at the scale indicated on the plan i.e. if the plan states 1:100 @A3 the plan must be provided at A3 (electronically and hard copy)
- 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.)
- Where an Ordnance Survey based plan is being submitted for planning purposes the copyright and licence number must be shown

Please note this list is not exhaustive, please refer to the Validation Guide for a full list of requirements.

As well as the above list there are also things which applicants/agents can do to help speed up the planning process. These will also aid consultees and interested parties to review applications:

- Provide plans ideally scaled to fit A4 or A3 (this will depend on the scale of development)
- Submitted via the Planning Portal
- An acceptable quality that is clear and legible
- Plans submitted electronically must be 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 to reduce redaction required to comply with the General Data Protection Regulations

Adoption and Review

This Validation Guide has been adopted following consultation with all relevant parties including statutory and non-statutory consultees, Planning Agents, Local Members, Parish Councils, internal members of the Development Management Team and members of the public via the Cornwall Council website.

Validation Requirements by Application Type

[NR – National Requirements](#)

[LR – Local Requirement](#)

Householder application

A definition of '[householder](#)' application can be found in the glossary at the end of this document.

Annexes are a common householder development however not all can be processed as a Householder application. Please visit our web page [Planning Technical Guidance - Cornwall Council](#) to view Cornwall Council's Annex Guidance Note.

Document or plan description	Required (NR/LR)	What/when required:
Application Form including ownership certificates and Agricultural land classification	NR	When required: - All applications What is required: - Householder Application for Planning Permission for works or extension to a dwelling form except detached ancillary outbuildings within the curtilage of a dwelling for example bedroom, bathroom, living room etc but not fully self-contained a full Application for Planning Permission form will be required. - All sections of the application form must be answered. - The declaration must be signed and dated.

		• Applications forms should be submitted electronically via the Planning Portal. • 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, as defined by the Agricultural Holdings Act 1986, 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. • It is an offence, knowingly or recklessly, to complete a false or misleading certificate. Guidance: • Applications should be submitted via the Planning Portal website where guidance can also be found.
Fee	NR	When required: • All applications except where an exemption applies. What is required: • The appropriate fee must be paid. • Please visit Planning fees - Cornwall Council for fee information and how to pay. • If the application is being submitted via the Planning Portal, please pay the Planning Portal directly. The fee is required for the application to be released. • If paying online, please forward a copy of your receipt to planning@cornwall.gov.uk to avoid any delays.

		Guidance: The Cornwall Council Fees and Charges Document and the Cornwall Council Supplementary Fee Guidance can be found on our website here: Make a planning application - Cornwall Council. The documents also include information regarding fee exemptions.
Location Plan	NR	When required: - All applications What is required: - Provided at a metric scale (usually 1:2500 or 1:1250) - Provided on an up-to-date map. - Show the site area edged in red (this should include the ‘residential curtilage’). - 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. - 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. Guidance: - 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.). - Further guidance regarding plans can be found on the ‘Make a better application’ web page under the heading ‘Plans’.

Block Plan (existing and proposed)	NR	When required: • Not required for first floor development or proposals to change windows and doors only. What is required: • Plans provided for both existing and proposed. • Provided at a metric scale (1:200 or 1:500). • Relevant scale bar indicated. • 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. • 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. Guidance: • 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.).
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		Further guidance regarding plans can be found on the ‘Make a better application’ web page under the heading ‘Plans’.
Elevations (existing and proposed)	NR	When required: - All applications proposing new buildings or alterations to the exterior of an existing building (including replacement windows and doors). What is required: - Provided at a metric scale usually 1:50 or 1:100 (photographs with annotated dimensions are not accepted). - Relevant scale bar indicated. - Must show all elevations including any blank elevations (unless visibility is completely obscured e.g. attached to another building). - 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). - Any do not scale wording removed including any wording which indicates the LPA is unable to scale from the plans. Guidance: - Further guidance regarding plans can be found on the ‘Make a better application’ web page under the heading ‘Plans’.

Existing and Proposed Site Levels	NR	When required: - 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. What is required: - This information can be shown on the existing and proposed site layout plan. - Offsite levels of land and buildings immediately adjoining the site are also useful. - If providing as a separate plan the plan must be: Provided at a metric scale Relevant scale bar indicated on the plan. - Any do not scale wording removed including any wording which indicates the LPA is unable to scale from the plans. North point indicated Guidance: - Further guidance regarding plans can be found on the ‘Make a better application’ web page under the heading ‘Plans’.
Floor plans (existing and proposed)	NR	When required: - Developments involving new or amended floor space including alterations to an existing building What is required: - Provided at a metric scale usually 1:50 or 1:100.

		• Relevant scale bar indicated. • All existing floor plans should be provided including where buildings are to be demolished. • Must match relevant existing/proposed elevations. • Any do not scale wording removed including any wording which indicates the LPA is unable to scale from the plans. Guidance: • Further guidance regarding plans can be found on the ‘Make a better application’ web page under the heading ‘Plans’.
Roof plan (existing and proposed)	NR	When required: • Proposals involving more complex roof design. • Where an existing roof is altered by the proposal. What is required: • Should be provided at a metric scale usually 1:50 or 1:100 or as part of the site/block plan. • Relevant scale bar indicated. • North point indicated. • Any do not scale wording removed including any wording which indicates the LPA is unable to scale from the plans.

		Guidance: Further guidance regarding plans can be found on the ‘Make a better application’ web page under the heading ‘Plans’.
Finished Floor Levels/Section Drawing	NR	When required: - All new buildings or floor space except extensions to existing buildings. What is required: - 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. - If not providing as a separate plan the plan must be: Provided at a metric scale Relevant scale bar indicated on the plan. Any do not scale wording removed including any wording which indicates the LPA is unable to scale from the plans. North point indicated Guidance: - Further guidance regarding plans can be found on the ‘Make a better application’ web page under the heading ‘Plans’.

Design and Access Statement	NR	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: • 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. • 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. 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
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Community Infrastructure Levy (CIL)	NR	When required: • Developments creating new floor space. What is required: • The submission of a Community Infrastructure Levy (CIL) Planning Application Additional Information Requirement Form (AIR/Form 1) is required. • Submission of the Additional Information Requirement (AIR) form will enable determination of whether a development is liable to pay CIL or not. • If the proposed development is CIL liable, then please also submit a CIL Form 2 (Assumption of Liability) as soon as possible in order to processing as quickly as possible. 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. Guidance: • For guidance and forms please visit the Community Infrastructure Levy (CIL) page on the Cornwall Council website.
Heritage Statement or Heritage Impact Assessment (as appropriate)	NR	When required: • All applications directly affecting a heritage asset (e.g. Listed Building or Scheduled Monument) or the setting of designated heritage assets (e.g. listed buildings, Conservation Area, World Heritage Site). • Applications affecting non-designated heritage assets may, in some circumstances, also require a HIA. • By “affecting a heritage asset”, this may involve change including loss of, or alteration to fabric which has the potential to affect character or significance. This may include, for example: repair, restoration, alteration or addition (singly or in combination).

		What is required: • A statement or impact assessment should consider and describe the Heritage Asset, meet the requirements of Paragraph 194 of the NPPF 2021 and demonstrate that the Heritage Asset has been assessed and understood using best practice methods. • The statement can be provided as a separate statement or as part of the Design and Access Statement. However, if included within the Design and Access Statement it should be clearly labelled. • Paragraph 200 of the NPPF 2021 provides information regarding non-designated heritage assets. • To help planning applicants and agents provide the necessary information where a Heritage Statement is required a template has been provided. The template can be found on our make a planning application web page, under download forms – Other useful forms and documents. Guidance: • Cornwall Council have produced a new Heritage Assessment template to help provide all the necessary information. The template can be found on our make a planning application web page, under download forms – other useful forms and documents. • Paragraph 200 of the NPPF 2021 provides information regarding non-designated heritage assets. • Historic England – The Setting of Heritage Assets – Historic Environment Good Practice Advice in Planning Note 3 (Second Edition)
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Coastal Land Stability Assessment/Mining Land Stability Assessment	LR	When required: • This should be provided in areas where land stability issues are known, indicated or suspected. • [A] Potential land stability issues can be associated with cliffs, slopes, quarries, some natural deposits or artificial 'made' ground. • [B] In Cornwall, a specific issue is historical mining activity. This should be considered separately, but not necessarily in isolation to, other forms of potential ground instability. What is required: • [A] A preliminary desk-top study of the potential for ground stability issues to affect the site and proposed development. The Report should be compiled by a Competent Person and be in line with national planning policy. It should assess the likely consequences of proposed developments on sites where subsidence, landslides and ground compression is known or suspected. The report might consider: an understanding of the factors influencing stability; an assessment of whether or not the site is stable and has an adequate level of protection; an assessment of whether or not the site is likely to be threatened or affected by reasonably foreseeable slope instability originating outside the boundaries; an assessment of whether or not the proposed development is likely to result in slope instability and any remedial actions / mitigation as necessary. • [B] In mining areas¹, a 'Stage 1' preliminary desk-top study (or 'mining search') is required to assess the potential for mining related ground instability to affect the site and/or proposed development. The report should be compiled by a Competent Person and include an assessment of old plans, sections and reports of former mines throughout the County. Unless the preliminary desk-top study and/or 'Stage 1' assessment clearly demonstrate that the risk from ground instability is absent, negligible or can be mitigated to within acceptable levels, further risk assessment and site investigations will be needed before the application can be determined.
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		Further assessment for [B] may contain a number of stages, including: Stage 2: an inspection of exposed ground conditions; or a detailed investigation; or period of monitoring; or a combination of these. Stage 3 - a detailed remedial design Stage 4 - verification of the remedial measures Stage 5 - a plan for ongoing maintenance and / or monitoring of the remedial measures. ¹ i) guidance on 'Mining Areas' in Cornwall may be available via the Council's planning validation checking service ii) Failing this, all of Cornwall should be considered as a Mining Area for the purposes of this guidance. Guidance: • Planning Practice Guidance – Land stability.
Coastal Vulnerability Assessment	LR	When required: • All developments including replacement buildings, except minor development such as walls, fences, gates, elevation alternations (this does not include extension) or private gardens within a coastal vulnerability zone. • 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 Framework paragraph 172 can be met. In considering paragraph 172 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. Guidance: Cornwall Council Strategic Flood Risk Assessment (SFRA) interactive mapping National Planning Policy Framework Paragraph 172 Planning Practice Guidance paragraph 074 Planning for coastal change (cornwall.gov.uk) Climate Emergency Development Plan Document - Strategic Planning (cornwall.gov.uk) - Chief Planning Officer's Advice Note: Planning for coastal change (cornwall.gov.uk)
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Critical Drainage Assessment	LR	When required: • A Flood Risk Assessment [FRA] is required where proposed development is in an area where the Environment Agency have indicated as having critical drainage problems. In these areas the drainage of surface water requires extra consideration. What is required: • The FRA should focus on managing the surface water both from causes external to the development site and rain falling onto and around the site, as the sustainable management of this rainfall/surface water will form an essential part of reducing and mitigating future flood risk. • To help planning applicants provide the relevant information, planning along with the Lead Local Flood Authority have produced a new householder and minor extension flood risk assessment form along with guidance. The form and guidance can be found on the Make a Planning Application web page under 'Download forms' and 'Other useful forms and documents' • Climate change should also be considered. • The Assessment should be prepared in accordance with National Planning Practice Guidance on meeting the challenge of climate change, flooding and coastal change. Guidance: • Use Cornwall Councils Interactive mapping to find if the development is in a critical drainage area. Use mapping layer Environment and Planning • National Planning Practice Guidance - meeting the challenge of climate change, flooding and coastal change. • Government Guidance – Flood risk assessment in flood zone 1 and critical drainage areas
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Ecology Report Trigger Table	LR	When Required: • All householder development • The trigger list for householder applications is required even if an ecological survey has been provided. What is required: • Signed and completed Ecology Trigger List for Householder applications. Guidance: • The Ecology Trigger List for Householder applications can be found on the Make a planning application - Cornwall Council web page under 'Download forms', 'Ecology Checklist and Trigger Lists'.
Ecology Report	LR	When required: • Where the Ecology Trigger List for householder applications indicates an ecology report is required What is required: • Protected Species Survey and Assessment; including a Preliminary Bat Roost Assessment (PBRA) as set out in the trigger list. • Information should include the existing wildlife interest of the site and adjacent land plus the possible impacts on them. • The assessment should demonstrate how the proposal will protect or where possible enhance biodiversity and provide mitigation and enhancement both during and post construction. • Accompanying plans are to identify and map the location of any habitats and species within or adjacent to the red line boundary.

		• Ecological surveys are to be carried out at appropriate and recommended times of year for particular species and habitat groups. See ecological survey calendar link in the guidance below. • Reports must be produced by a suitable qualified, experienced and where protected species inspections/surveys are required, by a licenced ecologist. • Reports and surveys must comply with Cornwall Council guidance, national guidance, and Natural England Standing advice. • Ecology reports must include all the information required in order for the LPA to determine the application and include all survey information, potential impacts, demonstrate how the mitigation hierarchy has been followed and present proposals for proportionate mitigation and enhancement for protected and priority species and designated sites. • Where a European Protected Species Licence is required, this is to be clearly presented with full mitigation proposals to be submitted on the Natural England Protected Species licence application, which for bats will include lighting strategy to demonstrate light spill can be mitigated or contained to ensure dark communing and foraging corridors and roost locations remain dark. • All surveys and assessments must not be more than 12 months old unless stated otherwise within the report • Following recent case law, we are no longer able to issue planning permissions which are subject to protected species survey planning conditions, therefore applications cannot be determined when the information provided refers to further surveys. Please see appendix 2 for further details. If a Phase 1 Survey is received which recommends further emergence surveys, the application will be returned if the relevant survey cannot take place. This may be for example where a survey is required, and it is outside of the relevant nesting season. The application should be resubmitted once the survey has taken place.
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		Guidance: • The following contacts may be able to assist you in the preparation of the survey: Natural England's Species Protection Officer 0300 060 3900; The Barn Owl Trust 01364 653026; Cornwall Wildlife Trust 01872 273939. There are also commercial entities who may be able to assist with the report. • Government Guidance – Protected species and development: advice for local planning authorities • Natural England website • Cornwall Council web page – Cornwall planning for Biodiversity Guide includes link to the Cornwall Climate Emergency Development Plan Document (DPD). • Bat Conservation Trust – Bat Surveys for Professional Ecologists: Good Practice Guidelines • A Ecological Survey Calendar can be found on the Make a planning application page of our website under 'Download forms' and 'Ecology Checklist and Trigger Lists'. • Prepare a planning proposal to avoid harm or disturbance to protected species - GOV.UK (www.gov.uk) • Government Circular: Biodiversity and Geological Conservation – Statutory Obligations and their Impacts within the Planning System.
Flood Risk Assessment	LR	When Required: • Required for developments in flood zones 2 or 3 as identified by the Environment Agency except proposals for replacement windows and doors. What is required: • The Assessment should be prepared in accordance with National Planning Practice Guidance on meeting the challenge of climate change, flooding and coastal change.

		• Identify and assess the risks of all forms of flooding to and from the 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 including Sustainable Drainage Systems (SUDs); and • Address the requirement for safe access to and from the development in areas at risk of flooding throughout the lifetime of the proposed development. • If in Zone 2 or 3 a Sequential Test assessment may need to be provided 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 to the Strategic Flood Risk Assessment, the Shoreline Management Plan, Surface Water Management Plans and the Environment Agency's Drainage Guidance for Cornwall-2009 as appropriate. Guidance: • National Planning Practice Guidance - meeting the challenge of climate change, flooding and coastal change. • Government Guidance – Flood risk assessment in flood zones 2 and 3 • Check the long-term flood risk for an area in England • Cornwall Council guidance on flood risk
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Foul Drainage	LR	When required: • All development relying on non-mains drainage. What is required: • A foul drainage assessment should include a full assessment of the site, its location and suitability for storing, transporting and treating sewage. Where connection to the mains sewer is not practical, then the foul/non-mains drainage assessment form will be required to demonstrate why the development cannot connect to the public mains sewer system and show that the alternative means of disposal are satisfactory. Guidance: • A foul drainage assessment form can be found on the Cornwall Council Make a planning application page under 'Download forms' and 'Other useful forms and documents'.
Parking Arrangements	LR	When required: • Required where the proposed development reduces the available parking or turning space(s), changes access arrangements or significantly increases the size of a property and therefore has the potential to increase 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 can be achieved, and the reasonable parking demands are met within the application site. • Details can be shown on the proposed site or block plan.
Plans - General	LR	• See appendix 1 for general guidance regarding plans.

Photographs	LR	When required: - Although not required to validation existing property photographs can provide extremely useful information. What is required/Guidance: - Please stand well back from the location of the development and include context and reference points in the photo.
Public Rights of Way (PROW)	LR	When required: - Developments directly affecting a PROW. What is required: - An assessment and mitigation measures should be provided in conjunction with a site/block plan showing the PROW. Guidance: - Please see Cornwall Councils Public right of way mapping to find any public rights of way in the vicinity of the development.
Structural Survey	LR	When required: May be required for proposals involving substantial demolition or where there is some doubt as to the existing structural stability of a building to be converted, for example, barn conversion. Will be required if the demolition involves a listed building or the conversion of a listed building.

		What is required: • Surveys must be carried out by a suitably qualified person. • 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. • The survey should be done 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. Guidance: • Appraisal of existing structures (Third edition) - The Institution of Structural Engineers (istructe.org)
Tree Survey	LR	When required: • Any proposals involving development within two metres of the canopy spread of a tree. • Any proposals where there are protected trees within the application site. • Any proposals on land adjacent to trees that could influence or be affected by the development (including street trees). • Developments within a Conservation Area where there are trees within the development area.

		What is required: • A Tree and Topographical Survey will be required. This will include a plan that identifies the position of the trees and schedule that describes them (see part 4 of BS 5837). • A Tree constraints plan will be required. 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. • An Arboricultural Implication Assessment will be required. This is essentially 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 will be required. 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 also useful. Guidance: • Trees in Development - Cornwall Council
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Change of use - where no operational development is proposed

This includes change of use of land and/or buildings. If there are any changes proposed, please also refer to the requirements shown in the Full application for minor/major development, as applicable, table below.

Document or plan description	Required (NR/LR)	What/when required:
Application Form including ownership certificates and Agricultural land classification	NR	When required: • All applications What is required: • A full Application for Planning Permission form. • All sections of the application form must be answered. • The declaration must be signed and dated. • Applications forms should be submitted electronically via the Planning Portal. • 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, as defined by the Agricultural Holdings Act 1986, 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. It is an offence, knowingly or recklessly, to complete a false or misleading certificate. Guidance: - Applications should be submitted via the Planning Portal website where guidance can also be found.
Fee	NR	When required: - All applications What is required: - The appropriate fee must be paid. - Please visit Planning fees – Cornwall Council for fee information and how to pay. - If the application is being submitted via the Planning Portal, please pay the Planning Portal directly. The fee is required for the application to be released. - If paying online, please forward a copy of your receipt to planning@cornwall.gov.uk to avoid any delays. Guidance: - The Cornwall Council Fees and Charges Document and the Cornwall Council Supplementary Fee Guidance can be found on our website here: Make a planning application - Cornwall Council. The documents also include information regarding fee exemptions.

Location Plan	NR	When required: • All applications What is required: • Provided at a metric scale (usually 1:2500 or 1:1250) • Provided on an up-to-date map. • Show the site area edged in red (if there is no operational development and no new access proposed, access to the nearest public highway does not need to be included within the redline). • 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. • 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. Guidance: • 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.). • Further guidance regarding plans can be found on the ‘Make a better application’ web page under the heading ‘Plans’.
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Floor Plans (Existing and Proposed)	NR	When required: - Required where there are changes to the internal layout or use of rooms within a building are proposed. What is required: - Existing and proposed are required with areas/uses clearly labelled. - Indicate which parts of the building are to be retained.
Biodiversity Net Gain (Mandatory) – National minimum information requirements	NR	When required: - Where development would be subject to the general biodiversity gain condition. - There are specific exemptions from biodiversity net gain for certain types of development. The exemptions are set out in paragraph 17 of Schedule 7A of the Town and Country Planning Act 1990 and the Biodiversity Gain Requirements (Exemptions) Regulations [2024]. Please also see Biodiversity net gain: exempt developments - GOV.UK (www.gov.uk) What is required: The application must be accompanied by minimum information set out in Article 7 of The Town and Country Planning (Development Management Procedure) (England) Order 2015: - a statement as to whether the applicant believes that planning permission, if granted, would be subject to the biodiversity gain condition; - the pre-development biodiversity value of the onsite habitat on the date of application (or an earlier date) including the completed metric calculation tool used showing the calculations, the publication date and version of the biodiversity metric used to calculate that value; - where the applicant wishes to use an earlier date, the proposed earlier date and the reasons for proposing that date;

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		• a statement confirming whether the biodiversity value of the onsite habitat is lower on the date of application (or an earlier date) because of the carrying on of activities ('degradation') in which case the value is to be taken as immediately before the carrying on of the activities, and if degradation has taken place supporting evidence of this; • a description of any irreplaceable habitat (as set out in column 1 of the Schedule to the Biodiversity Gain Requirements (Irreplaceable Habitat) Regulations [2024]) on the land to which the application relates, that exists on the date of application, (or an earlier date); and • a plan, drawn to an identified scale which must show the direction of North, showing onsite habitat existing on the date of application (or and earlier date), including any irreplaceable habitat. Guidance: • Statutory biodiversity metric tools and guides - GOV.UK (www.gov.uk) • Biodiversity net gain - GOV.UK (www.gov.uk) • Biodiversity net gain: exempt developments - GOV.UK (www.gov.uk)
Community Infrastructure Levy	NR	When required: • Change of use to dwelling house. What is required: • The submission of a Community Infrastructure Levy (CIL) Planning Application Additional Information Requirement Form (AIR/Form 1) is required. • Submission of the Additional Information Requirement (AIR) form will enable determination of whether a development is liable to pay CIL or not.

		- If the proposed development is CIL liable, then please also submit a CIL Form 2 (Assumption of Liability) as soon as possible in order to processing as quickly as possible. 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. Guidance: - For guidance and forms please visit the Community Infrastructure Levy (CIL) page on the Cornwall Council website.
Habitat Regulations Assessment (HRA) submission of an Appropriate Assessment (AA) and mitigation	NR	<u>Appropriate Assessment (AA)</u> When required: - Changes of use to residential and student and tourist accommodation within the 'Zone of Influence'. What is required: - The potential harm from recreational disturbance arising from these proposals has been assessed and requires the submission of an Appropriate Assessment (AA) and to mitigate potential harm. - It is recommended that the standard AA approved by CC is completed alternatively a planning applicant can choose to commission their own Appropriate Assessment carried out by a suitably qualified ecologist. Guidance: - Please visit our dedicated European Sites Mitigation SPD web page for links to interactive mapping to check if the site is within a Zone of Influence, guidance and templates to use. - An application is considered to be within a zone of influence where the zone of influence is within any part of the red line area.

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		<u>Mitigation</u> When required: - Requirement the same as Appropriate Assessment as set out above. What is required: - Where the applicant has chosen to commission their own AA, a mitigation strategy completed by a suitably qualified ecologist will be required. - Where the only potential harm is from recreational disturbance, CC and Natural England agree that mitigation can be met by a specified financial contribution to a Strategic Mitigation Plan implemented by the Council. This can be dealt with via a S106 or S111 agreement. - For major applications or larger minor developments already entering into a S106 agreement, the mitigation can be dealt with via a S106, this should be agreed with the Planning Service prior to the submission of the application. If it is the applicant's intention to enter into a S106, the application must be accompanied by a statement setting out an intention to enter into a S106 agreement and draft head of terms - For all other developments planning applicants should complete and submit a S111 form and make the relevant mitigation payment online. Both S111 form and payment will be required for validation. - Mitigation is only required for the part of the development which is within or abuts the zone of influence. - The contribution will be refunded in the event of a refusal of planning permission. Guidance: European Sites Mitigation SPD - Cornwall Council Complete S111 payment and make mitigation payment online.
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Contaminated Land	LR	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). This is irrespective of whether there is ground disturbance. For further information regarding this please see appendix 2. *1 - EXCEPT low-risk commercial uses including those with a residential element (e.g. caravan/camp sites, hotels, care homes), small offices and similar. Low risk = unlikely to have created a source of land contamination. 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, to determine the likelihood of contamination. • The report shall include a preliminary conceptual site model (showing 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.
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		Guidance: • Cornwall Council offers an Environmental Health – Technical Advice for Planning Applicants (EH-TAP) service. Information regarding this service including what advice is provided and relevant fees can be found on the website here: Pre-application advice - Cornwall Council • There is currently no publicly available layer on our interactive mapping which provides information on contaminated land. In order to determine whether a site could potentially be affected by contamination please see page 4 of Public Protections Land affected by contamination – Developers guide and information requirements for planning applicants. • Cornwall Council's Contaminated Land webpage which includes planning guidance. • Planning Practice Guidance on Land affected by contamination. • National Planning Policy Framework – Conserving and enhancing the natural environment
Dwelling to Serve Rural Business Justification Statement/Completed Questionnaire 1	LR	When required: • Proposals for agricultural/horticultural/forestry/other occupational dwelling or 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 is required or the completion of Questionnaire 1 together with 3 years of certified accounts. Where no accounts are available and a temporary dwelling is sought, 3 years financial projections are required. Guidance: • Questionnaire 1 can be found on the Make a Planning application page of the Cornwall Council website, under 'Download form' and 'Other useful forms and documents'.

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Flood Risk Assessment	LR	When required: • All changes of use within Flood Zone 2 or Flood Zone 3. What is required: • Identify and assess the risks of all forms of flooding to and from the 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 including Sustainable Drainage Systems (SUDs); • Address the requirement for safe access to and from the development in areas at risk of flooding throughout the lifetime of the proposed development. If in Zone 2 or 3 a Sequential Test assessment may need to be provided 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. Guidance: • Use Cornwall Councils Interactive mapping to find if the development is in a flood zone. Use mapping layer Environment and Planning. • The assessment should be prepared in accordance with NPPF – 14. Meeting the challenge of climate change, flooding and coastal change. • Cornwall Councils Guidance in Flood Risk including links to Local Flood Risk Management Strategy, Preliminary Flood Risk Assessment 2011 and Shoreline Management Plans.
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		• Government Guidance – Flood resilient construction of new buildings – Improving the flood performance of new buildings: flood resilient construction. • Check the long-term flood risk for an area in England – Identified the long-term flood risk for an area, the possible causes of flooding and how to manage flood risk from rivers and the sea, surface water, reservoirs and groundwater.
Nutrient Neutrality – Small Scale Sites		When required: • Changes of use that discharge to septic tanks or package treatment plants within the hydrological catchment area of the River Camel SAC (small discharges to ground i.e. less than 2m³/day) and the applicant is seeking to rely upon the Interim guidelines on small scale thresholds and nutrient neutrality principles for the hydrological catchment of the River Camel Special Area of Conservation September 2021 to demonstrate that no likely significant effect alone or in combination for phosphorus can be reached. What is required: • An assessment setting out how the development accords with conditions a to h of the interim guidelines. Assessments should be undertaken by a competent person with the relevant experience to undertake the assessment. Guidance: • Guidance can be found on the Cornwall Council web page Nutrient neutrality in Cornwall. The page includes a link to interactive mapping to view the River Camel Catchment Area, the interim guideline for small scale thresholds and types of developments and applications affected.

Nutrient Neutrality - River Camel Phosphate Budget Calculator and Nutrient Neutrality Statement	LR	When required: - Required for developments within the River Camel Catchment Area comprising a change of use to any of the following: New residential units; Commercial / industrial developments which includes overnight accommodation; Employment sites where employees will be hosted from outside of the catchment, and/or overnight accommodation; Agricultural Development that supports intensification of livestock numbers (and therefore increased phosphorous in the catchment); Anaerobic Digesters; Tourism attractions, including over-night tourist accommodation. Where: the River Camel Phosphate Budget Calculator results in a zero or minus nutrient loading figure i.e. nutrient neutrality then the need of mitigation is negated. the River Camel Phosphate Budget Calculator results in nutrient mitigation is required and this can be secured on site or offsite through alternative owned landholdings within the river catchment of the development site. What is required: - Where a development meets the criteria the submission of River Camel Phosphate Budget Calculator v1.1 result are required. - You will also need to submit a nutrient neutrality statement with the calculator results. This statement should include: Location of the development in relation to the Camel catchment; Details of the proposed application; Details of the current land use (please show where there is a difference in land use over the last 10 years); Justification of the proposed land use and
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		number of dwellings; Details of the phosphate budget calculation including a table of key findings; Details of any mitigation if appropriate. • The completion of the calculator and the nutrient neutrality statement should be carried out by a competent person with the relevant experience. • If the results show no increase in phosphates no mitigation is required, please submit phosphate calculator results with your application. • If the results show an increase in phosphates mitigation needs to be considered. If mitigation cannot be achieved on site or off site through alternative owned landholdings within the river catchment of the development site do not submit the application. The LPA cannot determine the application with no mitigation in place. Please await the Council' strategic mitigation strategy before submitting the application. This will be updated on the webpage Temporary pause on development in the River Camel Special Area of Conservation - Cornwall Council. • If mitigation can be achieved onsite, please see Phosphate flowchart (cornwall.gov.uk) for information required. • Please also see above section on Nutrient Neutrality – Small Scale Sites. Guidance: • Guidance can be found on the Cornwall Council web page Nutrient neutrality in Cornwall. The page includes a link to interactive mapping to view the River Camel Catchment Area, types of developments and applications affected, the phosphate budget calculator, a video tutorial on the calculator as well as lots of other guidance.
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Noise Impact Assessment	LR	When required: - Proposal for restaurants, cafes, drink establishments, hot food takeaways and general industrial uses in the vicinity of sensitive uses will require a Noise Impact Assessment. What is required: - The noise impact assessment should be carried out 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. Guidance: - Further information and guidance can be found on the Cornwall Council website - Environmental Protection information for Planning Applicants - Cornwall Council
Noise Statement	LR	When required: - Proposals involving the change of use to C2, C2A or C4 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: - The statement should reference the Cornwall Design Guide and how noise issues have been considered in the design of the proposal.

Odour Impact Assessment	LR	When required: • Change of use to odour generating activities in the vicinity of existing odour-sensitive developments – residential, schools and hospitals. • Change of use for mixed use applications comprising both odour generating and odour sensitive uses. • Odour sensitive uses in the vicinity of existing odour-generating uses e.g., industrial/commercial, farms, sewage treatment works etc. • Proposals for food and drink, pub or drinking establishment, hot food takeaway and general industrial uses. • Waste operations What is required: • Details of mitigation methods for all odour-producing development. • Odour Impact Assessment- from full quantitative assessment to basic qualitative odour impact assessment, dependent on source, pathway and receiver. • Supporting Odour Management Plan – from comprehensive to basic, dependent on risk • For residential development the assessment should incorporate details of good design to address odour impacts from neighbouring development. Guidance: • Guidance can be found on the Cornwall Council website Environmental Protection information for Planning Applicants
Playing Field Impact Statement	LR	When required: • Any change of use application involving the loss or gain of a playing field. For exemptions, please see Sport England's Playing field Policy Guidance.

CHANGE OF USE NO OPERATIONAL
DEVELOPMENT

		What is required: • Statements should be proportionate to the nature of the development and its impact on the playing field. • Statement should include the information as set out in appendix B of the Sport England's Playing Field Policy Guidance
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Full application for minor development

Document or plan description	Required (NR/LR)	What/when required:
Application Form including ownership certificates and Agricultural land classification	NR	When required: • All applications What is required: • A full Application for Planning Permission form. • All sections of the application form must be answered. • The declaration must be signed and dated. • Applications forms should be submitted electronically via the Planning Portal. • 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, as defined by the Agricultural Holdings Act 1986, 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. • It is an offence, knowingly or recklessly, to complete a false or misleading certificate. Guidance: • Applications should be submitted via the Planning Portal website where guidance can also be found.

Fee	NR	When required: - All applications except where an exemption applies. What is required: - The appropriate fee must be paid. - Please visit Planning fees - Cornwall Council for fee information and how to pay. - If the application is being submitted via the Planning Portal, please pay the Planning Portal directly. The fee is required for the application to be released. - If paying online, please forward a copy of your receipt to planning@cornwall.gov.uk to avoid any delays. Guidance: - The Cornwall Council Fees and Charges Document and the Cornwall Council Supplementary Fee Guidance can be found on our website here: Make a planning application - Cornwall Council. The documents also include information regarding fee exemptions.
Location Plan	NR	When required: - All applications What is required: - Provided at a metric scale (usually 1:2500 or 1:1250) - Provided on an up-to-date map. - Show the 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. • 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. Guidance: • 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.). • Further guidance regarding plans can be found on the ‘Make a better application’ web page under the heading ‘Plans’.
Block Plan (existing and proposed)	NR	When required: • Proposed block plan required for all applications. • Existing block plan required for all application except if the site is vacant and has no buildings or structures however a site plan may be required. What is required: • Provided at a metric scale (1:200 or 1:500). • Relevant scale bar indicated • 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. • 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. Guidance: • 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.). • Further guidance regarding plans can be found on the ‘Make a better application’ web page under the heading ‘Plans’.
Elevations (existing and proposed)	NR	When required: • 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. What is required: • Provided at a metric scale usually 1:50 or 1:100 (photographs with annotated dimensions are not accepted).

		• Relevant scale bar indicated. • Must show all elevations including any blank elevations (unless visibility is completely obscured e.g. attached to another building). • Must match relevant existing/proposed floor plans. • Where a building is to be demolished or part of a building demolished this should be shown as a dotted line on the proposed plan. • Be clearly labelled e.g. north, west etc. or north point indicated. Where the application relates to multiple dwellings the orientation of the dwellings can be referenced on the site layout plan. • 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). • Any proposals to adhere to the policy SEC1 must be shown, for example, where roof mounted solar panels are proposed in order to adhere to the policy these must be shown. • Any do not scale wording removed including any wording which indicates the LPA is unable to scale from the plans. • If the proposed development is for the siting of a caravan and there are no other proposed works or attachments, brochure details will be accepted. Guidance: • Further guidance regarding plans can be found on the ‘Make a better application’ web page under the heading ‘Plans’.
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Floor plans (existing and proposed)	NR	When required: • Developments involving new or amended floor space including alterations to an existing building • If the proposed development involves the demolition and replacement of a building a separate existing floor plan is not required. The building to be demolished can be shown as a dotted line on the proposed floor plan. What is required: • Provided at a metric scale usually 1:50 or 1:100. • Relevant scale bar indicated. • All existing floor plans should be provided. • Conversion of buildings should show what part of the existing building is to be retained. • Proposed floor plans should be provided where any alterations/extensions are proposed. • Must match relevant existing/proposed elevations. • Where a building is to be demolished or part of a building demolished this should be shown as a dotted line on the proposed plan. • Any do not scale wording removed including any wording which indicates the LPA is unable to scale from the plans. Guidance: • Further guidance regarding plans can be found on the ‘Make a better application’ web page under the heading ‘Plans’.
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Roof plan (existing and proposed)	NR	When required: - Proposals involving more complex roof design. - Where an existing roof is altered by the proposal. What is required: - Should be provided at a metric scale usually 1:50 or 1:100 or as part of the site/block plan - Relevant scale bar indicated. - North point indicated. - Any proposals to adhere to the policy SEC1 must be shown, for example, where roof mounted solar panels are proposed in order to adhere to the policy these must be shown. - Any do not scale wording removed including any wording which indicates the LPA is unable to scale from the plans. Guidance: - Further guidance regarding plans can be found on the ‘Make a better application’ web page under the heading ‘Plans’.
Finished Floor Levels	NR	When required: All new buildings or floor space except extensions to existing buildings.

		What is required: • 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. • If providing as a separate plan the plan must be: Provided at a metric scale Relevant scale bar indicated on the plan. Any do not scale wording removed including any wording which indicates the LPA is unable to scale from the plans. North point indicated Guidance: • Further guidance regarding plans can be found on the ‘Make a better application’ web page under the heading ‘Plans’.
Existing and Proposed Site Levels	NR	When required: • 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. What is required: • This information can be shown on the existing and proposed site layout plan. • Offsite levels of land and buildings immediately adjoining the site are also useful. • If providing as a separate plan the plan must be:

		Provided at a metric scale Relevant scale bar indicated on the plan. - Any do not scale wording removed including any wording which indicates the LPA is unable to scale from the plans. North point indicated Guidance: - Further guidance regarding plans can be found on the ‘Make a better application’ web page under the heading ‘Plans’.
Existing and Proposed Sections	NR	When required: - Any proposal where cut and fill operations are proposed, proposals on sloping or uneven land or sites where immediately adjoining land are on a different level. What is required: - Identify FFLs and ridge levels of buildings - Identify existing and proposed site levels - Show slices through the land - Show existing and proposed development in relation to land/properties adjoining the site including street scene sections front and back. - Accompanied by a plan showing the points between which the cross section has been taken.

		Guidance: Further guidance regarding plans can be found on the ‘Make a better application’ web page under the heading ‘Plans’.
Biodiversity Net Gain (Mandatory) – National minimum information requirements	NR	When required: - Applications submitted from 2nd April 2024, Where development would be subject to the general biodiversity gain condition. - There are specific exemptions from biodiversity net gain for certain types of development. The exemptions are set out in paragraph 17 of Schedule 7A of the Town and Country Planning Act 1990 and the Biodiversity Gain Requirements (Exemptions) Regulations [2024]. Please also see Biodiversity net gain: exempt developments - GOV.UK (www.gov.uk) What is required: The application must be accompanied by minimum information set out in Article 7 of The Town and Country Planning (Development Management Procedure) (England) Order 2015: - a statement as to whether the applicant believes that planning permission, if granted, would be subject to the biodiversity gain condition; - the pre-development biodiversity value of the onsite habitat on the date of application (or an earlier date) including the completed metric calculation tool used showing the calculations, the publication date and version of the biodiversity metric used to calculate that value; - where the applicant wishes to use an earlier date, the proposed earlier date and the reasons for proposing that date; - a statement confirming whether the biodiversity value of the onsite habitat is lower on the date of application (or an earlier date) because of the carrying on of activities (‘degradation’)

		in which case the value is to be taken as immediately before the carrying on of the activities, and if degradation has taken place supporting evidence of this; • a description of any irreplaceable habitat (as set out in column 1 of the Schedule to the Biodiversity Gain Requirements (Irreplaceable Habitat) Regulations [2024]) on the land to which the application relates, that exists on the date of application, (or an earlier date); and • a plan, drawn to an identified scale which must show the direction of North, showing onsite habitat existing on the date of application (or and earlier date), including any irreplaceable habitat. Guidance: • Statutory biodiversity metric tools and guides - GOV.UK (www.gov.uk) • Biodiversity net gain - GOV.UK (www.gov.uk) • Biodiversity net gain: exempt developments - GOV.UK (www.gov.uk)
Design and Access Statement	NR	When required: • Developments within World Heritage Site (WHS) or Conservation Area (CA) creating 100sqm or more floor space or more than one dwelling. • Submission of one joint statement when submitting a Listed Building application where planning permission is also required. What is required: • 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. • 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. Guidance: • Design and access statements - Cornwall Council
Community Infrastructure Levy (CIL)	NR	When required: • creates one or more new dwellings of any size (including self-contained annexes); or • creates over 100sqm of new floorspace; and • is a building into which people normally go. What is required: • The submission of a Community Infrastructure Levy (CIL) Planning Application Additional Information Requirement Form (AIR/Form 1) is required. • Submission of the Additional Information Requirement (AIR) form will enable determination of whether a development is liable to pay CIL or not. • If the proposed development is CIL liable, then please also submit a CIL Form 2 (Assumption of Liability) as soon as possible in order to processing as quickly as possible. 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.

		Guidance: For guidance and forms please visit the Community Infrastructure Levy (CIL) page on the Cornwall Council website.
Fire Statement	NR	When required: - Development proposing new, the alteration of an existing or within the curtilage of two or more dwellings (includes flats) or educational accommodation and meets the height condition of 18m or more, or 7 or more storeys. What is required: - Fire statements must be submitted on a form published by the Secretary of State (or a form to similar effect) contain the particulars specified or referred to in the form, which 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. Guidance: The form published by the Secretary of State. Government Guidance of Fire Safety and high-rise residential buildings (from 1 August 2021)

Habitat Regulations Assessment (HRA) submission of an Appropriate Assessment (AA) and mitigation	NR	<u>Appropriate Assessment (AA)</u> When required: • All residential development and student and tourist accommodation within 12km zone of influence (Zoi) of the following European sites; Penhale Sands, Fal and Helford Estuaries and Tamar Estuaries. • This includes changes of use to residential and student and tourist accommodation • For a full list of development requiring mitigation (including information on annexes), please see the European Sites SPD web page. What is required: • The potential harm from recreational disturbance arising from these proposals has been assessed and requires the submission of an Appropriate Assessment (AA) and to mitigate potential harm. • It is recommended that the standard AA approved by CC is completed alternatively a planning applicant can choose to commission their own Appropriate Assessment carried out by a suitably qualified ecologist. Guidance: • Please visit our dedicated European Sites Mitigation SPD web page for links to interactive mapping to check if the site is within a Zone of Influence, guidance and templates to use. • An application is considered to be within a zone of influence where the zone of influence is within any part of the red line area.
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		<u>Mitigation</u> When required: - Requirement the same as Appropriate Assessment as set out above. What is required: - Where the applicant has chosen to commission their own AA, a mitigation strategy completed by a suitably qualified ecologist will be required. - Where the only potential harm is from recreational disturbance, CC and Natural England agree that mitigation can be met by a specified financial contribution to a Strategic Mitigation Plan implemented by the Council. This can be dealt with via a S106 or S111 agreement. - For major applications or larger minor developments already entering into a S106 agreement, the mitigation can be dealt with via a S106, this should be agreed with the Planning Service prior to the submission of the application. If it is the applicant's intention to enter into a S106, the application must be accompanied by a statement setting out an intention to enter into a S106 agreement and draft heads of terms. - For all other developments planning applicants should complete and submit a S111 form and make the relevant mitigation payment online. Both S111 form and payment will be required for validation. - Mitigation is only required for the part of the development which is within or abuts the zone of influence. - The contribution will be refunded in the event of a refusal of planning permission. Guidance: European Sites Mitigation SPD - Cornwall Council Complete S111 payment and make mitigation payment online.
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Heritage Statement or Heritage Impact Assessment (as appropriate)	NR	When required: • All applications directly affecting a heritage asset (e.g. Listed Building or Scheduled Monument) or the setting of designated heritage assets (e.g. listed buildings, Conservation Area, World Heritage Site). • Applications affecting non-designated heritage assets may, in some circumstances, also require a HIA. • By “affecting a heritage asset”, this may involve change including loss of, or alteration to fabric which has the potential to affect character or significance. This may include, for example: repair, restoration, alteration or addition (singly or in combination). What is required: • A statement or impact assessment should consider and describe the Heritage Asset, meet the requirements of Paragraph 194 of the NPPF 2021 and demonstrate that the Heritage Asset has been assessed and understood using best practice methods. • The statement can be provided as a separate statement or as part of the Design and Access Statement. However, if included within the Design and Access Statement it should be clearly labelled. Guidance: • Cornwall Council have produced a new Heritage Assessment template to help provide all the necessary information. The template can be found on our make a planning application web page, under download forms – other useful forms and documents. • Paragraph 200 of the NPPF 2021 provides information regarding non-designated heritage assets. • Historic England – The Setting of Heritage Assets – Historic Environment Good Practice Advice in Planning Note 3 (Second Edition)
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Air Quality Assessment	LR	When Required: • 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. • Applications within Air Quality Management Area (AQMA) including a 1 km buffer or with an Air Quality Area of Concern (AQAC) including a 1 km buffer for 50 or more new car parking spaces; lorry park with more than 25 spaces; Bus station; Have one or more substantial combustion processes, where any combustion plant has single or combined thermal input >300kWh 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 • An assessment of the development on the future air quality (during construction and operational phases) and 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: • Use Cornwall Councils Interactive mapping to find if the development is within one of the air quality areas requiring an assessment. Use mapping layer Environment and Planning. • Cornwall Council offers an Environmental Health – Technical Advice for Planning Applicants (EH-TAP) service. Information regarding this service including what advice is provided and relevant fees can be found on the website here: Pre-application advice - Cornwall Council • Government Guidance on Air Quality • Cornwall Council Guidance on Air Quality
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		Chief Planning Officer's Advice Note on Planning for Air Quality
Acoustic Design Statement	LR	When required: - Proposals involving the change of use to C2, C2A or C4 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: - The statement should reference the Cornwall Design Guide and how noise issues have been considered in the design of the proposal.
Affordable Housing Statement	LR	When required: - Developments where dwellings would have a combined gross floor space more than 1,000 square metres (not including replacement dwellings). 6 or more dwellings in a National Landscape (formally Area of Outstanding Natural Beauty (AONB)) 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: - A short statement explaining what provision is being made for affordable housing.

		• Draft heads of terms must be submitted following the prescribed template. The draft heads of terms should 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. The draft heads of terms should also include the agreed timing/triggers for satisfying the obligations. • 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. The latest NPPF and accompanying guidance introduced changes to viability assessments. Viability assessments should now be made publicly available other than in exceptional circumstances 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. The Government consider that information used in viability assessment is not usually specific to that developer and thereby need not contain commercially sensitive data. Examples of commercially sensitive data are information relating to negotiations and information relating to compensation due to individuals. Guidance: • Cornwall Council web page – Affordable Housing policy (includes section 106 template). • Cornwall Council web page – Section 106 planning obligations • Government guidance – Planning Obligations • Government Guidance - Viability
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Archaeological Assessment	LR	When required: • Applications on land which is known to have archaeological interest, or 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 set out by the Chartered Institute for Archaeologists. • Assessments should consider the following: - The significance of the site and its setting, whether 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)
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		• Chartered Institute for Archaeologists – Regulations, standards and guidance
Coastal Land Stability Assessment/Mining Land Stability Assessment	LR	When required: • This should be provided in areas where land stability issues are known, indicated or suspected. • [A] Potential land stability issues can be associated with cliffs, slopes, quarries, some natural deposits or artificial ‘made’ ground. • [B] In Cornwall, a specific issue is historical mining activity. This should be considered separately, but not necessarily in isolation to, other forms of potential ground instability. What is required: • [A] A preliminary desk-top study of the potential for ground stability issues to affect the site and proposed development. The Report should be compiled by a Competent Person and be in line with national planning policy. It should assess the likely consequences of proposed developments on sites where subsidence, landslides and ground compression are known or suspected. The report might consider: an understanding of the factors influencing stability; an assessment of whether or not the site is stable and has an adequate level of protection; an assessment of whether or not the site is likely to be threatened or affected by reasonably foreseeable slope instability originating outside the boundaries; an assessment of whether or not the proposed development is likely to result in slope instability and any remedial actions / mitigation as necessary.

		• [B] In mining areas¹, a 'Stage 1' preliminary desk-top study (or 'mining search') is required to assess the potential for mining related ground instability to affect the site and/or proposed development. The report should be compiled by a Competent Person and include an assessment of old plans, sections and reports of former mines throughout the County. Unless the preliminary desk-top study and/or 'Stage 1' assessment clearly demonstrate that the risk from ground instability is absent, negligible or can be mitigated to within acceptable levels, further risk assessment and site investigations will be needed before the application can be determined. Further assessment for [B] may contain a number of stages, including: Stage 2: an inspection of exposed ground conditions; or a detailed investigation; or period of monitoring; or a combination of these. Stage 3 - a detailed remedial design Stage 4 - verification of the remedial measures Stage 5 - a plan for ongoing maintenance and / or monitoring of the remedial measures. ¹ i) guidance on 'Mining Areas' in Cornwall may be available via the Council's planning validation checking service ii) Failing this, all of Cornwall should be considered as a Mining Area for the purposes of this guidance. Guidance: • Planning Practice Guidance – Land stability.
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Coastal Vulnerability Assessment	LR	When required: • All developments including replacement buildings, except minor development such as walls, fences, gates, elevation alternations private gardens or bus shelters within a coastal vulnerability zone. • 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 Framework paragraph 172 can be met. In considering paragraph 172 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. Guidance: • Cornwall Council Strategic Flood Risk Assessment (SFRA) interactive mapping • National Planning Policy Framework Paragraph 172 • Planning Practice Guidance paragraph 074
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		• Planning for coastal change (cornwall.gov.uk) • Climate Emergency Development Plan Document - Strategic Planning (cornwall.gov.uk) • Chief Planning Officer's Advice Note: Planning for coastal change (cornwall.gov.uk)
Contaminated Land Assessment	LR	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). This is irrespective of whether there is ground disturbance. For further information regarding this please see appendix 2. • 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 (e.g. 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, including 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, to determine the likelihood of contamination. • The report shall include a preliminary conceptual site model (showing 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: - Cornwall Council offers an Environmental Health – Technical Advice for Planning Applicants (EH-TAP) service. Information regarding this service including what advice is provided and relevant fees can be found on the website here: Pre-application advice - Cornwall Council - There is currently no publicly available layer on our interactive mapping which provides information on contaminated land. In order to determine whether a site could potentially be affected by contamination please see page 4 of Public Protections Land affected by contamination – Developers guide and information requirements for planning applicants. - Cornwall Council’s Contaminated Land webpage which includes planning guidance. Planning Practice Guidance on Land affected by contamination. National Planning Policy Framework – Conserving and enhancing the natural environment
Critical Drainage	LR	When required: A Flood Risk Assessment [FRA] is required where proposed development is in an area where the Environment Agency have indicated as having critical drainage problems. In these areas the drainage of surface water requires extra consideration.

		What is required: • The FRA should focus on managing the surface water both from causes external to the development site and rain falling onto and around the site, as the sustainable management of this rainfall/surface water will form an essential part of reducing and mitigating future flood risk. • For minor extensions, to help planning applicants provide the relevant information, planning along with the Lead Local Flood Authority have produced a new householder and minor extension flood risk assessment form along with guidance. The form and guidance can be found on the Make a Planning Application web page under 'Download forms' and 'Other useful forms and documents'. For more complex development a suitably qualified professional should be employed to prepare a flood risk assessment. • Climate change should also be considered. • The Assessment should be prepared in accordance with National Planning Practice Guidance on meeting the challenge of climate change, flooding and coastal change. Guidance: • Use Cornwall Councils Interactive mapping to find if the development is in a critical drainage area. Use mapping layer Environment and Planning • National Planning Practice Guidance - meeting the challenge of climate change, flooding and coastal change. • Government Guidance – Flood risk assessment in flood zone 1 and critical drainage areas
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Ecology Report Trigger Table	LR	When Required: • All full applications for minor development • The ecology trigger table for minor/other applications is required even if an ecological survey has been provided as it also covers geology and invasive species. What is required: • Signed and completed Ecology Trigger List for minor/other applications. Guidance: • The Ecology Trigger List for minor/other applications can be found on the Make a planning application - Cornwall Council web page under 'Download forms', 'Ecology Checklist and Trigger Lists'.
Ecology Report	LR	When Required: • All applications where the ecology trigger list indicates an Ecology report is required. What is required: • Type of survey required as set out in the ecology trigger list for minor/other applications. • Information should include the existing wildlife interest of the site and adjacent land plus the possible impacts on them. • The assessment should demonstrate how the proposal will protect or where possible enhance biodiversity and provide mitigation and enhancement both during and post construction.

		• Accompanying plans are to identify and map the location of any protected habitats and species within or adjacent to the red line boundary. • Ecological surveys are to be carried out at appropriate and recommended times of year for particular species and habitat groups. See ecology survey calendar link within the below guidance. Applications submitted more than a month prior to the survey window will be returned. • Produced by a suitable qualified, experienced and where protected species inspections/surveys are required, by a licenced ecologist. • Reports and surveys must comply with Cornwall Council guidance, national guidance, and Natural England Standing advice. • Ecology reports must include all the information required in order for the LPA to determine the application and include all survey information, potential impacts, demonstrate how the mitigation hierarchy has been followed and present proposals for proportionate mitigation and enhancement for protected and priority species and designated sites. • Where a European Protected Species Licence is required, this is to be clearly presented with full mitigation proposals to be submitted on the Natural England Protected Species licence application, which for bats will include lighting strategy to demonstrate light spill can be mitigated or contained to ensure dark communing and foraging corridors and roost locations remain dark. • All surveys and assessments must not be more than 12 months old unless otherwise stated within the report
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		• Following recent case law, we are no longer able to issue planning permissions which are subject to protected species survey planning conditions, therefore applications cannot be determined when the information provided refers to further surveys. Please see appendix 2 for further details. • If a Phase 1 Survey is received which recommends further emergence surveys, the application will be returned if the relevant survey cannot take place. This may be for example where a survey is required, and it is outside of the relevant nesting season. The application should be resubmitted once the survey has taken place. Guidance: • The following contacts may be able to assist you in the preparation of the survey: Natural England's Species Protection Officer 0300 060 3900; The Barn Owl Trust 01364 653026; Cornwall Wildlife Trust 01872 273939. There are also commercial entities who may be able to assist with the report. • Government Guidance – Protected species and development: advice for local planning authorities • Natural England website • Cornwall Council web page – Cornwall planning for Biodiversity Guide includes link to the Cornwall Climate Emergency Development Plan Document (DPD). • Bat Conservation Trust – Bat Surveys for Professional Ecologists: Good Practice Guidelines • Prepare a planning proposal to avoid harm or disturbance to protected species - GOV.UK (www.gov.uk) • Government Circular: Biodiversity and Geological Conservation – Statutory Obligations and their Impacts within the Planning System.
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Design Statement	LR	When required: • Applications for one or more dwelling houses. What is required: • A statement should be provided proportionate to the scale and complexity of the proposed development. • Reference should be made to the Cornwall Design Guide and NPPF section 12 – Achieving well-designed places, any designated areas and consideration should be given to the sustainability of the development. Guidance: • Cornwall Council web page on design which includes links to the Cornwall Design Guide, Chief Officer’s Advice Note on Good Design in Cornwall, National Model Design Code and other guidance. • National Planning Policy Framework – 12. Achieving well-designed places.
Dwelling to Serve Rural Business Justification Statement/Completed Questionnaire 1	LR	When required: • Proposals for agricultural/horticultural/forestry/other occupational dwelling or 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 is required or the completion of Questionnaire 1 together with 3 years of certified accounts. Where no accounts are available and a temporary dwelling is sought, 3 years financial projections are required.

		Guidance: Questionnaire 1 can be found on the Make a Planning application page of the Cornwall Council website, under 'Download form' and 'Other useful forms and documents'.
Energy Statement	LR	When Required: - Applications submitted on or after 15 June 2023 for new-build residential units. - Retrospective applications in relation to new- build residential units - 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. What is required: - an Energy Statement is required to demonstrate compliance with Climate Emergency Policy SEC1 Sustainable Energy and Construction, Part 2. - It must be completed by an Accredited Energy Assessor unless using Standard Assessment Procedure data. - The Energy Statement must comprise: - An up to date completed Energy Summary Tool – either the SAP (Standard Assessment Procedure – see guidance for details) or PHPP (Passive Housing Planning Package) version – or an agreed alternative; an Energy Report. Both 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. 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/all 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. - The Energy Report 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); - The unadjusted energy data for each property i.e. design stage Standard Assessment Procedure (SAP) report or Passive House Planning Package (PHPP) outputs; - Water efficiency measures; - Any measures to reduce embodied carbon; and - Any other supporting information/justification you wish to provide. - Offsetting Payment – 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 payment will be collected via S111 Agreement or S106 for larger applications and this method is to be agreed prior to the submission of the application. The Offsetting S111 and payment must be made online Forms (cornwall.gov.uk) - 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
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		proposed in order to adhere to the policy, these must be shown the proposed elevations and any roof plans. Guidance: • Climate Emergency DPD • Climate Emergency Guidance • Energy Summary Tools • Renewable Energy Offsetting Framework • Policy SEC1 Transition Arrangements • Developer contributions - Cornwall Council
Flood Risk Assessment	LR	When required: • All development within Flood Zone 2 or Flood Zone 3 except those only proposing replacement windows and doors • Any development over 1 ha. What is required: • Identify and assess the risks of all forms of flooding to and from the 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 including Sustainable Drainage Systems (SUDs); • Address the requirement for safe access to and from the development in areas at risk of flooding throughout the lifetime of the proposed development. If in Zone 2 or 3 a Sequential Test assessment may need to be provided 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. Guidance: • Use Cornwall Councils Interactive mapping to find if the development is in a flood zone. Use mapping layer Environment and Planning. • The assessment should be prepared in accordance with NPPF – 14. Meeting the challenge of climate change, flooding and coastal change. • Cornwall Councils Guidance in Flood Risk including links to Local Flood Risk Management Strategy, Preliminary Flood Risk Assessment 2011 and Shoreline Management Plans. • Government Guidance – Flood resilient construction of new buildings – Improving the flood performance of new buildings: flood resilient construction. • Check the long-term flood risk for an area in England – Identified the long-term flood risk for an area, the possible causes of flooding and how to manage flood risk from rivers and the sea, surface water, reservoirs and groundwater.
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Foul Drainage	LR	When required: • All development relying on non-mains drainage. What is required: • A foul drainage assessment should include a full assessment of the site, its location and suitability for storing, transporting and treating sewage. Where connection to the mains sewer is not practical, then the foul/non-mains drainage assessment form will be required to demonstrate why the development cannot connect to the public mains sewer system and show that the alternative means of disposal are satisfactory. Guidance: • A Foul Drainage Assessment Form has been produced to help provide all the necessary information. The Foul Drainage Assessment Form can be found on the Cornwall Council website under Download Forms, Other useful forms and documents.
Geology Report	LR	When required: • All minor developments within a designated County Geology Site • Where the Ecology and Geology Trigger List indicates a Geology Report is required. What is required: • The Geology Report can be in the form of a chapter in an Ecology Report. • An appraisal of the impacts of the proposals to the designated geological site are to be identified and quantified, with details of the measures taken to avoid and minimise any potential impacts to the geological interest features.

		Guidance: The Ecology and Geology Trigger List can be found on the Make a planning application - Cornwall Council web page under 'Download forms', 'Ecology Checklist and Trigger Lists'.
Green Infrastructure (GI) Plans and Statement	LR	When required: - Applications for one or more new build dwellings - The level or information required should be proportionate to the scale and nature of the development. What is required: <u>Statement</u> - The GI statement can form part of the Design and Access Statement if one is being provided. The GI statement should be clearly labelled and easily identifiable and consider the principles set out in Policy G1 of the Climate Emergency DPD 2023 - Minor applications may use this the GI form instead of submitted a standalone GI statement: Make a planning application - Cornwall Council - The statement should 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. - The statement should 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.

		<u>Plan</u> • 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. Guidance: • Policy Guidance Climate Emergency DPD • Climate Emergency DPD Guidance • Environmental Growth Strategy - Cornwall Council • About — Building with Nature — Building with Nature • Natural environment - GOV.UK (www.gov.uk) • Cornwall Design Guide • Cornwall Council Planning for Biodiversity Guide • Natural England Green Infrastructure Standards • CIRIA SUDS Manual and BS42020:2013
Gypsy Roma, Heritage and Other Traveller's, Status Determination Form and Supporting Evidence	LR	When required: • All applications for the creation of 'Gypsy and Traveller' pitches.

		What is required: • The completion of a Gypsy Roma, Heritage and other Traveller's, Status Determination Form. • Supporting evidence on the status of the applicants and intended occupiers of the site. 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.
Landscape and Visual Impact Assessment	LR	When required: • Proposed development listed within Schedule 1 or 2 of The Town and Country planning (Environmental Impact Assessment) Regulations 2017. • Would be likely to have a significant impact on the surrounding landscape and/or townscape character of the site, including its context. • 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. Guidance: Government Guidance on the Natural environment Cornwall Council webpage on the Cornish Landscape
Lighting Statement	LR	When required: - Applications which include flood lighting, significant amount of external lighting or glass on elevations within a National Landscape (formally an Area of Class Q); Bodmin Moor and West Penwith International Dark Sky designations 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. Guidance: Cornwall Area of Outstanding Natural Beauty information on Dark Skies in Cornwall. Planning Practice Guidance: Light Pollution

Noise Impact Assessment	LR	When required: • All applications for wind turbines, solar farms and diesel generating farms. • Proposals including 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) and financial and professional services which include ^{*1}HVACR and is in the ^{*2}vicinity of ^{3*}sensitive uses. • Proposals for restaurants, cafes, drinking establishments and hot food takeaways in the ^{*2}vicinity of ^{3*}sensitive uses. • Proposals for business premises which include offices, research and development of products or processes or any industrial process which include ^{*1}HVACR and is in the ^{*2}vicinity of ^{3*}sensitive uses. • Proposals within use class B2 in the ^{*2}vicinity of ^{3*}sensitive uses. • Proposals within use classes F1, F2 and Sui generis which includes a ^{*1}HVACR or other noise generating process and is in the ^{*2}vicinity of other ^{3*}sensitive uses. • Applications for development within use class C1 (Hotels) which includes a ^{*1}HVACR or other noise generating process and is in the ^{*2}vicinity of other ^{3*}sensitive uses. • Applications for development within uses classes C2 (Residential institutions) and C2a (Secure residential institutions) which includes a ^{*1}HVACR or other noise generating process and is in the ^{*2}vicinity of other ^{3*}sensitive uses and/or development 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+
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		- Applications for development within use classes C3 (Dwelling-houses) and C4 (Houses in Multiple Occupation) in the ^{*2}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+ ^{*1} - 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. ^{*2} - Vicinity – 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. ^{3*} - Sensitive uses – residential dwellings/institutions, hospitals and schools (including care homes, nurseries, holiday lets and campsites) 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. Guidance: - For guidance, please visit the Environmental Protection web page Environmental Protection information for Planning Applicants. - Cornwall Council offers an Environmental Health – Technical Advice for Planning Applicants (EH-TAP) service. Information regarding this service including what advice is provided and relevant fees can be found on the website here: Pre-application advice - Cornwall Council
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Nutrient Neutrality – Small Scale Sites	LR	When required: - Proposals (including changes of use) that discharge to septic tanks or package treatment plants within the hydrological catchment area of the River Camel SAC (small discharges to ground i.e. less than 2m³/day) and the applicant is seeking to rely upon the Interim guidelines on small scale thresholds and nutrient neutrality principles for the hydrological catchment of the River Camel Special Area of Conservation September 2021 to demonstrate that no likely significant effect alone or in combination for phosphorus can be reached. What is required: - An assessment setting out how the development accords with conditions a to h of the interim guidelines. Assessments should be undertaken by a competent person with the relevant experience to undertake the assessment. Guidance: - Guidance can be found on the Cornwall Council web page Nutrient neutrality in Cornwall. The page includes a link to interactive mapping to view the River Camel Catchment Area, the interim guideline for small scale thresholds and types of developments and applications affected.
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Nutrient Neutrality - River Camel Phosphate Budget Calculator and Nutrient Neutrality Statement	LR	When required: - Required for developments within the River Camel Catchment Area comprising any of the following, this includes changes of use: New residential units; Commercial / industrial developments which includes overnight accommodation; Employment sites where employees will be hosted from outside of the catchment, and/or overnight accommodation; Agricultural Development that supports intensification of livestock numbers (and therefore increased phosphorous in the catchment); Anaerobic Digesters; Tourism attractions, including over-night tourist accommodation. Where: the River Camel Phosphate Budget Calculator results in a zero or minus nutrient loading figure i.e. nutrient neutrality then the need of mitigation is negated. the River Camel Phosphate Budget Calculator results in nutrient mitigation is required and this can be secured on site or offsite through alternative owned landholdings within the river catchment of the development site. What is required: - Where a development meets the criteria the submission of River Camel Phosphate Budget Calculator v1.1 result are required. - You will also need to submit a nutrient neutrality statement with the calculator results. This statement should include: Location of the development in relation to the Camel catchment; Details of the proposed application; Details of the current land use (please show where there is a difference in land use over the last 10 years); Justification of the proposed land use and number of dwellings; Details of the phosphate budget calculation including a table of key findings; Details of any mitigation if appropriate.
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		• The completion of the calculator and the nutrient neutrality statement should be carried out by a competent person with the relevant experience. • If the results show no increase in phosphates no mitigation is required, please submit phosphate calculator results with your application. • If the results show an increase in phosphates mitigation needs to be considered. If mitigation cannot be achieved on site or off site through alternative owned landholdings within the river catchment of the development site do not submit the application. The LPA cannot determine the application with no mitigation in place. Please await the Council' strategic mitigation strategy before submitting the application. This will be updated on the webpage Temporary pause on development in the River Camel Special Area of Conservation - Cornwall Council. • If mitigation can be achieved onsite, please see Phosphate flowchart (cornwall.gov.uk) for information required. • Please also see above section on Nutrient Neutrality – Small Scale Sites. Guidance: • Guidance can be found on the Cornwall Council web page Nutrient neutrality in Cornwall. The page includes a link to interactive mapping to view the River Camel Catchment Area, types of developments and applications affected, the phosphate budget calculator, a video tutorial on the calculator as well as lots of other guidance.
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Odour Impact Assessment	LR	When required: • Odour generating activities in the vicinity of existing odour-sensitive developments – residential, schools and hospitals. • Mixed use applications comprising both odour generating and odour sensitive uses. • Odour sensitive uses in the vicinity of existing odour-generating uses e.g., industrial/commercial, farms, sewage treatment works etc. • Proposals for food and drink, pub or drinking establishment, hot food takeaway and general industrial uses. • Waste operations What is required: • Details of mitigation methods for all odour-producing development. • Odour Impact Assessment- from full quantitative assessment to basic qualitative odour impact assessment, dependent on source, pathway and receiver. • Supporting Odour Management Plan – from comprehensive to basic, dependent on risk • For residential development the assessment should incorporate details of good design to address odour impacts from neighbouring development.
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		Guidance: Guidance can we found on the Cornwall Council website Environmental Protection information for Planning Applicants
Parking Arrangements	LR	When required: - Required where the proposed development reduces the available parking or 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 can be achieved, and the reasonable parking demands are met within the application site. - Details can be shown on the proposed site or block plan. Guidance: - The Cornwall Design Guide section Five – Movement include information ion design led parking and vehicle storage and accommodating vehicles.
Planning obligations – Draft Head(s) of Terms and Proof of Title	LR	When required: - Where Development Plan Documents contain policies that give details of likely planning obligation requirements What is required: - It is vital that proof of title is provided at the time of the application. If the applicant is not yet the owner of all the land within the red line those who do have ownership or control must also be parties to the obligation.

		Guidance: • Cornwall Council's web page on Section 106 planning obligations contains a wealth of information including a link to a section 106 template which can be used when agreeing draft heads of terms. • The Government have also published guidance on planning obligations.
Playing Fields Impact Statement	LR	When required: • Any change of use application involving the loss or gain of a playing field. For exemptions please see Sport England's Playing field Policy Guidance. What is required: • Statements should be proportionate to the nature of the development and its impact on the playing field. • Statement should include the information as set out in appendix B of the Sport England's Playing Field Policy Guidance
Photographs	LR	• 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.

Public Rights of Way (PROW)	LR	When required: • Developments directly affecting a PROW. What is required: • An assessment and mitigation measures should be provided in conjunction with a site/block plan showing the PROW. Guidance: • Please see Cornwall Councils Public right of way mapping to find any public rights of way in the vicinity of the development.
Regenerative, Low Impact Development Statement	LR	When Required: • Applications submitted from 1st April 2023. • ‘Low Impact’ residential development seeking to rely on the Climate Emergency Development Plan Document Policy AL1. 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 the contents of the various plans required under this policy so that they conserve and enhance the significance and settings of affected heritage assets and historic landscape character. Guidance: • Climate Emergency Development Plan Document
Structural Survey	LR	When required: • May be required for proposals involving substantial demolition or where there is some doubt as to the existing structural stability of a building to be converted, for example, barn conversion. • Will be required if the demolition involves a listed building or the conversion of a listed building.

		What required: • Surveys must be carried out by a suitably qualified person. • 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. • The survey should be done 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. Guidance: • Appraisal of existing structures (Third edition) - The Institution of Structural Engineers (istructe.org)
Telecommunications Development Supplementary Information		When required: • Planning applications for mast and antenna development. What required: • The outcome of consultations with organisations with an interest in the proposed development, in particular with the relevant body where a mast is to be installed near a school or college or within a statutory safeguarding zone surrounding an aerodrome or technical site; and

		- For an addition to an existing mast or base station, a statement that self- certifies that the cumulative exposure, when operational, will not exceed International Commission on non-ionising radiation protection guidelines; or - For a new mast or base station, evidence that the applicant has explored the possibility of erecting antennas on an existing building, mast or other structure and a statement that self-certifies that, when operational, International Commission guidelines will be met.
Tree Survey	LR	When required: - Any proposals involving development within two metres of the canopy spread of a tree. - Any proposals where there are protected trees within the application site. - Any proposals on land adjacent to trees that could influence or be affected by the development (including street trees). - Developments within a Conservation Area where there are trees within the development area. What is required: - A Tree and Topographical Survey will be required. This will include a plan that identifies the position of the trees and schedule that describes them (see part 4 of BS 5837). - A Tree constraints plan will be required. 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. - An Arboricultural Implication Assessment will be required. This is essentially 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 will be required. 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 also useful. Guidance: - Cornwall Council have a dedicated Trees in Development web page. This page includes guidance as well as links to the NPPF and British Standards.
Travel Plan/ Travel Plan Statement	LR	When required: - All minor developments for 5 or more residential units or proposed commercial floor area, this includes changes of use. - Wind Turbine Applications - 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. What is required: - This can form part of the Design and Access Statement or Planning Statement if being provided. The Travel Plan/Travel Plan Statement should be clearly labelled for ease of reference. If a Design and Access Statement or Planning Statement is not being provided, the Travel Plan/Travel Plan Statement will need to be submitted as a separate document.

		• These should reflect the scale of the development and the extent of the transport implications of the proposal. • For smaller schemes it should outline the transport aspects of the application • It should give details of how the development has been designed and located in order to minimise the need to travel and support a modal hierarchy. It should also include proposed measures to improve access by public transport, walking, cycling, to reduce the need for parking associated with the proposal, and to mitigate transport impacts. • For wind turbine applications applicants need to confirm details of site access, access route across landholding to wind turbine site and vehicle types/numbers required to deliver, install and maintain the wind turbine(s). • For development be likely to increase the level of pedestrian and/or vehicular usage at a level crossing a full Transport Statement assessing the impact is required. Network Rail consider level crossings can be impacted in a variety of ways by planning proposals: 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
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		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 - Any required qualitative improvements to the level crossing as a direct result of the development proposed should be included within the Heads of Terms. Should you wish to discuss the impact of your proposal on the railway network you are advised to contact Network Rail WesternLevelCrossings@networkrail.co.uk Guidance: - The travel plan should reflect the scale of the development. It should set out details in line with paragraph 11 of the Planning Practice Guidance. Pre-application advice can be sought to ascertain the necessary requirements. - A Travel Plan statement is a simple form of travel plan for smaller developments. It should set out how the development has been designed and located to minimise the need for travel and support a modal hierarchy that priorities walking, then cycling, then public transport, then car clubs, electric vehicles and lastly private fossil-fuelled vehicles. Active travel: walking and cycling - Cornwall Council Travel Plans, Transport Assessments and Statements - GOV.UK (www.gov.uk)
Ventilation and Extraction Statement	LR	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. • This information (excluding odour abatement techniques unless specifically required) will also be required for significant retail, business, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed. • Details of active odour control systems where proposed. • Odour control methods to limit the odour from waste, location of waste storage.
Viability Assessment and Associated Fee	LR	When required: • From 15 June 2023, new-build residential development where the policy position of Policy SEC1 2b of the Climate Emergency Development Plan document is not met in full on the grounds of viability. What is required: • A full open book viability appraisal and associated assessment fee will be required.

		Guidance: • Please note that 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' and we will only allow redacted versions in exceptional circumstances where specific commercial harm will need to be demonstrated in order to justify those redactions. • Planning Practice Guidance: Viability • Climate Emergency DPD • Fees and Charges • Planning Policy Guidance - Cornwall Council
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Full application for major development

The following validation requirements apply to any:

- Residential development of 10 or more dwellings; and/or
- Non-residential development creating new floor space of 1,000sqm or more or where the site area is 1 hectare or more.
- Planning permission for mineral extraction or associated development
- Planning permission directly relating to the processing or storage of waste materials.

Please note the expedited validation process does not apply to major applications. This means that although some of the below requirements are on the Local List these will be required for the application to be validated.

Document or plan description	Required (NR/LR)	What/when required:
Application Form including ownership certificates and Agricultural land classification	NR	When required: • All applications What is required: • A full Application for Planning Permission form except planning permission for mineral extraction and associated development. This form is only available via the Cornwall Council website under download forms, other useful forms and documents, Application for Planning Permission for Mineral Extraction and Ancillary Operations. The form should be downloaded and submitted electronically to planning@cornwall.gov.uk. • All sections of the application form must be answered. • The declaration must be signed and dated.

		• Applications forms should be submitted electronically via the Planning Portal. • 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, as defined by the Agricultural Holdings Act 1986, 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. • It is an offence, knowingly or recklessly, to complete a false or misleading certificate. Guidance: • Applications should be submitted via the Planning Portal website where guidance can also be found.
Fee	NR	When required: • All applications except where an exemption applies. What is required: • The appropriate fee must be paid. • Please visit Planning fees - Cornwall Council for fee information and how to pay. • If the application is being submitted via the Planning Portal please pay the Planning Portal directly. The fee is required for the application to be released. • If paying online, please forward a copy of your receipt to planning@cornwall.gov.uk to avoid any delays.

		Guidance: The Cornwall Council Fees and Charges Document and the Cornwall Council Supplementary Fee Guidance can be found on our website here: Make a planning application - Cornwall Council. The documents also include information regarding fee exemptions.
Location Plan	NR	When required: - All applications What is required: - Provided at a metric scale (usually 1:2500 or 1:1250) - Provided on an up-to-date map. - Show the 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. - 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.

		Guidance: - 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.). - Further guidance regarding plans can be found on the ‘Make a better application’ web page under the heading ‘Plans’.
Block Plan (existing and proposed)	NR	When required: - Proposed block plan required for all applications. - Existing block plan required for all application except if the site is vacant and has no buildings or structures however a site plan will be required. What is required: - Provided at a metric scale (1:200 or 1:500). - Relevant scale bar indicated - 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. - 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. Guidance: - 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.). - Further guidance regarding plans can be found on the ‘Make a better application’ web page under the heading ‘Plans’.
Elevations (existing and proposed)	NR	When required: - All applications proposing new buildings or alterations to the exterior of an existing building. What is required: - Provided at a metric scale usually 1:50 or 1:100 (photographs with annotated dimensions are not accepted). - Relevant scale bar indicated. - Must show all elevations including any blank elevations (unless visibility is completely obscured e.g. attached to another building). - Must match relevant existing/proposed floor plans. - Be clearly labelled e.g. north, west etc. or north point indicated. Where the application relates to multiple dwellings the orientation of the dwellings can be referenced on the site layout plan. - 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).

		- Any proposals to adhere to the policy SEC1 must be shown, for example, where roof mounted solar panels are proposed in order to adhere to the policy these must be shown. - Any do not scale wording removed including any wording which indicates the LPA is unable to scale from the plans. Guidance: - Further guidance regarding plans can be found on the ‘Make a better application’ web page under the heading ‘Plans’.
Floor plans (existing and proposed)	NR	When required: - Developments involving new or amended floor space including alterations to an existing building What is required: - Provided at a metric scale usually 1:50 or 1:100. - Relevant scale bar indicated. - All existing floor plans should be provided including where buildings are to be demolished.. - Proposed floor plans should be provided where any alterations/extensions are proposed. - Must match relevant existing/proposed elevations. - Any do not scale wording removed including any wording which indicates the LPA is unable to scale from the plans. Guidance: - Further guidance regarding plans can be found on the ‘Make a better application’ web page under the heading ‘Plans’.

Roof plan (existing and proposed)	NR	When required: - Proposals involving more complex roof design. - Where an existing roof is altered by the proposal. What is required: - Should be provided at a metric scale usually 1:50 or 1:100 or as part of the site/block plan - Relevant scale bar indicated. - North point indicated. - Any proposals to adhere to the policy SEC1 must be shown, for example, where roof mounted solar panels are proposed in order to adhere to the policy these must be shown. - Any do not scale wording removed including any wording which indicates the LPA is unable to scale from the plans. Guidance: - Further guidance regarding plans can be found on the ‘Make a better application’ web page under the heading ‘Plans’.
Finished Floor Levels	NR	When required: All new buildings or floor space.

		What is required: • 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. • If providing as a separate plan the plan must be: Provided at a metric scale Relevant scale bar indicated on the plan. Any do not scale wording removed including any wording which indicates the LPA is unable to scale from the plans. North point indicated Guidance: • Further guidance regarding plans can be found on the ‘Make a better application’ web page under the heading ‘Plans’.
Existing and Proposed Site Levels	NR	When required: • 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. What is required: • This information can be shown on the existing and proposed site layout plan. • Offsite levels of land and buildings immediately adjoining the site are also useful. • If providing as a separate plan the plan must be:

		Provided at a metric scale Relevant scale bar indicated on the plan. Any do not scale wording removed including any wording which indicates the LPA is unable to scale from the plans. North point indicated Guidance: Further guidance regarding plans can be found on the ‘Make a better application’ web page under the heading ‘Plans’.
Existing and Proposed Sections	NR	When required: - All major developments. What is required: - Identify FFLs and ridge levels of buildings - Identify existing and proposed site levels - Show slices through the land - Show existing and proposed development in relation to land/properties adjoining the site including street scene sections front and back. - Accompanied by a plan showing the points between which the cross section has been taken. Guidance: - Further guidance regarding plans can be found on the ‘Make a better application’ web page under the heading ‘Plans’.

Design and Access Statement	NR	When required: - Required for all major developments except change of use of building or land where no building works for physical alterations are proposed; engineering or mining operations; waste developments. What is required: - 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. 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. - If the development relates to 10 or more dwellings, the statement should include the means of access to the accessible homes, sufficient to meet the needs of occupiers with differing needs. Guidance: Design and access statements - Cornwall Council
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Biodiversity Net Gain (Mandatory) – National minimum information requirements (This may be incorporated into the Local Requirements below for Biodiversity Net Gain Statement)	NR	When required: • Applications submitted from 12th February 2024, Where development would be subject to the general biodiversity gain condition. • There are specific exemptions from biodiversity net gain for certain types of development. The exemptions are set out in paragraph 17 of Schedule 7A of the Town and Country Planning Act 1990 and the Biodiversity Gain Requirements (Exemptions) Regulations [2024]. Please also see Biodiversity net gain: exempt developments - GOV.UK (www.gov.uk) What is required: The application must be accompanied by minimum information set out in Article 7 of The Town and Country Planning (Development Management Procedure) (England) Order 2015: • a statement as to whether the applicant believes that planning permission, if granted, would be subject to the biodiversity gain condition; • the pre-development biodiversity value of the onsite habitat on the date of application (or an earlier date) including the completed metric calculation tool used showing the calculations, the publication date and version of the biodiversity metric used to calculate that value; • where the applicant wishes to use an earlier date, the proposed earlier date and the reasons for proposing that date; • a statement confirming whether the biodiversity value of the onsite habitat is lower on the date of application (or an earlier date) because of the carrying on of activities ('degradation') in which case the value is to be taken as immediately before the carrying on of the activities, and if degradation has taken place supporting evidence of this; • a description of any irreplaceable habitat (as set out in column 1 of the Schedule to the Biodiversity Gain Requirements (Irreplaceable Habitat) Regulations [2024]) on the land to which the application relates, that exists on the date of application, (or an earlier date); and
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		- a plan, drawn to an identified scale which must show the direction of North, showing onsite habitat existing on the date of application (or an earlier date), including any irreplaceable habitat. Guidance: Statutory biodiversity metric tools and guides - GOV.UK (www.gov.uk) - Biodiversity net gain - GOV.UK (www.gov.uk) Biodiversity net gain: exempt developments - GOV.UK (www.gov.uk)
Community Infrastructure Levy (CIL)	NR	When required: - creates one or more new dwellings of any size (including self-contained annexes); or - creates over 100sqm of new floorspace; and - is a building into which people normally go. What is required: - The submission of a Community Infrastructure Levy (CIL) Planning Application Additional Information Requirement Form (AIR/Form 1) is required. - Submission of the Additional Information Requirement (AIR) form will enable determination of whether a development is liable to pay CIL or not. - If the proposed development is CIL liable, then please also submit a CIL Form 2 (Assumption of Liability) as soon as possible in order to processing as quickly as possible. 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. Guidance: For guidance and forms please visit the Community Infrastructure Levy (CIL) page on the Cornwall Council website.

Fire Statement	NR	When required: • where the development meets the fire risk condition, the fire safety impacts on the intended occupants of the building. • The fire risk condition is met where the development is for two or more dwellings (including flats) 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 (or a form to similar effect) contain the particulars specified or referred to in the form, which 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;
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		how any policies relating to fire safety in relevant local development documents have been taken into account Guidance: Government Guidance on Fire safety and high-rise residential buildings (from 1 August 2021).
Habitat Regulations Assessment (HRA) submission of an Appropriate Assessment (AA) and mitigation	NR	When required: - All residential development and student and tourist accommodation within 12km zone of influence (Zol) of the following European sites; Penhale Sands, Fal and Helford Estuaries and Tamar Estuaries. - This includes changes of use to residential and student and tourist accommodation - For a full list of development requiring mitigation (including information on annexes), please see the European Sites SPD web page. What is required: - The potential harm from recreational disturbance arising from these proposals has been assessed and requires the submission of an Appropriate Assessment (AA) and to mitigate potential harm. - Where the only potential harm is from recreational disturbance, CC and Natural England agree that mitigation can be met by a specified financial contribution to a Strategic Mitigation Plan implemented by the Council. Otherwise, a full AA and mitigation strategy will be required for each proposal.

		- It is recommended that the standard AA approved by CC is completed and the recommended contribution (or contributions) paid to the Council with the application to avoid delay and minimise additional cost. - The contribution can be included within the S106 agreement and included within the draft heads of terms. - The contribution will be refunded in the event of a refusal of planning permission. Guidance: - Please visit our dedicated European Sites Mitigation SPD web page for links to interactive mapping to check if the site is within a Zone of Influence, guidance and templates to use. - An application is considered to be within a zone of influence where the zone of influence is within any part of the red line area. However mitigation is only required for the part of the development which is within or abuts the zone of influence.
Heritage Statement or Heritage Impact Assessment (as appropriate)	NR	When required: - All applications directly affecting a heritage asset (e.g. Listed Building or Scheduled Monument) or the setting of designated heritage assets (e.g. listed buildings, Conservation Area, World Heritage Site). - Applications affecting non-designated heritage assets may, in some circumstances, also require a HIA. - By “affecting a heritage asset”, this may involve change including loss of, or alteration to fabric which has the potential to affect character or significance. This may include, for example: repair, restoration, alteration or addition (singly or in combination).

		What is required: • A statement or impact assessment should consider and describe the Heritage Asset, meet the requirements of Paragraph 194 of the NPPF 2021 and demonstrate that the Heritage Asset has been assessed and understood using best practice methods. • The statement can be provided as a separate statement or as part of the Design and Access Statement. However, if included within the Design and Access Statement it should be clearly labelled. Guidance: • To help planning applicants and agents provide the necessary information where a Heritage Statement is required a template has been provided. The template can be found on our make a planning application web page, under download forms – Other useful forms and documents. • NPPF 2012 – Conserving and enhancing the historic environment
Air Quality Assessment	LR	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 within a Air Quality Priority Area of concern including 1km buffer, please refer to Chief Planning Office's Advice Note: Planning for Air Quality. What is required: • The air quality assessment should be proportionate to the nature and scale of development as well as existing air quality conditions and potential impacts of the development. • Government guidance provides the following list which should form part of the assessments: A description of baseline conditions and any air quality concerns affecting the area, and how these could change both with and without the proposed development; Sensitive habitats (including designated sites of importance for biodiversity); the assessment methods to be adopted and any requirements for the verification of modelling air quality; The basis for assessing impacts and determining the significance of an impact; Where relevant, the cumulative or in-combination effects arising from several developments; Construction phase impacts;
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		Acceptable mitigation measures to reduce or remove adverse effects; and Measures that could deliver improved air quality even when legally binding limits for concentrations of major air pollutants are not being breached. Guidance: • Cornwall Council offers an Environmental Health – Technical Advice for Planning Applicants (EH-TAP) service. Information regarding this service including what advice is provided and relevant fees can be found on the website here: Pre-application advice - Cornwall Council • Cornwall Council web page on air quality. • Cornwall Council's web page – Environmental Protection information for Planning Applicants. • Government Guidance on air quality including issues to consider, detail to include in an air quality assessment and how impacts can be mitigated. • Air Quality Management Areas (AQMA), Air Quality Areas of Concern (AQAC) and Air Quality Priority Areas can be checked on Cornwall Council's intranet mapping: Use our interactive maps - Cornwall Council
Affordable Housing Statement	LR	When required: • Developments where there is a net increase of more than 10 dwellings or where dwellings would have a combined gross floor space more than 1,000 square metres (not including replacement dwellings). • 6 or more dwellings in a National Landscape (formally Area of Outstanding Natural Beauty (AONB)) 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: • A short statement explaining what provision is being made for affordable housing. • Draft heads of terms must be submitted following the prescribed template. The draft heads of terms should 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. The draft heads of terms should also include the agreed timing/triggers for satisfying the obligations. • 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. The latest NPPF and accompanying guidance introduced changes to viability assessments. Viability assessments should now be made publicly available other than in exceptional circumstances 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. The Government consider that information used in viability assessment is not usually specific to that developer and thereby need not contain commercially sensitive data. Examples of commercially sensitive data are information relating to negotiations and information relating to compensation due to individuals.
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		Guidance: • Cornwall Council web page – Affordable Housing policy (includes section 106 template). • Cornwall Council web page – Section 106 planning obligations • Government guidance – Planning Obligations • Government Guidance - Viability
Agricultural Land Classification Assessment	LR	When required: • All major developments on Best and Most Versatile (BMV) land grades 1 to 3a. What is required: • Land classification assesses the quality of farmland in order to consider the future use of the land. Guidance: • Natural England Guidance – Guide to assessing development proposals on agricultural land
AONB Assessment of Need	LR	When required: • All major development within an AONB. What is required: • An explanation of the exceptional circumstances and the public interest, including an assessment of: - the need for the development, including any national considerations, and the impact of permitting it, or refusing it, upon the local economy. - the 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; and

		any detrimental effect on the environment, the landscape and recreational opportunities, and the extent to which that could be moderated. Guidance: - AONBs can be checked on Cornwall Council's intranet mapping: Use our interactive maps - Cornwall Council NPPF – Conserving and enhancing the natural environment
Archaeological Assessment	LR	When required: - Applications on land which is known to have archaeological interest, or 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 set out by the Chartered Institute for Archaeologists. - Assessments should consider the following: The significance of the site and its setting, whether 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: NPPF – Conserving and enhancing the historic environment Historic England – Planning and Archaeology: Historic England Advice Note 17 Cornwall Council web page – Historic Environment and Planning
Aviation and Telecommunications Statement	LR	When required: - Wind turbine developments What is required: - Statement confirming that the Ministry of defence (MoD), Civil Aviation Authority (CAA) and National Air Traffic Services (NATS) have been consulted and have raised no objections. - For wind turbines >26m confirmation that the proposed development would not have a detrimental impact on existing telecommunications (phone, radio and TV) links should be provided. Guidance: NATS – Wind Farm Services
Biodiversity Net Gain Statement	LR	When required: Applications submitted from 12th February 2024, Where development would be subject to the general biodiversity gain condition.

		- There are specific exemptions from biodiversity net gain for certain types of development. The exemptions are set out in paragraph 17 of Schedule 7A of the Town and Country Planning Act 1990 and the Biodiversity Gain Requirements (Exemptions) Regulations [2024]. Please also see Biodiversity net gain: exempt developments - GOV.UK (www.gov.uk) What is required: a BNG Statement shall be submitted setting out: - The expected post-development on-site habitat (including the completed metric calculation tool used showing the calculations, the publication date and version of the biodiversity metric used to calculate that value) - The likely quantum of off-site gains/use of statutory biodiversity credits required - The justification (taking account of the Biodiversity Gain Hierarchy) for any off-site gains/statutory biodiversity credits required. - Any significant onsite habitat enhancements along with detailed proposals of these habitat enhancements as part of the plans, drawings and supporting information. - Draft Habitat Management and Monitoring Plan which sets out the proposals for the long term maintenance of any significant onsite habitat enhancements and off-site gains. - Draft heads of terms for any obligations that are likely to be bound by a section 106 agreement Guidance: Cornwall planning for Biodiversity Guide - Cornwall Council Statutory biodiversity metric tools and guides - GOV.UK (www.gov.uk)
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		• Biodiversity net gain - GOV.UK (www.gov.uk) • Biodiversity net gain: exempt developments - GOV.UK (www.gov.uk)
Coastal Land Stability Assessment/Mining Land Stability Assessment	LR	When required: • This should be provided in areas where land stability issues are known, indicated or suspected. • [A] Potential land stability issues can be associated with cliffs, slopes, quarries, some natural deposits or artificial 'made' ground. • [B] In Cornwall, a specific issue is historical mining activity. This should be considered separately, but not necessarily in isolation to, other forms of potential ground instability. What is required: • [A] A preliminary desk-top study of the potential for ground stability issues to affect the site and proposed development. The Report should be compiled by a Competent Person and be in line with national planning policy. It should assess the likely consequences of proposed developments on sites where subsidence, landslides and ground compression are known or suspected. The report might consider: an understanding of the factors influencing stability; an assessment of whether or not the site is stable and has an adequate level of protection; an assessment of whether or not the site is likely to be threatened or affected by reasonably foreseeable slope instability originating outside the boundaries; an assessment of whether or not the proposed development is likely to result in slope instability and any remedial actions / mitigation as necessary. • [B] In mining areas¹, a 'Stage 1' preliminary desk-top study (or 'mining search') is required to assess the potential for mining related ground instability to affect the site and/or proposed development. The report should be compiled by a Competent Person and include an assessment of old plans, sections and reports of former mines throughout the County.

		Unless the preliminary desk-top study and/or 'Stage 1' assessment clearly demonstrate that the risk from ground instability is absent, negligible or can be mitigated to within acceptable levels, further risk assessment and site investigations will be needed before the application can be determined. Further assessment for [B] may contain a number of stages, including: Stage 2: an inspection of exposed ground conditions; or a detailed investigation; or period of monitoring; or a combination of these. Stage 3 - a detailed remedial design Stage 4 - verification of the remedial measures Stage 5 - a plan for ongoing maintenance and / or monitoring of the remedial measures. ¹ i) guidance on 'Mining Areas' in Cornwall may be available via the Council's planning validation checking service ii) Failing this, all of Cornwall should be considered as a Mining Area for the purposes of this guidance. Guidance: • Planning Practice Guidance – Land stability.
Coastal Vulnerability Assessment	LR	When required: • All developments including replacement buildings within a coastal vulnerability zone. • 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 Framework paragraph 172 can be met. In considering paragraph 172 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. Guidance: Cornwall Council Strategic Flood Risk Assessment (SFRA) interactive mapping National Planning Policy Framework Paragraph 172 Planning Practice Guidance paragraph 074 Planning for coastal change (cornwall.gov.uk) Climate Emergency Development Plan Document - Strategic Planning (cornwall.gov.uk) - Chief Planning Officer's Advice Note: Planning for coastal change (cornwall.gov.uk)
Collaborative Benefits Report	LR	When Required:

		- Commercial led energy schemes with capacity over 5MW of Renewable and Low Carbon Energy-generating and distribution networks What is required: - Commercial led energy schemes with a capacity over 5MW shall provide an option to communities to own at least 5% of the scheme subject to viability. If not viable, evidence of this must be submitted. This process shall be demonstrated by the submission of a Collaborative Benefits Report (CBR). - The CBR needs to 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) Guidance for developers, local communities and decision-makers. (gov.wales)
Contaminated Land Assessment	LR	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). This is irrespective of whether there is ground disturbance. For further information regarding this please see appendix 2.

		1* - EXCEPT low-risk commercial uses including those with a residential element (e.g. caravan/camp sites, hotels, care homes), small offices and similar. Low risk = unlikely to have created a source of land contamination. 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, to determine the likelihood of contamination. • The report shall include a preliminary conceptual site model (showing 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: • Cornwall Council offers an Environmental Health – Technical Advice for Planning Applicants (EH-TAP) service. Information regarding this service including what advice is provided and relevant fees can be found on the website here: Pre-application advice - Cornwall Council • There is currently no publicly available layer on our interactive mapping which provides information on contaminated land. In order to determine whether a site could potentially be affected by contamination please see page 4 of Public Protections Land affected by contamination – Developers guide and information requirements for planning applicants. • Cornwall Council's Contaminated Land webpage which includes planning guidance.
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		• Planning Practice Guidance on Land affected by contamination. • National Planning Policy Framework – Conserving and enhancing the natural environment
Critical Drainage	LR	When required: • A Flood Risk Assessment [FRA] is required where proposed development is in an area where the Environment Agency have indicated as having critical drainage problems. In these areas the drainage of surface water requires extra consideration. What is required: • The FRA should focus on managing the surface water both from causes external to the development site and rain falling onto and around the site, as 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. • The Assessment should be prepared in accordance with National Planning Practice Guidance on meeting the challenge of climate change, flooding and coastal change. Guidance: • Use Cornwall Councils Interactive mapping to find if the development is in a critical drainage area. Use mapping layer Environment and Planning • National Planning Practice Guidance - meeting the challenge of climate change, flooding and coastal change. • Government Guidance – Flood risk assessment in flood zone 1 and critical drainage areas
Design Statement	LR	When required: • Applications for one or more dwelling houses.

		What is required: • A statement should be provided proportionate to the scale and complexity of the proposed development. • This information can be provided within the Design and Access Statement. • Reference should be made to the Cornwall Design Guide and NPPF section 12 – Achieving well-designed places, any designated areas and consideration should be given to the sustainability of the development. Guidance: • Cornwall Council web page on design which includes links to the Cornwall Design Guide, Chief Officer's Advice Note on Good Design in Cornwall, National Model Design Code and other guidance. • National Planning Policy Framework – 12. Achieving well-designed places.
Ecology Report - EclA	LR	When required: • All major developments What is required: • An Ecological Impact Assessment (EclA) must be presented at validation for all major applications and include up to date protected species and habitat surveys and the completed and signed CIEEM EclA checklist. It is to be a consolidation of ecological information submitted in a single document link directly to biodiversity net gain reports and proposals (Core BNG information is to be presented in a EclA chapter). • Information should include the existing wildlife interest of the site and adjacent land plus the possible impacts on them.

		• The assessment should demonstrate how the proposal will protect or where possible enhance biodiversity and provide mitigation and enhancement both during and post construction. • Accompanying plans are to identify and map the location of any protected habitats and species within or adjacent to the red line boundary. • Ecological surveys are to be carried out at appropriate and recommended times of year for particular species and habitat groups. See ecology survey calendar link in the below guidance. • Be produced by a suitable qualified, experienced and where protected species inspections/surveys are required, by a licenced ecologist. • Reports and surveys must comply with Cornwall Council guidance, national guidance, and Natural England Standing advice. • Ecology reports must include all the information required in order for the LPA to determine the application and include all survey information, potential impacts, demonstrate how the mitigation hierarchy has been followed and present proposals for proportionate mitigation and enhancement for protected and priority species and designated sites. • Although not a validation requirement applicants should consider submitting how the development will minimise impacts to habitats or protected species during construction (within a Construction and Environmental Management Plan – CEMP) and ongoing management and maintenance of onsite habitat provisions (within a Landscape and Ecological Management Plan – LEMP). This will reduce the need for further consultations with an Ecology Officer and remove the need for this information to be required by condition.
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		- Where a European Protected Species Licence is required, this is to be clearly presented with full mitigation proposals to be submitted on the Natural England Protected Species licence application, which for bats will include lighting strategy to demonstrate light spill can be mitigated or contained to ensure dark communing and foraging corridors and roost locations remain dark. - All surveys and assessments must not be more than 12 months old unless stated otherwise within the report. - Following recent case law, we are no longer able to issue planning permissions which are subject to protected species survey planning conditions, therefore applications cannot be determined when the information provided refers to further surveys. Please see appendix 2 for further details. - If a Phase 1 Survey is received which recommends further emergence surveys, the application will be returned if the relevant survey can not take place. This may be for example where a survey is required, and it is outside of the relevant nesting season. The application should be resubmitted once the survey has taken place. Guidance: - The following contacts may be able to assist you in the preparation of the survey: Natural England's Species Protection Officer 0300 060 3900; The Barn Owl Trust 01364 653026; Cornwall Wildlife Trust 01872 273939. There are also commercial entities who may be able to assist with the report. - A copy of the EclA checklist can be found on the Make a planning application - Cornwall Council web page under 'Download document', 'Ecology Checklist and Trigger Lists'. Government Guidance – Protected species and development: advice for local planning authorities
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		• Natural England website • Cornwall Council web page – Cornwall planning for Biodiversity Guide includes link to the Cornwall Climate Emergency Development Plan Document (DPD). • Bat Conservation Trust – Bat Surveys for Professional Ecologists: Good Practice Guidelines • A Ecological Survey Calendar can be found on the Make a planning application page of our website under ‘Download forms’ and ‘Ecology Checklist and Trigger Lists’. • Prepare a planning proposal to avoid harm or disturbance to protected species - GOV.UK (www.gov.uk) • Government Circular: Biodiversity and Geological Conservation – Statutory Obligations and their Impacts within the Planning System.
Energy Statement	LR	When Required: • Applications submitted on or after 15 June 2023 for new-build residential units and new-build non-residential development proposals of 1000 sqm or more (this does not include agricultural buildings). • 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. What is required: • an Energy Statement is required to demonstrate compliance with Climate Emergency Policy SEC1 Sustainable Energy and Construction, Part 2.

		<u>Residential Proposals:</u> • The Energy Statement must comprise: A completed up to date Energy Summary Tool – either the SAP (Standard Assessment Procedure – see guidance for details) or PHPP (Passive Housing Planning Package) version – or an agreed alternative; and An Energy Report Both 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. 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. • The Energy Report 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);
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		The unadjusted energy data for each property i.e. design stage Standard Assessment Procedure (SAP) report or Passive House Planning Package (PHPP) outputs; Water efficiency measures; Any measures to reduce embodied carbon; and Any other supporting information/justification you wish to provide. • It must be completed by an Accredited Energy Assessor unless using Standard Assessment Procedure data. • Offsetting Payment – 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 payment will be collected via S111 Agreement or S106 for larger applications and this method is to be agreed prior to the submission of the application. The Offsetting S111 and payment must be made online Forms (cornwall.gov.uk) • 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. <u>Non-Residential Proposals:</u> • 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); and • Any other supporting information/justification you wish to provide.
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		- 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. Guidance: Climate Emergency DPD Climate Emergency Guidance Energy Summary Tools Renewable Energy Offsetting Framework Policy SEC1 Transition Arrangements BREEAM BRE Group Developer contributions - Cornwall Council
Flood Risk Assessment	LR	When required: - Development within Flood Zone 2 or Flood Zone 3. - Any development over 1 ha. What is required: - Identify and assess the risks of all forms of flooding to and from the 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 including Sustainable Drainage Systems (SUDs);

		- Address the requirement for safe access to and from the development in areas at risk of flooding throughout the lifetime of the proposed development. If in Zone 2 or 3 a Sequential Test assessment may need to be provided 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 Guidance: - Use Cornwall Councils Interactive mapping to find if the development is in a flood zone. Use mapping layer Environment and Planning. - The assessment should be prepared in accordance with NPPF – 14. Meeting the challenge of climate change, flooding and coastal change. Cornwall Councils Guidance in Flood Risk including links to Local Flood Risk Management Strategy, Preliminary Flood Risk Assessment 2011 and Shoreline Management Plans. Government Guidance – Flood resilient construction of new buildings – Improving the flood performance of new buildings: flood resilient construction. Check the long-term flood risk for an area in England – Identified the long-term flood risk for an area, the possible causes of flooding and how to manage flood risk from rivers and the sea, surface water, reservoirs and groundwater. Wider sustainability benefits of water quality and habitat improvement as well as flood risk.
Foul Drainage	LR	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: - A foul drainage assessment should include a full assessment of the site, its location and suitability for storing, transporting and treating sewage. Where connection to the mains sewer is not practical, then the foul/non-mains drainage assessment form will be required to demonstrate why the development cannot connect to the public mains sewer system and show that the alternative means of disposal are satisfactory. Guidance: - A Foul Drainage Assessment Form has been produced to help provide all the necessary information. The Foul Drainage Assessment Form can be found on the Cornwall Council website under Download Forms, Other useful forms and documents.
Geology Report	LR	When required: - All major developments within a designated County Geology Site - Where the Ecology and Geology Trigger List indicates a Geology Report is required. What is required: - The Geology Report can be in the form of a chapter in an Ecology Report. - An appraisal of the impacts of the proposals to the designated geological site are to be identified and quantified, with details of the measures taken to avoid and minimise any potential impacts to the geological interest features. Guidance: - The Ecology and Geology Trigger List can be found on the Make a planning application - Cornwall Council web page under 'Download forms', 'Ecology Checklist and Trigger Lists'.

Green Infrastructure (GI) Plans and Statement	LR	When required: • All major developments What is required: <u>Statement</u> • The GI statement must be submitted as a standalone GI statement considering the principles set out in Policy G1 of the Climate Emergency DPD 2023. • The statement should 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. • The statement should 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. <u>Plan</u> • 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. Guidance: • Policy Guidance Climate Emergency DPD • Environmental Growth Strategy - Cornwall Council • About — Building with Nature — Building with Nature • Natural environment - GOV.UK (www.gov.uk) • Cornwall Design Guide
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		• Cornwall Council Planning for Biodiversity Guide • Natural England Green Infrastructure Standards • CIRIA SUDS Manual and BS42020:2013
Gypsy Roma, Heritage and Other Traveller's, Status Determination Form and Supporting Evidence	LR	When required: • All applications for the creation of 'Gypsy and Traveller' pitches. What is required: • The completion of a Gypsy Roma, Heritage and other Traveller's, Status Determination Form. • Supporting evidence on the status of the applicants and intended occupiers of the site. 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.
Landscape and Visual Impact Assessment	LR	When required: • Proposed development listed within Schedule 1 or 2 of The Town and Country planning (Environmental Impact Assessment) Regulations 2017. • 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 an AONB or within 2km of an AONB or WHS.

		• Wind turbine applications. 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. • For major applications, include a Landscape Masterplan containing the following information:- 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; general aftercare and restoration and/or long term landscape management. • For wind turbines over 61m the application should be accompanied by 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
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Lighting Statement	LR	When required: - Applications which include flood lighting, significant amount of external lighting or glass on elevations within a National Landscape (formally Area of outstanding Natural Beauty); Bodmin Moor and West Penwith International Dark Sky designations 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. Guidance: Cornwall Area of Outstanding Natural Beauty information on Dark Skies in Cornwall. Planning Practice Guidance: Light Pollution
Noise Impact Assessment	LR	When required: - All applications for wind turbines, solar farms, diesel generating farms, mining operations and mineral extraction. - Proposals including 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) and financial and professional services which include ^{*1}HVACR and is in the ^{*2}vicinity of ^{3*}sensitive uses. - Proposals for restaurants, cafes, drinking establishments and hot food takeaways in the ^{*2}vicinity of ^{3*}sensitive uses. - Proposals for business premises which include offices, research and development of products or processes or any industrial process which include ^{*1}HVACR and is in the ^{*2}vicinity of ^{3*}sensitive uses.

		- Proposals within use class B2 in the ^{*2}vicinity of ^{3*}sensitive uses. - Proposals within use classes F1, F2 and Sui generis which includes a ^{*1}HVACR or other noise generating process and is in the ^{*2}vicinity of other ^{3*}sensitive uses. - Applications for development within use class C1 (Hotels) which includes a ^{*1}HVACR or other noise generating process and is in the ^{*2}vicinity of other ^{3*}sensitive uses. - Applications for development within use classes C2 (Residential institutions) and C2a (Secure residential institutions) which includes a ^{*1}HVACR or other noise generating process and is in the ^{*2}vicinity of other ^{3*}sensitive uses and/or development 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+ - Applications for development within use classes C3 (Dwelling-houses) and C4 (Houses in Multiple Occupation) in the ^{*2}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+ ^{*1} - 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. ^{*2} - Vicinity – 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. ^{3*} - Sensitive uses – residential dwellings/institutions, hospitals and schools (including care homes, nurseries, holiday lets and campsites) What is required:
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		• 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. Guidance: • For guidance, please visit the Environmental Protection web page Environmental Protection information for Planning Applicants. • Cornwall Council offers an Environmental Health – Technical Advice for Planning Applicants (EH-TAP) service. Information regarding this service including what advice is provided and relevant fees can be found on the website here: Pre-application advice - Cornwall Council
Nutrient Neutrality – Small Scale Sites	LR	When required: • Proposals (including changes of use) that discharge to septic tanks or package treatment plants within the hydrological catchment area of the River Camel SAC (small discharges to ground i.e. less than 2m³/day) and the applicant is seeking to rely upon the Interim guidelines on small scale thresholds and nutrient neutrality principles for the hydrological catchment of the River Camel Special Area of Conservation September 2021 to demonstrate that no likely significant effect alone or in combination for phosphorus can be reached. What is required:

		- An assessment setting out how the development accords with conditions a to h of the interim guidelines. Assessments should be undertaken by a competent person with the relevant experience to undertake the assessment. Guidance: - Guidance can be found on the Cornwall Council web page Nutrient neutrality in Cornwall. The page includes a link to interactive mapping to view the River Camel Catchment Area, the interim guideline for small scale thresholds and types of developments and applications affected.
Nutrient Neutrality - River Camel Phosphate Budget Calculator and Nutrient Neutrality Statement	LR	When required: Required for development within the River Camel Catchment area and comprising the following, including changes of use: New residential units; Commercial / industrial developments which includes overnight accommodation; Employment sites where employees will be hosted from outside of the catchment, and/or overnight accommodation; Agricultural Development that supports intensification of livestock numbers (and therefore increased phosphorous in the catchment); Anaerobic Digesters; Tourism attractions, including over-night tourist accommodation. Where: the River Camel Phosphate Budget Calculator results in a zero or minus nutrient loading figure i.e., nutrient neutrality then the need of mitigation is negated. the River Camel Phosphate Budget Calculator results in nutrient mitigation is required and this can be secured on site or offsite through alternative owned landholdings within the river catchment of the development site.

		What is required: - Where a development meets the criteria the submission of River Camel Phosphate Budget Calculator v1.1 result are required. - You will also need to submit a nutrient neutrality statement with the calculator results. This statement should include: Location of the development in relation to the Camel catchment; Details of the proposed application; Details of the current land use (please show where there is a difference in land use over the last 10 years); Justification of the proposed land use and number of dwellings; Details of the phosphate budget calculation including a table of key findings; Details of any mitigation if appropriate. - The completion of the calculator and the nutrient neutrality statement should be carried out by a competent person with the relevant experience. - If the results show no increase in phosphates no mitigation is required, please submit phosphate calculator results with your application. - If the results show an increase in phosphates mitigation needs to be considered. If mitigation cannot be achieved on site or off site through alternative owned landholdings within the river catchment of the development site do not submit the application. The LPA cannot determine the application with no mitigation in place. Please await the Council' strategic mitigation strategy before submitting the application. This will be updated on the webpage Temporary pause on development in the River Camel Special Area of Conservation - Cornwall Council. - If mitigation can be achieved onsite, please see Phosphate flowchart (cornwall.gov.uk) for information required. - Please also see above section on Nutrient Neutrality – Small Scale Sites.
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		Guidance: • Cornwall Council web page – Nutrient neutrality and planning applications – includes links to the phosphate calculator, link to mapping to find out if the development is in an effected area, a link to a full list of types of developments and applications affected as well as lots of other guidance. • Cornwall Council web page – River Camel phosphates mitigation strategy and policy. • Cornwall Council web page – Temporary pause on development in the River Camel Special Area of Conservation
Odour Impact Assessment	LR	When required: • Change of use to odour generating activities in the vicinity of existing odour-sensitive developments – residential, schools and hospitals. • Change of use for mixed use applications comprising both odour generating and odour sensitive uses. • Odour sensitive uses in the vicinity of existing odour-generating uses e.g., industrial/commercial, farms, sewage treatment works etc. • Proposals for food and drink, pub or drinking establishment, hot food takeaway and general industrial uses. • Waste operations What is required: • Details of mitigation methods for all odour-producing development. • Odour Impact Assessment- from full quantitative assessment to basic qualitative odour impact assessment, dependent on source, pathway and receiver.

		- Supporting Odour Management Plan – from comprehensive to basic, dependent on risk - For residential development the assessment should incorporate details of good design to address odour impacts from neighbouring development. Guidance: - Guidance can be found on the Cornwall Council website Environmental Protection information for Planning Applicants
Open Space, Sport, Recreation and Green Infrastructure Assessment	LR	When required: - Major residential developments or places of work. - All types where a proposed development may have possible impacts 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: • Cornwall Council web page – Open Space Strategy and Standards – includes information on S106 contribution (Open Space) allocation protocol and application form.
Parking Arrangements	LR	When required: • Required where the proposed development reduces the available parking or 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 can be achieved, and the reasonable parking demands are met within the application site. • Details can be shown on the proposed site or block plan. Guidance: • The Cornwall Design Guide section Five – Movement include information on design led parking and vehicle storage and accommodating vehicles.
Planning Statement	LR	When required: • All major developments. What is required: • A Planning Statement is a statement in support of and provides justification for a planning proposal and goes beyond the information included in a Design and Access Statement. The information that should be included in a planning statement is dependent on the nature of

		the proposed development and the type of application submitted. The statement should contain: identify the context provide an explanation of the principles behind (and justification for) the proposed development; an explanation of how the proposed development fits with the policies and any supplementary planning documentation outlined as part of the Local Plan; details of any pre-application consultation activities that have been undertaken plus any other details of consultations with the Local Planning Authority, and wider community or statutory consultations undertaken before the application was submitted; an assessment of how the proposed development complies with relevant national, regional and local planning policies; explain the business case for the development, where necessary; information regarding crime prevention or other considerations. • A planning statement will assist if the plans, application forms and other supporting information are not deemed sufficient in providing enough detail as to why the application is being made or to allow an appropriate evaluation and assessment of all relevant material considerations to be made. Guidance: • Cornwall Council Planning Policy home page – includes links to view adopted plans as well as planning policy guidance.
Planning obligations – Draft Head(s) of Terms and Proof of Title	LR	When required: • Where Development Plan Documents contain policies that give details of likely planning obligation requirements What is required:

		- It is vital that proof of title is provided at the time of the application. If the applicant is not yet the owner of all the land within the red line those who do have ownership or control must also be parties to the obligation. Guidance: - Cornwall Council's web page on Section 106 planning obligations contains a wealth of information including a link to a section 106 template which can be used when agreeing draft heads of terms. - The Government have also published guidance on planning obligations
Playing Fields Impact Statement	LR	When required: - Any change of use application involving the loss or gain of a playing field. For exemptions, please see Sport England's Playing field Policy Guidance. What is required: - Statements should be proportionate to the nature of the development and its impact on the playing field. Statement should include the information as set out in appendix B of the Sport England's Playing Field Policy Guidance
Photographs	LR	- 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.

Public Rights of Way (PROW) Assessment/Mitigation Measures	LR	When required: • Development directly affecting a public right of way. • Wind turbine application over 26m in height or within 200m of a PROW. What is required: • Where a development directly affects a PROW an assessment/ mitigation measures should be provided in conjunction with a site/block plan showing the PROW. • A location plan must be provided indicating the location of any PROW within 200m of any turbine. • If the proposed development involves turbine(s) over 26m information regarding delivery, erection and maintenance and the impact on footpath users and any diversion or mitigation measures proposed. Guidance: • Please see Cornwall Councils Public right of way mapping to find any public rights of way in the vicinity of the development.
Regenerative, Low Impact Development Statement	LR	When Required: • Applications submitted from 1st April 2023. • ‘Low Impact’ residential development seeking to rely on the Climate Emergency Development Plan Document Policy AL1. 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 the contents of the various plans required under this policy so that they conserve and enhance the significance and settings of affected heritage assets and historic landscape character. Guidance: • Climate Emergency Development Plan Document
Shadow Flicker Assessment	LR	When required:

		- Wind turbine applications 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. 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
Statement of Community Consultation	LR	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: - Some applications which are particularly sensitive or controversial may need to be supported by a statement setting out how the applicant has complied with the requirements for pre-application consultation set out in the adopted Statement of Community Involvement and demonstrating that the views of the local community have been sought and taken into account in the formulation of development proposals.

		- With regards to wind turbines the following information is required as a minimum and please note in some cases wider consultation may be required: Publication: As a minimum, notify in writing: 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); For schemes 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. 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:
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		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:
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		• Cornwall Council Statement of Community Involvement • Cornwall Council webpage – Neighbourhood Planning
Structural Survey	LR	When required: • <u>May be required</u> for proposals involving substantial demolition or where there is some doubt as to the existing structural stability of a building to be converted, for example, barn conversion. • <u>Will be required</u> if the demolition involves a listed building or the conversion of a listed building. What is required: • Surveys must be carried out by a suitably qualified person. • 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. • The survey should be done 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. Guidance: • Appraisal of existing structures (Third edition) - The Institution of Structural Engineers (istructe.org)

Telecommunications Development Supplementary Information	LR	When required: • Planning applications for mast and antenna development. What required: • The outcome of consultations with organisations with an interest in the proposed development, in particular with the relevant body where a mast is to be installed near a school or college or within a statutory safeguarding zone surrounding an aerodrome or technical site; and • For an addition to an existing mast or base station, a statement that self- certifies that the cumulative exposure, when operational, will not exceed International Commission on non-ionising radiation protection guidelines; or • For a new mast or base station, evidence that the applicant has explored the possibility of erecting antennas on an existing building, mast or other structure and a statement that self- certifies that, when operational, International Commission guidelines will be met. Guidance: • Government Guidance – Cost of Practice on Mobile Phone Network Development
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Town Centre Impact Assessment	LR	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: • Existing, committed and planned public and private investment; and 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
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Travel Plan/Travel Plan Statement	LR	When required: • All major developments What is required: • These should reflect the scale of the development and the extent of the transport implications of the proposal. • For smaller schemes it should outline the transport aspects of the application; while for major proposals, the TA should illustrate accessibility to the site by all modes of transport, and the likely modal split of journeys to and from the site. • It should give details of how the development has been designed and located in order to minimise the need to travel and support a modal hierarchy. It should also include proposed measures to improve access by public transport, walking, cycling, to reduce the need for parking associated with the proposal, and to mitigate transport impacts. • For wind turbine applications applicants need to confirm details of site access, access route across landholding to wind turbine site and vehicle types/numbers required to deliver, install and maintain the wind turbine(s). Wind turbines >26m should include a Traffic Management Plan showing delivery route on public highway (including swept path tracking where necessary) and hours/days of delivery. • For development be likely to increase the level of pedestrian and/or vehicular usage at a level crossing a full Transport Statement assessing the impact is required. Network Rail consider level crossings can be impacted in a variety of ways by planning proposals: By a proposal being directly next to a level crossing
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		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 - Any required qualitative improvements to the level crossing as a direct result of the development proposed should be included within the Heads of Terms. Should you wish to discuss the impact of your proposal on the railway network you are advised to contact Network Rail WesternLevelCrossings@networkrail.co.uk - Active Travel England became a statutory consultee in 2023. For applications which proposed 150 residential Units (dwellings); Floor space created 7,500 square metres or more; or the site having an area of 5 hectares or more please see Active Travel England: planning application assessment toolkit - GOV.UK (www.gov.uk) for guidance on how your planning application can meet their requirements.
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		The planning application assessment toolkit helps to gather evidence and assess the active travel merits – walking, wheeling and cycling – of a development proposal. It should be used by local authority planning and transport officers in conjunction with the applicant. When making a planning application assessment, you should also refer to: Active Travel England: development management Active Travel England: sustainable development advice notes A user manual and a tutorial video have been produced to help you understand how to complete the assessment. Active Travel England planning toolkit tutorial video Guidance: • The travel plan should reflect the scale of the development. It should set out details in line with paragraph 11 of the Planning Practice Guidance. Pre-application advice can be sought to ascertain the necessary requirements. • A Travel Plan statement is a simple form of travel plan for smaller developments. It should set out how the development has been designed and located to minimise the need for travel and support a modal hierarchy that priorities walking, then cycling, then public transport, then car clubs, electric vehicles and lastly private fossil-fuelled vehicles. • Active travel: walking and cycling - Cornwall Council • Government Guidance – Travel Plans, Transport Assessments and Statements
Tree Survey	LR	When required: • Any proposals involving development within two metres of the canopy spread of a tree. • Any proposals where there are protected trees within the application site.

		- Any proposals on land adjacent to trees that could influence or be affected by the development (including street trees). - Developments within a Conservation Area where there are trees within the development area. What is required: A Tree and Topographical Survey will be required. This will include a plan that identifies the position of the trees and schedule that describes them (see part 4 of BS 5837). A Tree constraints plan will be required. 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. An Arboricultural Implication Assessment will be required. This is essentially 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 will be required. 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 also useful. Guidance: Cornwall Council web page – Trees in Development
Tree Canopy Calculation	LR	When required: All major applications submitted from the 15 June 2023

		What is required: • The tree canopy calculation requirement is required in addition to the above information required in a Tree Survey. • 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: • Trees - Cornwall Council
Ventilation and Extraction Statement	LR	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. • This information (excluding odour abatement techniques unless specifically required) will also be required for significant retail, business, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed. • Details of active odour control systems where proposed. • Odour control methods to limit the odour from waste, location of waste storage.
Viability Assessment and Associated Fee	LR	When required: • From 15 June 2023, new-build development where the policy position of Policy SEC1 2a and 2b of the Climate Emergency Development Plan document is not met in full on the grounds of viability. What is required: • A full open book viability appraisal and associated assessment fee will be required. Guidance: • Please note that 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' and we will only allow redacted versions in exceptional circumstances where specific commercial harm will need to be demonstrated in order to justify those redactions. • Planning Practice Guidance: Viability

		• Climate Emergency DPD • Fees and Charges • Planning Policy Guidance - Cornwall Council
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Outline applications

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 table includes the requirements outline applications all matters reserved. If you are seeking approval of any matters i.e., Layout, appearance, access, landscaping or scale please see the reserved matters section below. These requirements will be required in addition to those indicated below. Please note that even where access to is to be reserved, the location of the access must be indicated at the outline stage.

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.

Document or plan description	Required (NR/LR)	What/when required:
Application Form including ownership certificates and Agricultural land classification	NR	When required: - All applications What is required: - An Application for Outline Planning Permission with Some Matters Reserved Form or Application for Outline Planning Permission with All Matters Reserved Form as appropriate. - All sections of the application form must be answered. - The declaration must be signed and dated. - Applications forms should be submitted electronically via the Planning Portal. - 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, as defined by the Agricultural Holdings Act 1986, 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. • It is an offence, knowingly or recklessly, to complete a false or misleading certificate. Guidance: • Applications should be submitted via the Planning Portal website where guidance can also be found.
Fee	NR	When required: • All applications except where an exemption applies. What is required: • The appropriate fee must be paid. • Please visit Planning fees - Cornwall Council for fee information and how to pay. • If the application is being submitted via the Planning Portal, please pay the Planning Portal directly. The fee is required for the application to be released. • If paying online, please forward a copy of your receipt to planning@cornwall.gov.uk to avoid any delays. Guidance: • The Cornwall Council Fees and Charges Document and the Cornwall Council Supplementary Fee Guidance can be found on our website here: Make a planning application - Cornwall Council. The documents also include information regarding fee exemptions.

Location Plan	NR	When required: • All applications What is required: • Provided at a metric scale (usually 1:2500 or 1:1250) • Provided on an up-to-date map. • Show the site area edged in red (to include all land necessary to carry out the development, , visibility splays, landscaping, car parking, any new drainage systems such as soakaways and open areas around buildings). Access to the site must be indicated. • 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. • 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. Guidance: • 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.). • Further guidance regarding plans can be found on the ‘Make a better application’ web page under the heading ‘Plans’.
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Biodiversity Net Gain (Mandatory) – National minimum information requirements (This may be incorporated into the Local Requirements below for Biodiversity Net Gain Statement	NR	When required: - Major applications submitted from 12th February 2024, Where development would be subject to the general biodiversity gain condition - Minor applications submitted from 2nd April 2024, Where development would be subject to the general biodiversity gain condition - There are specific exemptions from biodiversity net gain for certain types of development. The exemptions are set out in paragraph 17 of Schedule 7A of the Town and Country Planning Act 1990 and the Biodiversity Gain Requirements (Exemptions) Regulations [2024]. Please also see Biodiversity net gain: exempt developments - GOV.UK (www.gov.uk) What is required: The application must be accompanied by minimum information set out in Article 7 of The Town and Country Planning (Development Management Procedure) (England) Order 2015: - a statement as to whether the applicant believes that planning permission, if granted, would be subject to the biodiversity gain condition; - the pre-development biodiversity value of the onsite habitat on the date of application (or an earlier date) including the completed metric calculation tool used showing the calculations, the publication date and version of the biodiversity metric used to calculate that value; - where the applicant wishes to use an earlier date, the proposed earlier date and the reasons for proposing that date; - a statement confirming whether the biodiversity value of the onsite habitat is lower on the date of application (or an earlier date) because of the carrying on of activities ('degradation')
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		in which case the value is to be taken as immediately before the carrying on of the activities, and if degradation has taken place supporting evidence of this; • a description of any irreplaceable habitat (as set out in column 1 of the Schedule to the Biodiversity Gain Requirements (Irreplaceable Habitat) Regulations [2024]) on the land to which the application relates, that exists on the date of application, (or an earlier date); and • a plan, drawn to an identified scale which must show the direction of North, showing onsite habitat existing on the date of application (or and earlier date), including any irreplaceable habitat. Guidance: • Statutory biodiversity metric tools and guides - GOV.UK (www.gov.uk) • Biodiversity net gain - GOV.UK (www.gov.uk) • Biodiversity net gain: exempt developments - GOV.UK (www.gov.uk)
Design and Access Statement	NR	When required: • All major applications • Developments within World Heritage Site (WHS) or Conservation Area (CA) for developments of one or more dwellings or the provision of a building(s) where the floor space created by the development is 100 square metres or more. • Housing developments of 10 dwellings or more should show the means of access to the accessible homes, sufficient to meet the needs of occupiers with differing needs. What is required: • 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. Not all details may be known at this stage but as much detail as possible should be provided depending on the details seeking approval at the outline stage.

		• 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. • If the development relates to 10 or more dwellings, the statement should include the means of access to the accessible homes, sufficient to meet the needs of occupiers with differing needs. Guidance: • Design and access statements - Cornwall Council
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Habitat Regulations Assessment (HRA) submission of an Appropriate Assessment (AA) and mitigation	NR	<u>Appropriate Assessment (AA)</u> When required: • All residential development and student and tourist accommodation within 12km zone of influence (Zoi) of the following European sites; Penhale Sands, Fal and Helford Estuaries and Tamar Estuaries. • This includes changes of use to residential and student and tourist accommodation • For a full list of development requiring mitigation (including information on annexes), please see the European Sites SPD web page. What is required: • The potential harm from recreational disturbance arising from these proposals has been assessed and requires the submission of an Appropriate Assessment (AA) and to mitigate potential harm. • It is recommended that the standard AA approved by CC is completed alternatively a planning applicant can choose to commission their own Appropriate Assessment carried out by a suitably qualified ecologist. Guidance: • Please visit our dedicated European Sites Mitigation SPD web page for links to interactive mapping to check if the site is within a Zone of Influence, guidance and templates to use. • An application is considered to be within a zone of influence where the zone of influence is within any part of the red line area.
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		<u>Mitigation</u> When required: - Requirement the same as Appropriate Assessment as set out above. What is required: - Where the applicant has chosen to commission their own AA, a mitigation strategy completed by a suitably qualified ecologist will be required. - Where the only potential harm is from recreational disturbance, CC and Natural England agree that mitigation can be met by a specified financial contribution to a Strategic Mitigation Plan implemented by the Council. This can be dealt with via a S106 or S111 agreement. - For major applications or larger minor developments already entering into a S106 agreement, the mitigation can be dealt with via a S106, this should be agreed with the Planning Service prior to the submission of the application. If it is the applicant's intention to enter into a S106, the application must be accompanied by a statement setting out an intention to enter into a S106 agreement and draft heads of terms. - For all other developments planning applicants should complete and submit a S111 form and make the relevant mitigation payment online. Both S111 form and payment will be required for validation. - If the number of dwellings is unknown the maximum payment should be made. A refund will be made at the reserved matters stage once the number of dwellings has been agreed. - The contribution will be refunded in the event of a refusal of planning permission. Guidance: European Sites Mitigation SPD - Cornwall Council Complete S111 payment and make mitigation payment online.
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Heritage Statement or Heritage Impact Assessment (as appropriate)	NR	When required: • All applications directly affecting a heritage asset (e.g. Listed Building or Scheduled Monument) or the setting of designated heritage assets (e.g. listed buildings, Conservation Area, World Heritage Site). • Applications affecting non-designated heritage assets may, in some circumstances, also require a HIA. • By “affecting a heritage asset”, this may involve change including loss of, or alteration to fabric which has the potential to affect character or significance. This may include, for example: repair, restoration, alteration or addition (singly or in combination). What is required: • A statement or impact assessment should consider and describe the Heritage Asset, meet the requirements of Paragraph 194 of the NPPF 2021 and demonstrate that the Heritage Asset has been assessed and understood using best practice methods. • The statement can be provided as a separate statement or as part of the Design and Access Statement. However, if included within the Design and Access Statement it should be clearly labelled. Guidance: • Cornwall Council have produced a new Heritage Assessment template to help provide all the necessary information. The template can be found on our make a planning application web page, under download forms – other useful forms and documents. • Paragraph 200 of the NPPF 2021 provides information regarding non-designated heritage assets. • Historic England – The Setting of Heritage Assets – Historic Environment Good Practice Advice in Planning Note 3 (Second Edition)
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Air Quality Assessment	LR	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 within a Air Quality Priority Area of concern including 1km buffer, please refer to Chief Planning Office's Advice Note: Planning for Air Quality. 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 • An assessment of the development on the future air quality (during construction and operational phases) and 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.
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		Guidance: • Use Cornwall Councils Interactive mapping to find if the development is within one of the air quality areas requiring an assessment. Use mapping layer Environment and Planning. • Cornwall Council offers an Environmental Health – Technical Advice for Planning Applicants (EH-TAP) service. Information regarding this service including what advice is provided and relevant fees can be found on the website here: Pre-application advice - Cornwall Council • Government Guidance on Air Quality • Cornwall Council Guidance on Air Quality • Chief Planning Officer's Advice Note on Planning for Air Quality • Cornwall Council's web page – Environmental Protection information for Planning Applicants. • Government Guidance on air quality including issues to consider, detail to include in an air quality assessment and how impacts can be mitigated.
Affordable Housing Statement	LR	When required: • Developments where there is a net increase of more than 10 dwellings or where dwellings would have a combined gross floor space more than 1,000 square metres (not including replacement dwellings). • 6 or more dwellings in a National Landscape (formally Area of Outstanding Natural Beauty (AONB)) 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: • A short statement explaining what provision is being made for affordable housing. • Draft heads of terms must be submitted following the prescribed template. The draft heads of terms should 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. The draft heads of terms should also include the agreed timing/triggers for satisfying the obligations. • 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. The latest NPPF and accompanying guidance introduced changes to viability assessments. Viability assessments should now be made publicly available other than in exceptional circumstances 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. The Government consider that information used in viability assessment is not usually specific to that developer and thereby need not contain commercially sensitive data. Examples of commercially sensitive data are information relating to negotiations and information relating to compensation due to individuals. Guidance: • Cornwall Council web page – Affordable Housing policy (includes section 106 template). • Cornwall Council web page – Section 106 planning obligations • Government guidance – Planning Obligations Government Guidance - Viability
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Agricultural Land Classification Assessment	LR	When required: • All major developments on Best and Most Versatile (BMV) land grades 1 to 3a. What is required: • Land classification assesses the quality of farmland in order to consider the future use of the land. Guidance: • Natural England Guidance – Guide to assessing development proposals on agricultural land
AONB Assessment of Need	LR	When required: • Major developments within an AONB (see definition in the NPPF 2021) What is required: • An explanation of the exceptional circumstances and the public interest, including an assessment of: - the need for the development, including any national considerations, and the impact of permitting it, or refusing it, upon the local economy. - the 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; and - any detrimental effect on the environment, the landscape and recreational opportunities, and the extent to which that could be moderated. Guidance: • AONBs can be checked on Cornwall Council’s intranet mapping: Use our interactive maps - Cornwall Council

		• NPPF – Conserving and enhancing the natural environment
Archaeological Assessment	LR	When required: • Applications on land which is known to have archaeological interest, or 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 set out by the Chartered Institute for Archaeologists. • Assessments should consider the following: - The significance of the site and its setting, whether 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 Statement	LR	When required: - Major applications submitted from 12th February 2024, Where development would be subject to the general biodiversity gain condition and the outline permission seeks approval of the layout or landscaping reserved matters. - There are specific exemptions from biodiversity net gain for certain types of development. The exemptions are set out in paragraph 17 of Schedule 7A of the Town and Country Planning Act 1990 and the Biodiversity Gain Requirements (Exemptions) Regulations [2024]. Please also see Biodiversity net gain: exempt developments - GOV.UK (www.gov.uk) What is required: a BNG Statement shall be submitted setting out: - The expected post-development on-site habitat (including the completed metric calculation tool used showing the calculations, the publication date and version of the biodiversity metric used to calculate that value) - The likely quantum of off-site gains/use of statutory biodiversity credits required - The justification (taking account of the Biodiversity Gain Hierarchy) for any off-site gains/statutory biodiversity credits required. - Any significant onsite habitat enhancements along with detailed proposals of these habitat enhancements as part of the plans, drawings and supporting information. - Draft Habitat Management and Monitoring Plan which sets out the proposals for the long term maintenance of any significant onsite habitat enhancements and off-site gains.

		• Draft heads of terms for any obligations that are likely to be bound by a section 106 agreement Guidance: • Cornwall planning for Biodiversity Guide - Cornwall Council • Statutory biodiversity metric tools and guides - GOV.UK (www.gov.uk) • Biodiversity net gain - GOV.UK (www.gov.uk) • Biodiversity net gain: exempt developments - GOV.UK (www.gov.uk)
Coastal Land Stability Assessment/Mining Land Stability Assessment	LR	When required: • This should be provided in areas where land stability issues are known, indicated or suspected. • [A] Potential land stability issues can be associated with cliffs, slopes, quarries, some natural deposits or artificial 'made' ground. • [B] In Cornwall, a specific issue is historical mining activity. This should be considered separately, but not necessarily in isolation to, other forms of potential ground instability. What is required: • [A] A preliminary desk-top study of the potential for ground stability issues to affect the site and proposed development. The Report should be compiled by a Competent Person and be in line with national planning policy. It should assess the likely consequences of proposed developments on sites where subsidence, landslides and ground compression are known or suspected.

		The report might consider: an understanding of the factors influencing stability; an assessment of whether or not the site is stable and has an adequate level of protection; an assessment of whether or not the site is likely to be threatened or affected by reasonably foreseeable slope instability originating outside the boundaries; an assessment of whether or not the proposed development is likely to result in slope instability and any remedial actions / mitigation as necessary. • [B] In mining areas¹, a 'Stage 1' preliminary desk-top study (or 'mining search') is required to assess the potential for mining related ground instability to affect the site and/or proposed development. The report should be compiled by a Competent Person and include an assessment of old plans, sections and reports of former mines throughout the County. Unless the preliminary desk-top study and/or 'Stage 1' assessment clearly demonstrate that the risk from ground instability is absent, negligible or can be mitigated to within acceptable levels, further risk assessment and site investigations will be needed before the application can be determined. Further assessment for [B] may contain a number of stages, including: Stage 2: an inspection of exposed ground conditions; or a detailed investigation; or period of monitoring; or a combination of these. Stage 3 - a detailed remedial design Stage 4 - verification of the remedial measures Stage 5 - a plan for ongoing maintenance and / or monitoring of the remedial measures. ¹ i) guidance on 'Mining Areas' in Cornwall may be available via the Council's planning validation checking service ii) Failing this, all of Cornwall should be considered as a Mining Area for the purposes of this guidance. Guidance: • Planning Practice Guidance – Land stability.
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Coastal Vulnerability Assessment	LR	When required: • All developments including replacement buildings, except minor development such as walls, fences, gates, elevation alternations private gardens or bus shelters within a coastal vulnerability zone. • 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 Framework paragraph 172 can be met. In considering paragraph 172 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. Guidance: • Cornwall Council Strategic Flood Risk Assessment (SFRA) interactive mapping • National Planning Policy Framework Paragraph 172 • Planning Practice Guidance paragraph 074
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		• Planning for coastal change (cornwall.gov.uk) • Climate Emergency Development Plan Document - Strategic Planning (cornwall.gov.uk) • Chief Planning Officer's Advice Note: Planning for coastal change (cornwall.gov.uk)
Collaborative Benefits Report	LR	When Required: • Commercial led energy schemes with capacity over 5MW of Renewable and Low Carbon Energy-generating and distribution networks What is required: • Commercial led energy schemes with a capacity over 5MW shall provide an option to communities to own at least 5% of the scheme subject to viability. If not viable, evidence of this must be submitted. This process shall be demonstrated by the submission of a Collaborative Benefits Report (CBR). • The CBR needs to 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) • Guidance for developers, local communities and decision-makers. (gov.wales)
Contaminated Land Assessment	LR	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. This is irrespective of whether there is ground disturbance. For further information regarding this please see appendix 2. • Not required for minor developments within development code Q018G this includes buildings used for agricultural purposes (unless vulnerable/sensitive end use *2) or wind turbines. *1 - EXCEPT low-risk commercial uses including those with a residential element (e.g. 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, including 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, to determine the likelihood of contamination. • The report shall include a preliminary conceptual site model (showing 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:
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		• Cornwall Council offers an Environmental Health – Technical Advice for Planning Applicants (EH-TAP) service. Information regarding this service including what advice is provided and relevant fees can be found on the website here: Pre-application advice - Cornwall Council • There is currently no publicly available layer on our interactive mapping which provides information on contaminated land. In order to determine whether a site could potentially be affected by contamination please see page 4 of Public Protections Land affected by contamination – Developers guide and information requirements for planning applicants. • Cornwall Council's Contaminated Land webpage which includes planning guidance. • Planning Practice Guidance on Land affected by contamination. • National Planning Policy Framework – Conserving and enhancing the natural environment
Critical Drainage	LR	When required: • A Flood Risk Assessment [FRA] is required where proposed development is in an area where the Environment Agency have indicated as having critical drainage problems. In these areas the drainage of surface water requires extra consideration. What is required: • The FRA should focus on managing the surface water both from causes external to the development site and rain falling onto and around the site, as 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. • The Assessment should be prepared in accordance with National Planning Practice Guidance on meeting the challenge of climate change, flooding and coastal change.

		Guidance: • Use Cornwall Councils Interactive mapping to find if the development is in a critical drainage area. Use mapping layer Environment and Planning • National Planning Practice Guidance - meeting the challenge of climate change, flooding and coastal change. • Government Guidance – Flood risk assessment in flood zone 1 and critical drainage areas
Ecology Report Trigger Table	LR	When Required: • All development (except major developments where a Ecology Report is always required see below) • The trigger list for minor/other applications is required even if an ecological survey has been provided as it also covers geology and invasive species. What is required: • Signed and completed ecology trigger list for minor and others Guidance: • The Ecology Trigger List for minor/other applications can be found on the Make a planning application - Cornwall Council web page under 'Download forms', 'Ecology Checklist and Trigger Lists'.
Ecology Report	LR	When required: • All applications where the ecology trigger list for minor/other applications indicates an Ecology report is required. • All major developments. • What is required:

		• Survey/report as set out in the ecology trigger list for minor/other applications or for major applications as set out in the majors section of this document. • Information should include the existing wildlife interest of the site and adjacent land plus the possible impacts on them. • The assessment should demonstrate how the proposal will protect or where possible enhance biodiversity and provide mitigation and enhancement both during and post construction. • Accompanying plans are to identify and map the location of any protected habitats and species within or adjacent to the red line boundary. • Ecological surveys are to be carried out at appropriate and recommended times of year for particular species and habitat groups. See ecological survey calendar link in below guidance. • Be produced by a suitable qualified, experienced and where protected species inspections/surveys are required by a licenced, ecologist. • Reports and surveys must comply with Cornwall Council guidance, national guidance, and Natural England Standing advice. • Ecology reports must include all the information required in order for the LPA to determine the application and include all survey information, potential impacts, demonstrate how the mitigation hierarchy has been followed and present proposals for proportionate mitigation and enhancement for protected and priority species and designated sites. • Where a European Protected Species Licence is required, this is to be clearly presented with full mitigation proposals to be submitted on the Natural England Protected Species licence application, which for bats will include lighting strategy to demonstrate light spill can be mitigated or contained to ensure dark communing and foraging corridors and roost locations remain dark. • All surveys and assessments must not be more than 12 months old unless stated otherwise within the report
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		- Following recent case law, we are no longer able to issue planning permissions which are subject to protected species survey planning conditions, therefore applications cannot be determined when the information provided refers to further surveys. Guidance: - The following contacts may be able to assist you in the preparation of the survey: Natural England's Species Protection Officer 0300 060 3900; The Barn Owl Trust 01364 653026; Cornwall Wildlife Trust 01872 273939. There are also commercial entities who may be able to assist with the report. Government Guidance – Protected species and development: advice for local planning authorities Natural England website - Cornwall Council web page – Cornwall planning for Biodiversity Guide includes link to the Cornwall Climate Emergency Development Plan Document (DPD). Bat Conservation Trust – Bat Surveys for Professional Ecologists: Good Practice Guidelines - A Ecological Survey Calendar can be found on the Make a planning application page of our website under 'Download forms' and 'Ecology Checklist and Trigger Lists'. Prepare a planning proposal to avoid harm or disturbance to protected species - GOV.UK (www.gov.uk) Government Circular: Biodiversity and Geological Conservation – Statutory Obligations and their Impacts within the Planning System.
Flood Risk Assessment	LR	When Required: Required for developments in flood zones 2 or 3 as identified by the Environment Agency.

		What is required: • The Assessment should be prepared in accordance with National Planning Practice Guidance on meeting the challenge of climate change, flooding and coastal change. • Identify and assess the risks of all forms of flooding to and from the 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 including Sustainable Drainage Systems (SUDs); and • Address the requirement for safe access to and from the development in areas at risk of flooding throughout the lifetime of the proposed development. • If in Zone 2 or 3 a Sequential Test assessment may need to be provided 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 to the Strategic Flood Risk Assessment, the Shoreline Management Plan, Surface Water Management Plans and the Environment Agency's Drainage Guidance for Cornwall-2009 as appropriate. Guidance:
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		• National Planning Practice Guidance - meeting the challenge of climate change, flooding and coastal change. • Government Guidance – Flood risk assessment in flood zones 2 and 3 • Check the long-term flood risk for an area in England • Cornwall Council guidance on flood risk
Foul Drainage	LR	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: • A foul drainage assessment should include a full assessment of the site, its location and suitability for storing, transporting and treating sewage. Where connection to the mains sewer is not practical, then the foul/non-mains drainage assessment form will be required to demonstrate why the development cannot connect to the public mains sewer system and show that the alternative means of disposal are satisfactory. Guidance: • A Foul Drainage Assessment Form has been produced to help provide all the necessary information. The Foul Drainage Assessment Form can be found on the Cornwall Council website under Download Forms, Other useful forms and documents.
Green Infrastructure (GI) Plans and Statement	LR	When required:

		- Outline applications for major applications or applications for one or more new build dwellings which include illustrative plans. - The level of information required should be proportionate to the scale and nature of the development. What is required: <u>Statement</u> - For minor development the GI statement can form part of the Design and Access Statement if one is being provided. The GI statement should be clearly labelled and easily identifiable. - Minor applications may use this the GI form instead of a GI statement: Make a planning application - Cornwall Council - For major development a standalone GI statement will be required considering the principles set out in Policy G1 of the Climate Emergency DPD 2023. - The statement should 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. - The statement should 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. <u>Plan</u> - A plan showing existing GI assets on and adjacent to the proposed development site and GI constraints and opportunities for the proposed development
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		• The final development masterplan showing the proposed GI to be incorporated into the development proposals. Guidance: • Policy Guidance Climate Emergency DPD • Climate Emergency DPD Guidance • Environmental Growth Strategy - Cornwall Council • About — Building with Nature — Building with Nature • Natural environment - GOV.UK (www.gov.uk) • Cornwall Design Guide • Cornwall Council Planning for Biodiversity Guide • Natural England Green Infrastructure Standards • CIRIA SUDS Manual and BS42020:2013
Gypsy Roma, Heritage and Other Traveller's, Status Determination Form and Supporting Evidence	LR	When required: • All applications for the creation of 'Gypsy and Traveller' pitches. What is required: • The completion of a Gypsy Roma, Heritage and other Traveller's, Status Determination Form. • Supporting evidence on the status of the applicants and intended occupiers of the site.

		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.
Nutrient Neutrality – Small Scale Sites	LR	When required: • Developments that discharge to septic tanks or package treatment plants within the hydrological catchment area of the River Camel SAC (small discharges to ground i.e. less than 2m³/day) and the applicant is seeking to rely upon the Interim guidelines on small scale thresholds and nutrient neutrality principles for the hydrological catchment of the River Camel Special Area of Conservation September 2021 to demonstrate that no likely significant effect alone or in combination for phosphorus can be reached. What is required: • An assessment setting out how the development accords with conditions a to h of the interim guidelines. Assessments should be undertaken by a competent person with the relevant experience to undertake the assessment. Guidance: • Guidance can be found on the Cornwall Council web page Nutrient neutrality in Cornwall. The page includes a link to interactive mapping to view the River Camel Catchment Area, the interim guideline for small scale thresholds and types of developments and applications affected.

Nutrient Neutrality - River Camel Phosphate Budget Calculator and Nutrient Neutrality Statement	NR	When required: - Required for developments within the River Camel Catchment Area comprising of use to any of the following: New residential units; Commercial / industrial developments which includes overnight accommodation; Employment sites where employees will be hosted from outside of the catchment, and/or overnight accommodation; Agricultural Development that supports intensification of livestock numbers (and therefore increased phosphorous in the catchment); Anaerobic Digesters ; Tourism attractions, including over-night tourist accommodation. Where: the River Camel Phosphate Budget Calculator results in a zero or minus nutrient loading figure i.e. nutrient neutrality then the need of mitigation is negated. the River Camel Phosphate Budget Calculator results in nutrient mitigation is required and this can be secured on site or offsite through alternative owned landholdings within the river catchment of the development site. What is required: - Where a development meets the criteria the submission of River Camel Phosphate Budget Calculator v1.1 result are required. - You will also need to submit a nutrient neutrality statement with the calculator results. This statement should include: Location of the development in relation to the Camel catchment; Details of the proposed application; Details of the current land use (please show where there is a difference in land use over the last 10 years); Justification of the proposed land use and number of dwellings; Details of the phosphate budget calculation including a table of key findings; Details of any mitigation if appropriate.
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		• The completion of the calculator and the nutrient neutrality statement should be carried out by a competent person with the relevant experience. • If the results show no increase in phosphates no mitigation is required, please submit phosphate calculator results with your application. • If the results show an increase in phosphates mitigation needs to be considered. If mitigation cannot be achieved on site or off site through alternative owned landholdings within the river catchment of the development site do not submit the application. The LPA cannot determine the application with no mitigation in place. Please await the Council' strategic mitigation strategy before submitting the application. This will be updated on the webpage Temporary pause on development in the River Camel Special Area of Conservation - Cornwall Council. • If mitigation can be achieved onsite, please see Phosphate flowchart (cornwall.gov.uk) for information required. • Please also see above section on Nutrient Neutrality – Small Scale Sites. Guidance: • Guidance can be found on the Cornwall Council web page Nutrient neutrality in Cornwall. The page includes a link to interactive mapping to view the River Camel Catchment Area, types of developments and applications affected, the phosphate budget calculator, a video tutorial on the calculator as well as lots of other guidance.
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Noise Impact Assessment	LR	When required: • All applications for wind turbines, solar farms, diesel generating farms, mining operations and mineral extraction. • Proposals including 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) and financial and professional services which include ^{*1}HVACR and is in the ^{*2}vicinity of ^{3*}sensitive uses. • Proposals for restaurants, cafes, drinking establishments and hot food takeaways in the ^{*2}vicinity of ^{3*}sensitive uses. • Proposals for business premises which include offices, research and development of products or processes or any industrial process which include ^{*1}HVACR and is in the ^{*2}vicinity of ^{3*}sensitive uses. • Proposals within use class B2 in the ^{*2}vicinity of ^{3*}sensitive uses. • Proposals within use classes F1, F2 and Sui generis which includes a ^{*1}HVACR or other noise generating process and is in the ^{*2}vicinity of other ^{3*}sensitive uses. • Applications for development within use class C1 (Hotels) which includes a ^{*1}HVACR or other noise generating process and is in the ^{*2}vicinity of other ^{3*}sensitive uses. • Applications for development within uses classes C2 (Residential institutions) and C2a (Secure residential institutions) which includes a ^{*1}HVACR or other noise generating process and is in the ^{*2}vicinity of other ^{3*}sensitive uses and/or development 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+ • Applications for development within use classes C3 (Dwelling-houses) and C4 (Houses in Multiple Occupation) in the ^{*2}vicinity of existing noise generating issues; railways (including
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		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+ ^{*1} - 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. ^{*2} - Vicinity – 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. ^{3*} - Sensitive uses – residential dwellings/institutions, hospitals and schools (including care homes, nurseries, holiday lets and campsites) Guidance: - For guidance, please visit the Environmental Protection web page Environmental Protection information for Planning Applicants. - Cornwall Council offers an Environmental Health – Technical Advice for Planning Applicants (EH-TAP) service. Information regarding this service including what advice is provided and relevant fees can be found on the website here: Pre-application advice - Cornwall Council
Odour Impact Assessment	LR	When required: - Odour generating activities in the vicinity of existing odour-sensitive developments – residential, schools and hospitals. - Mixed use applications comprising both odour generating and odour sensitive uses. - Odour sensitive uses in the vicinity of existing odour-generating uses e.g., industrial/commercial, farms, sewage treatment works etc. - Proposals for food and drink, pub or drinking establishment, hot food takeaway and general industrial uses.

		• Waste operations What is required? • Details of mitigation methods for all odour-producing development. • Odour Impact Assessment- from full quantitative assessment to basic qualitative odour impact assessment, dependent on source, pathway and receiver. • Supporting Odour Management Plan – from comprehensive to basic, dependent on risk • For residential development the assessment should incorporate details of good design to address odour impacts from neighbouring development. Guidance: • Guidance can be found on the Cornwall Council website Environmental Protection information for Planning Applicants
Open Space, Sport, Recreation and Green infrastructure Assessment	LR	When required: • Major residential developments or places of work. • All types where a proposed development may have possible impacts 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: • Cornwall Council web page – Open Space Strategy and Standards – includes information on S106 contribution (Open Space) allocation protocol and application form.
Planning Statement	LR	When required: • All major developments. What is required: • A Planning Statement is a statement in support of and provides justification for a planning proposal and goes beyond the information included in a Design and Access Statement. The information that should be included in a planning statement is dependent on the nature of the proposed development and the type of application submitted. The statement should contain: - identify the context provide an explanation of the principles behind (and justification for) the proposed development; - an explanation of how the proposed development fits with the policies and any supplementary planning documentation outlined as part of the Local Plan; - details of any pre-application consultation activities that have been undertaken plus any other details of consultations with the Local Planning Authority, and wider community or statutory consultations undertaken before the application was submitted;

		an assessment of how the proposed development complies with relevant national, regional and local planning policies; explain the business case for the development, where necessary; information regarding crime prevention or other considerations. • A planning statement will assist if the plans, application forms and other supporting information are not deemed sufficient in providing enough detail as to why the application is being made or to allow an appropriate evaluation and assessment of all relevant material considerations to be made. Guidance: • Cornwall Council Planning Policy home page – includes links to view adopted plans as well as planning policy guidance.
Planning Obligations – Draft Head(s) of Terms and Proof of Title	LR	When required: • Where Development Plan Documents contain policies that give details of likely planning obligation requirements What is required: • It is vital that proof of title is provided at the time of the application. If the applicant is not yet the owner of all the land within the red line those who do have ownership or control must also be parties to the obligation. Guidance: • Cornwall Council’s web page on Section 106 planning obligations contains a wealth of information including a link to a section 106 template which can be used when agreeing draft heads of terms. • The Government have also published guidance on planning obligations

Playing Fields Impact Statement	LR	When required: - Any application involving the loss or gain of a playing field. For exemptions, please see Sport England's Playing field Policy Guidance. What is required: - Statements should be proportionate to the nature of the development and its impact on the playing field. Statement should include the information as set out in appendix B of the Sport England's Playing Field Policy Guidance
Public Right of Way (PROW) Assessment/Mitigation Measures	LR	When required: - Developments directly affecting a PROW. What is required: - An assessment and mitigation measures should be provided in conjunction with a site/block plan showing the PROW. Guidance: - Please see Cornwall Councils Public right of way mapping to find any public rights of way in the vicinity of the development.

Regenerative, Low Impact Development Statement	LR	When Required: • Applications submitted from 1st April 2023. • ‘Low Impact’ residential development seeking to rely on the Climate Emergency Development Plan Document Policy AL1. 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.
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		• Statements of Heritage Significance and Heritage Impact Assessments (where relevant) to inform the contents of the various plans required under this policy so that they conserve and enhance the significance and settings of affected heritage assets and historic landscape character. Guidance: • Climate Emergency Development Plan Document
Statement of Community Consultation	LR	When required: • All non-residential development over 5 hectares • New residential development comprising 200 units or more What required: • Some applications which are particularly sensitive or controversial may need to be supported by a statement setting out how the applicant has complied with the requirements for pre-application consultation set out in the adopted Statement of Community Involvement and demonstrating that the views of the local community have been sought and taken into account in the formulation of development proposals. • Publication: As a minimum, notify in writing: All Local Councils whose jurisdiction falls within the application site (red line area) of any subsequent planning application. The Divisional Member whose jurisdiction falls within the application site (red line area) of any subsequent planning application. 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. 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;
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		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
Town Centre Impact Assessment	LR	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 required: • Existing, committed and planned public and private investment; and 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/Travel Plan Statement	LR	When required: • All developments proposing 5 or more residential units or proposed commercial floor area What required: • This can form part of the Design and Access Statement or Planning Statement if being provided. The Travel Plan/Travel Plan Statement should be clearly labelled for ease of reference. If a Design and Access Statement or Planning Statement is not being provided, the Travel Plan/Travel Plan Statement will need to be submitted as a separate document. • These should reflect the scale of the development and the extent of the transport implications of the proposal. • For smaller schemes it should outline the transport aspects of the application; while for major proposals, the TA should illustrate accessibility to the site by all modes of transport, and the likely modal split of journeys to and from the site. • It should give details of how the development has been designed and located in order to minimise the need to travel and support a modal hierarchy. It should also include proposed measures to improve access by public transport, walking, cycling, to reduce the need for parking associated with the proposal, and to mitigate transport impacts. • For development be likely to increase the level of pedestrian and/or vehicular usage at a level crossing a full Transport Statement assessing the impact is required.

		Network Rail consider level crossings can be impacted in a variety of ways by planning proposals: 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 - Any required qualitative improvements to the level crossing as a direct result of the development proposed should be included within the Heads of Terms. Should you wish to discuss the impact of your proposal on the railway network you are advised to contact Network Rail WesternLevelCrossings@networkrail.co.uk - Active Travel England became a statutory consultee in 2023. For applications which proposed 150 residential Units (dwellings); Floor space created 7,500 square metres or more; or the site having an area of 5 hectares or more please see Active Travel England:
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		planning application assessment toolkit - GOV.UK (www.gov.uk) for guidance on how your planning application can meet their requirements. The planning application assessment toolkit helps to gather evidence and assess the active travel merits – walking, wheeling and cycling – of a development proposal. It should be used by local authority planning and transport officers in conjunction with the applicant. When making a planning application assessment, you should also refer to: Active Travel England: development management Active Travel England: sustainable development advice notes A user manual and a tutorial video have been produced to help you understand how to complete the assessment. Active Travel England planning toolkit tutorial video Guidance: • The travel plan should reflect the scale of the development. It should set out details in line with paragraph 11 of the Planning Practice Guidance. Pre-application advice can be sought to ascertain the necessary requirements. • A Travel Plan statement is a simple form of travel plan for smaller developments. It should set out how the development has been designed and located to minimise the need for travel and support a modal hierarchy that priorities walking, then cycling, then public transport, then car clubs, electric vehicles and lastly private fossil-fuelled vehicles. • Active travel: walking and cycling - Cornwall Council • Government Guidance – Travel Plans, Transport Assessments and Statements
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Tree Survey	LR	When required: - Any proposals involving development within two metres of the canopy spread of a tree. - Any proposals where there are protected trees within the application site. - Any proposals on land adjacent to trees that could influence or be affected by the development (including street trees). - Developments within a Conservation Area where there are trees within the development area. What required: A Tree and Topographical Survey will be required. This will include a plan that identifies the position of the trees and schedule that describes them (see part 4 of BS 5837). A Tree constraints plan will be required. 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. An Arboricultural Implication Assessment will be required. This is essentially 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 will be required. 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 also useful. Guidance: Cornwall Council web page – Trees in Development
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Tree Canopy Calculation	LR	When required: - All major applications submitted from the 15 June 2023 What required: - The tree canopy calculation requirement is required in addition to the above information required in a Tree Survey. - 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: Trees - Cornwall Council
Ventilation and Extraction Statement	LR	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 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. • This information (excluding odour abatement techniques unless specifically required) will also be required for significant retail, business, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed. • Details of active odour control systems where proposed. • Odour control methods to limit the odour from waste, location of waste storage.
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Reserved Matters Application

Reserved matters applications should be used after an Outline planning application has been approved. A Reserved Matters application deals with some or all of the outstanding details of the Outline application proposal, including **appearance, access, landscaping, layout and scale**.

Reserved matters can be dealt with as part of one application or multiple applications can be made. The following will be required for each request:

- Application Form including ownership certificates and Agricultural land classification
- Location Plan
- Block/Site Plan (existing and proposed)
- Fee

Please note: for guidance in what and when information below is required, please refer to the relevant sections for full applications minor or major above in this document

Document or plan description	Required (NR/LR)	What/when required:
Application Form	NR	When required: • All applications What is required: • An application for approval of reserved matters following outline approval form. • All sections of the application form must be answered. • The declaration must be signed and dated. • Applications forms should be submitted electronically via the Planning Portal.

		Guidance: Applications should be submitted via the Planning Portal website where guidance can also be found.
Fee	NR	When required: - All applications except where an exemption applies. What is required: - The appropriate fee must be paid. - Please visit Planning fees - Cornwall Council for fee information and how to pay. - If the application is being submitted via the Planning Portal, please pay the Planning Portal directly. The fee is required for the application to be released. - If paying online, please forward a copy of your receipt to planning@cornwall.gov.uk to avoid any delays. Guidance: - The Cornwall Council Fees and Charges Document and the Cornwall Council Supplementary Fee Guidance can be found on our website here: Make a planning application - Cornwall Council. The documents also include information regarding fee exemptions.
Location Plan	NR	When required: - All applications What is required: - Provided at a metric scale (usually 1:2500 or 1:1250) - Provided on an up-to-date map. - Show the site area edged in red (redline must not include any land which was not considered at the outline stage).

		• 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. • 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. Guidance: • 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.). • Further guidance regarding plans can be found on the ‘Make a better application’ web page under the heading ‘Plans’.
Block Plan (existing and proposed)	NR	When required: • Proposed block plan required for all applications. • Existing block plan required for all application except if the site is vacant and has no buildings or structures however a site plan will be required. What is required: • Provided at a metric scale (1:200 or 1:500). • Relevant scale bar indicated • 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. • 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. Guidance: • 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.). • Further guidance regarding plans can be found on the ‘Make a better application’ web page under the heading ‘Plans’.
Appearance	NR	Aspects of a building or place which affect the way it looks, including the exterior of the development. What is required: • Elevation Drawings (existing and proposed) • Floor Plans (existing and proposed)

		• Roof Plan (existing and proposed) • Section Drawings / Levels (existing and proposed) • Design statement • Landscape and Visual Impact Assessment • Any additional details or information not considered at the outline stage.
	LR	• Energy Statement (where outline permissions were approved on or after 15 June 2023) • Lighting statement • Viability Assessment and associated fee (where outline permissions were approved on or after 1 June 2023)
Access	NR	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. Required: What is required: • Section Drawings / Levels (existing and proposed) • Transport Assessment / Statement (if not provided at the outline stage) • Plan detailing access arrangement • Tracking

		• Visibility splays
Landscaping	NR	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. What is required: • Section Drawings / Levels (existing and proposed) • Landscape Plan including hard and soft landscaping details
	LR	• Biodiversity Net Gain Statement required for all major development, where information not provided at the Outline stage i.e. layout or landscaping not approved.
Layout	NR	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. What is required: • Floor plans (existing and proposed) • Section Drawings/Levels (existing and proposed) • Affordable Housing Statement • Fire Statement
	LR	• Biodiversity Net Gain Statement Required for all major development, where information not provided at the Outline stage i.e. layout or landscaping not approved.

		• Tree canopy calculation required where the outline permission was approved on or after 15 June 2023. • Green infrastructure (GI) Plans and Statement (where outline permissions were approved on or after 1 April 2023) • Travel Plan/Travel Statement (some information will have been provided at outline regarding consideration given to the location of the site. However further information will be available when the layout of the proposal is being considered.)
Scale	NR	Includes information on the size of the development, including the height, width and length of each proposed building. Required: • Elevation Drawings (existing and proposed) • Floor Plans (existing and proposed) • Section Drawings / Levels (existing and proposed) • Community Infrastructure Levy (CIL) – Planning Application Additional Information Requirement Form (Form 1)
	LR	• Regenerative, Low Impact Development Statement (where outline permissions were approved on or after 1 April 2023). • Coastal Vulnerability Assessment (for applications submitted after 01/04/2023 and not considered at the outline stage or where the scale of development has an impact on the Coastal Vulnerability Assessment at the reserved matters stage)

		• Collaborative Benefits Report (for applications submitted after 01/04/2023 and not considered at the outline stage or where the scale of development has an impact on the Collaborative Benefits Report at the reserved matters stage)
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Application for Advertisement Consent

Document or plan description	Required (NR/LR)	What/when required:
Application Form	NR	When required: • All applications What is required: • An application for consent to display an advertisement(s) form. If the proposal also involves other development which requires planning permission an application for planning permission and consent to display advertisement(s) form should be used. If the joint planning permission and advertisement consent form is used, please also see above sections on planning permission for additional validation requirements. • All sections of the application form must be answered. • The declaration must be signed and dated. • Applications forms should be submitted electronically via the Planning Portal. Guidance: • Applications should be submitted via the Planning Portal website where guidance can also be found.

Fee	NR	When required: - All applications except where an exemption applies. What is required: - The appropriate fee must be paid. - Please visit Planning fees - Cornwall Council for fee information and how to pay. - If the application is being submitted via the Planning Portal, please pay the Planning Portal directly. The fee is required for the application to be released. - If paying online, please forward a copy of your receipt to planning@cornwall.gov.uk to avoid any delays. Guidance: - The Cornwall Council Fees and Charges Document and the Cornwall Council Supplementary Fee Guidance can be found on our website here: Make a planning application - Cornwall Council. The documents also include information regarding fee exemptions.
Location Plan	NR	When required: - All applications What is required: - Provided at a metric scale (usually 1:2500 or 1:1250) - Provided on an up-to-date map. - Show the site area edged in red (the redline should go around the advert(s) and any other land necessary. If more than one advert is proposed the red a should go around each of the adverts and any other land necessary and all adverts must be in the same vicinity i.e. all visible on the location plan).

		• 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. • 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. Guidance: • 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.). • Further guidance regarding plans can be found on the ‘Make a better application’ web page under the heading ‘Plans’.
Block Plan	NR	When required: • All applications. What is required: • Plans provided for both existing and proposed to show the proposed advertisement dimensions and position on the land or building in question. • Provided at a metric scale (1:200 or 1:500). • Relevant scale bar indicated. • 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. • 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. Guidance: • 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.). • Further guidance regarding plans can be found on the ‘Make a better application’ web page under the heading ‘Plans’.
Cross Sections/Elevations	NR	When required: • All applications What is required: • Existing and proposed cross sections/elevations. • Provided at a metric scale usually 1:20 or 1:50. • Relevant scale bar indicated.

		• Show the materials to be used, fixings, colours, height above the ground and, where it would project from a building, the extent of the projection. • Show the signs, size and illumination. The type of each sign for which application is being made, e.g. fascia, projecting box, pole-mounted free-standing, should be shown, together with the dimensions of each sign. If any of the signs are to be illuminated, please describe the type of illumination, e.g. internal, external, floodlight, etc., hours of illumination, lumens/candela and whether the illumination will be static, flashing, or have moving parts. • Any do not scale wording removed including any wording which indicates the LPA is unable to scale from the plans. Guidance: • Further guidance regarding plans can be found on the ‘Make a better application’ web page under the heading ‘Plans’.
Photos and Photomontages	LR	When required: • 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.

Listed Building Consent

It is an applicants' responsibility to check if planning permission is also required. Further surveys may be required with the full application.

Document or plan description	Required (NR/LR)	What/when required:
Application Form including ownership certificates and Agricultural land classification	NR	When required: - All applications What is required: - An application for listed building consent for alterations, extension or demolition of a listed building form. If the works would also require planning permission and/or if the proposal also involves other development which requires planning permission a Householder Application for Planning Permission for works or extension to a dwelling and listed building consent form or application for planning permission and Listed Building Consent for alterations, extension or demolition of a listed building form should be used as appropriate. If the joint planning permission and advertisement consent form is used, please also see above sections on planning permission for additional validation requirements. - All sections of the application form must be answered. - The declaration must be signed and dated. - Applications forms should be submitted electronically via the Planning Portal. - 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, as defined by the Agricultural Holdings Act 1986, 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. It is an offence, knowingly or recklessly, to complete a false or misleading certificate. Guidance: - Applications should be submitted via the Planning Portal website where guidance can also be found.
Fee	NR	There is no fee for Listed Building Consent however a fee is applicable to any associated planning permission where required.
Location Plan	NR	When required: - All applications. What is required: - Provided at a metric scale (usually 1:2500 or 1:1250) - Provided on an up-to-date map. - Show the site area edged in red. The redline should go around the building and any other land necessary. The redline does not need to include the whole curtilage or access to the highway. - 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. - 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. Guidance: - 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.). - Further guidance regarding plans can be found on the ‘Make a better application’ web page under the heading ‘Plans’.
Block Plan	NR	When required: - All requests except proposals to change windows and doors only. What is required: - Plans provided for both existing and proposed. - Provided at a metric scale (1:200 or 1:500). - Relevant scale bar indicated. - 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.

		- 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. Guidance: - 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.). - Further guidance regarding plans can be found on the ‘Make a better application’ web page under the heading ‘Plans’.
Elevations	NR	When required: - Existing and proposed for all applications for external works, including ‘like for like’ and replacement windows and doors etc. What is required: - Provided at a metric scale usually 1:50 or 1:100 (photographs with annotated dimensions are not accepted). - Relevant scale bar indicated. - Must show all elevations including any blank elevations (unless visibility is completely obscured e.g. attached to another building). - 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). - Any do not scale wording removed including any wording which indicates the LPA is unable to scale from the plans. Guidance: - Further guidance regarding plans can be found on the ‘Make a better application’ web page under the heading ‘Plans’.
Floor Plans	NR	When required: - Existing and proposed for all applications where works are proposed to the internal layout or extension of floor space. What is required: - Provided at a metric scale usually 1:50 or 1:100. - Relevant scale bar indicated. - All existing floor plans should be provided. - Must match relevant existing/proposed elevations (if required). - Any do not scale wording removed including any wording which indicates the LPA is unable to scale from the plans. Guidance: - Further guidance regarding plans can be found on the ‘Make a better application’ web page under the heading ‘Plans’.

Roof Plan	NR	When required: - Existing and proposed required where works to the roof are proposed except where the works are only for maintenance/repair. What is required: - Should be provided at a metric scale usually 1:50 or 1:100 or as part of the site/block plan. - Relevant scale bar indicated. - North point indicated. - Any do not scale wording removed including any wording which indicates the LPA is unable to scale from the plans. Guidance: - Further guidance regarding plans can be found on the ‘Make a better application’ web page under the heading ‘Plans’.
Joinery Details	LR	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. • Relevant scale bar indicated. • Any do not scale wording removed including any wording which indicates the LPA is unable to scale from the plans. •
Design and Access Statement	NR	When required: • Required for all Listed Building Consents. What is required: • 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. • 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.

		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
Heritage Statement or Heritage Impact Assessment (as appropriate)	NR	When required: • Required for all Listed Building Consents. What is required: • A statement or impact assessment should consider and describe the Heritage Asset, meet the requirements of Paragraph 194 of the NPPF 2021 and demonstrate that the Heritage Asset has been assessed and understood using best practice methods. • The statement can be provided as a separate statement or as part of the Design and Access Statement. However, if included within the Design and Access Statement it should be clearly labelled. • Paragraph 200 of the NPPF 2021 provides information regarding non-designated heritage assets. • To help planning applicants and agents provide the necessary information where a Heritage Statement is required a template has been provided. The template can be found on our make a planning application web page, under download forms – Other useful forms and documents. Guidance: • Cornwall Council have produced a new Heritage Assessment template to help provide all the necessary information. The template can be found on our make a planning application web page, under download forms – other useful forms and documents.

		• Paragraph 200 of the NPPF 2021 provides information regarding non-designated heritage assets. • Historic England – The Setting of Heritage Assets – Historic Environment Good Practice Advice in Planning Note 3 (Second Edition)
Ecology Report Trigger Table	LR	When Required: • All listed building consents What is required: • Signed and completed relevant ecology trigger list. Guidance: • The Ecology Lists can be found on the Make a planning application - Cornwall Council web page under 'Download forms', 'Ecology Checklist and Trigger Lists'.
Ecology Report	LR	When required: • All applications where trigger list indicates an Ecology report is required. • Required where protected species or habitats are known or suspected to be present. • What is required: • Report required as set out in the ecology trigger list. • Information should include the existing wildlife interest of the site and adjacent land plus the possible impacts on them. • The assessment should demonstrate how the proposal will protect or where possible enhance biodiversity and provide mitigation and enhancement both during and post construction. • Accompanying plans are to identify and map the location of any protected habitats and species within or adjacent to the red line boundary.

		• Ecological surveys are to be carried out at appropriate and recommended times of year for particular species and habitat groups. See ecological survey calendar link in the below guidance. Applications submitted more than a month prior to the survey window will be returned. • Produced by a suitable qualified, experienced and where protected species inspections/surveys are required, by a licenced ecologist. • Reports and surveys must comply with Cornwall Council guidance, national guidance, and Natural England Standing advice. • Ecology reports must include all the information required in order for the LPA to determine the application and include all survey information, potential impacts, demonstrate how the mitigation hierarchy has been followed and present proposals for proportionate mitigation and enhancement for protected and priority species and designated sites. • Where a European Protected Species Licence is required, this is to be clearly presented with full mitigation proposals to be submitted on the Natural England Protected Species licence application, which for bats will include lighting strategy to demonstrate light spill can be mitigated or contained to ensure dark communing and foraging corridors and roost locations remain dark. • All surveys and assessments must not be more than 12 months old unless stated otherwise within the ecology report. • Following recent case law, we are no longer able to issue planning permissions which are subject to protected species survey planning conditions, therefore applications cannot be determined when the information provided refers to further surveys. Guidance: • The following contacts may be able to assist you in the preparation of the survey: Natural England's Species Protection Officer 0300 060 3900; The Barn Owl Trust 01364 653026; Cornwall Wildlife Trust 01872 273939. There are also commercial entities who may be able to assist with the report.
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		• Government Guidance – Protected species and development: advice for local planning authorities • Natural England website • Cornwall Council web page – Cornwall planning for Biodiversity Guide includes link to the Cornwall Climate Emergency Development Plan Document (DPD). • Bat Conservation Trust – Bat Surveys for Professional Ecologists: Good Practice Guidelines • A Ecological Survey Calendar can be found on the Make a planning application page of our website under ‘Download forms’ and ‘Ecology Checklist and Trigger Lists’. • Prepare a planning proposal to avoid harm or disturbance to protected species - GOV.UK (www.gov.uk) • Government Circular: Biodiversity and Geological Conservation – Statutory Obligations and their Impacts within the Planning System.
Structural Survey	LR	When required: • Proposals involving demolition or conversion of a Listed Building. What required: • Surveys must be carried out by a suitably qualified person. • 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. • The survey should be done 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. Guidance: • Appraisal of existing structures (Third edition) - The Institution of Structural Engineers (istrukte.org)
Photographs	LR	• 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.

Certificate of lawfulness of existing use or development

Certificate of Lawfulness of Existing Use or Development are 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 on the date specified in the application. It is defined as being lawful if enforcement action cannot be taken against it. This may be because it had, or did not need planning permission, or it may be the case that the use or operation took place so long ago that the time for enforcement action has expired.

Document or plan description	Required (NR/LR)	What/when required:
Application Form	NR	When required: • All applications What is required: • An Application for a Lawful Development Certificate for an Existing use or operation or activity including those in breach of a planning condition form. • All sections of the application form must be answered. • The declaration must be signed and dated. • Applications forms should be submitted electronically via the Planning Portal. Guidance: • Applications should be submitted via the Planning Portal website where guidance can also be found.

Fees	NR	When required: • All applications except where an exemption applies. What is required: • The appropriate fee must be paid. • Please visit Planning fees - Cornwall Council for fee information and how to pay. • If the application is being submitted via the Planning Portal, please pay the Planning Portal directly. The fee is required for the application to be released. • If paying online, please forward a copy of your receipt to planning@cornwall.gov.uk to avoid any delays. Guidance: The Cornwall Council Fees and Charges Document and the Cornwall Council Supplementary Fee Guidance can be found on our website here: Make a planning application - Cornwall Council. The documents also include information regarding fee exemptions.
Location Plan	NR	When required: • All applications What is required: • Provided at a metric scale (usually 1:2500 or 1:1250) • Provided on an up-to-date map. • Show the site area edged in red. Redline to include all land required for the existing use/operation/activity in breach of a condition or limitation on a planning permission that has already taken place.

		• Indicate a north point. • 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. Guidance: • 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.). • Further guidance regarding plans can be found on the ‘Make a better application’ web page under the heading ‘Plans’.
Supporting Information/Evidence	LR	When required: • All applications What is required: • 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).

		- Although not a National Requirement without sufficient and precise information the LPA may be justified in refusing a certificate. Guidance: Government Guidance – Lawful development certificates
Photographs	LR	- 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.

Certificate of lawfulness of proposed use or development

Certificate of Lawfulness of Proposed Use/Development/Works or Activity are used to confirm that what you are proposing would be lawful i.e. it would not require express planning permission. For example, you may need to establish that what you have proposed does not constitute development, is 'permitted development', or already has planning permission.

Document or plan description	Required (NR/LR)	What/when required:
Application Form	NR	When required: - All applications What is required: - An Application for a Lawful Development Certificate for a proposed use or development form. - All sections of the application form must be answered. - The declaration must be signed and dated. - Applications forms should be submitted electronically via the Planning Portal. Guidance: - Applications should be submitted via the Planning Portal website where guidance can also be found.
Fees	NR	When required: All applications except where an exemption applies.

		What is required: • The appropriate fee must be paid. • Please visit Planning fees - Cornwall Council for fee information and how to pay. • If the application is being submitted via the Planning Portal please pay the Planning Portal directly. The fee is required for the application to be released. • If paying online, please forward a copy of your receipt to planning@cornwall.gov.uk to avoid any delays. Guidance: • The Cornwall Council Fees and Charges Document and the Cornwall Council Supplementary Fee Guidance can be found on our website here: Make a planning application - Cornwall Council. The documents also include information regarding fee exemptions.
Location Plan	NR	When required: • All applications What is required: • Provided at a metric scale (usually 1:2500 or 1:1250) • Provided on an up-to-date map. • Show the site area edged in red. Redline to include all land required for the proposed use/operation/activity. • Indicate a north point. • 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.

		Guidance: - 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.). - Further guidance regarding plans can be found on the ‘Make a better application’ web page under the heading ‘Plans’.
Block Plan (existing and proposed)	NR	When required: - Proposed block plan required for all applications. - Existing block plan required for all application except if the site is vacant and has no buildings or structures however a site plan may be required. What is required: - Provided at a metric scale (1:200 or 1:500). - Relevant scale bar indicated - 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. - 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. Guidance: - 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.). - Further guidance regarding plans can be found on the ‘Make a better application’ web page under the heading ‘Plans’.
Elevations (existing and proposed)	NR	When required: - All applications proposing new buildings or alterations to the exterior of an existing building (including replacement windows and doors). What is required: - Provided at a metric scale usually 1:50 or 1:100 (photographs with annotated dimensions are not accepted). - Relevant scale bar indicated. - Must show all elevations including any blank elevations (unless visibility is completely obscured e.g. attached to another building). - Must match relevant existing/proposed floor plans. - Be clearly labelled e.g. north, west etc. or north point indicated. Where the application relates to multiple dwellings the orientation of the dwellings can be referenced on the site layout plan. - 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). - Any do not scale wording removed including any wording which indicates the LPA is unable to scale from the plans. Guidance: - Further guidance regarding plans can be found on the ‘Make a better application’ web page under the heading ‘Plans’.
Floor Plans (existing and proposed)	NR	When required: - Developments involving new or amended floor space including alterations to an existing building What is required: - Provided at a metric scale usually 1:50 or 1:100. - Relevant scale bar indicated. - All existing floor plans should be provided. - Proposed floor plans should be provided where any alterations/extensions are proposed. - Must match relevant existing/proposed elevations. - Any do not scale wording removed including any wording which indicates the LPA is unable to scale from the plans. Guidance: - Further guidance regarding plans can be found on the ‘Make a better application’ web page under the heading ‘Plans’.

Community Infrastructure Levy (CIL)	NR	When required: • Developments creating new floor space. • Not required on 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. • Submission of the Additional Information Requirement (AIR) form will enable determination of whether a development is liable to pay CIL or not. • If the proposed development is CIL liable, then please also submit a CIL Form 2 (Assumption of Liability) as soon as possible in order to processing as quickly as possible. 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. Guidance: • For guidance and forms please visit the Community Infrastructure Levy (CIL) page on the Cornwall Council website.
Supporting Information/Evidence	LR	When required: • All applications What is required: • Precise description of what is being applied for. • Provide reasons why the use, operation or other matters would be lawful

		- Although not a National Requirement without sufficient and precise information the LPA may be justified in refusing a certificate. Guidance: Government Guidance – Lawful development certificates
Photographs	LR	- 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.

Permission in Principle (PiP)

The Permission in Principle (PiP) consent route can be used to obtain planning permission for housing led development. Much like Outline permission and reserved matters applications PiP separates the considerations from the technical details. Stage 1- PiP considers whether the site is suitable for the housing-led development and stage 2 – Technical Details Consent (TDC) is when the details of the proposed development are assessed.

Further information and guidance regarding PiP applications can be found in [Government Guidance – Permission in principle](#)

Stage 1 - Permission in Principle (PiP)

Document or plan description	Required (NR/LR)	What/when required:
Application Form	NR	When required: • All applications What is required: • An Application for Permission in Principle form. • All sections of the application form must be answered. • The declaration must be signed and dated. Guidance: • These applications are not currently available to submit via the Planning Portal. Copies of the form can be downloaded from the Planning Portal website and submitted electronically via email to planning@cornwall.gov.uk.

Fee	NR	When required: - All applications except where an exemption applies. What is required: - The appropriate fee must be paid. - Please visit Planning fees - Cornwall Council for fee information and how to pay. - If paying online, please forward a copy of your receipt to planning@cornwall.gov.uk to avoid any delays. Guidance: - The Cornwall Council Fees and Charges Document and the Cornwall Council Supplementary Fee Guidance can be found on our website here: Make a planning application - Cornwall Council. The documents also include information regarding fee exemptions.
Location Plan	NR	When required: - All applications What is required: - Provided at a metric scale (usually 1:2500 or 1:1250) - Provided on an up-to-date map. - Show the 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.

PERMISSION IN PRINCIPLE (PIP AND TDC)

		- 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. Guidance: - 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.). - Further guidance regarding plans can be found on the ‘Make a better application’ web page under the heading ‘Plans’.
Habitat Regulations Assessment (HRA) submission of an Appropriate Assessment (AA) and mitigation	NR	<u>Appropriate Assessment (AA)</u> When required: - All residential development and student and tourist accommodation within 12km zone of influence (ZoI) of the following European sites; Penhale Sands, Fal and Helford Estuaries and Tamar Estuaries. - This includes changes of use to residential and student and tourist accommodation - For a full list of development requiring mitigation (including information on annexes), please see the European Sites SPD web page. What is required: - The potential harm from recreational disturbance arising from these proposals has been assessed and requires the submission of an Appropriate Assessment (AA) and to mitigate potential harm. - It is recommended that the standard AA approved by CC is completed alternatively a planning applicant can choose to commission their own Appropriate Assessment carried out by a suitably qualified ecologist.

PERMISSION IN PRINCIPLE (PIP AND TDC)

		Guidance: • Please visit our dedicated European Sites Mitigation SPD web page for links to interactive mapping to check if the site is within a Zone of Influence, guidance and templates to use. • An application is considered to be within a zone of influence where the zone of influence is within any part of the red line area. <u>Mitigation</u> When required: • Requirement the same as Appropriate Assessment as set out above. What is required: • Where the applicant has chosen to commission their own AA, a mitigation strategy completed by a suitably qualified ecologist will be required. • Where the only potential harm is from recreational disturbance, CC and Natural England agree that mitigation can be met by a specified financial contribution to a Strategic Mitigation Plan implemented by the Council. This can be dealt with via a S106 or S111 agreement.
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PERMISSION IN PRINCIPLE (PIP AND
TDC)

		- For major applications or larger minor developments already entering into a S106 agreement, the mitigation can be dealt with via a S106, this should be agreed with the Planning Service prior to the submission of the application. If it is the applicant's intention to enter into a S106, the application must be accompanied by a statement setting out an intention to enter into a S106 agreement and draft heads of terms. - For all other developments planning applicants should complete and submit a S111 form and make the relevant mitigation payment online. Both S111 form and payment will be required for validation. - If the number of dwellings is unknown the maximum payment should be made. A refund will be made at the TDC stage once the number of dwellings has been agreed. - The contribution will be refunded in the event of a refusal of planning permission. Guidance: European Sites Mitigation SPD - Cornwall Council Complete S111 payment and make mitigation payment online.
Nutrient Neutrality – Small Scale Sites	LR	When required: - Proposals (including changes of use) that discharge to septic tanks or package treatment plants within the hydrological catchment area of the River Camel SAC (small discharges to ground i.e. less than 2m³/day) and the applicant is seeking to rely upon the Interim guidelines on small scale thresholds and nutrient neutrality principles for the hydrological catchment of the River Camel Special Area of Conservation September 2021 to demonstrate that no likely significant effect alone or in combination for phosphorus can be reached. What is required: - An assessment setting out how the development accords with conditions a to h of the interim guidelines. Assessments should be undertaken by a competent person with the relevant experience to undertake the assessment.

PERMISSION IN PRINCIPLE (PIP AND TDC)

		Guidance: Guidance can be found on the Cornwall Council web page Nutrient neutrality in Cornwall. The page includes a link to interactive mapping to view the River Camel Catchment Area, the interim guideline for small scale thresholds and types of developments and applications affected.
Nutrient Neutrality - River Camel Phosphate Budget Calculator and Nutrient Neutrality Statement	LR	When required: - Required for developments within the River Camel Catchment Area including changes of use to any of the following: New residential units; Commercial / industrial developments which includes overnight accommodation; Employment sites where employees will be hosted from outside of the catchment, and/or overnight accommodation; Agricultural Development that supports intensification of livestock numbers (and therefore increased phosphorous in the catchment); Anaerobic Digesters; Tourism attractions, including over-night tourist accommodation. Where: the River Camel Phosphate Budget Calculator results in a zero or minus nutrient loading figure i.e. nutrient neutrality then the need of mitigation is negated. the River Camel Phosphate Budget Calculator results in nutrient mitigation is required and this can be secured on site or offsite through alternative owned landholdings within the river catchment of the development site. What is required: - Where a development meets the criteria the submission of River Camel Phosphate Budget Calculator v1.1 result are required.

PERMISSION IN PRINCIPLE (PIP AND TDC)

		• You will also need to submit a nutrient neutrality statement with the calculator results. This statement should include: Location of the development in relation to the Camel catchment; Details of the proposed application; Details of the current land use (please show where there is a difference in land use over the last 10 years); Justification of the proposed land use and number of dwellings; Details of the phosphate budget calculation including a table of key findings; Details of any mitigation if appropriate. • The completion of the calculator and the nutrient neutrality statement should be carried out by a competent person with the relevant experience. • If the results show no increase in phosphates no mitigation is required, please submit phosphate calculator results with your application. • If the results show an increase in phosphates mitigation needs to be considered. If mitigation cannot be achieved on site or off site through alternative owned landholdings within the river catchment of the development site do not submit the application. The LPA cannot determine the application with no mitigation in place. Please await the Council' strategic mitigation strategy before submitting the application. This will be updated on the webpage Temporary pause on development in the River Camel Special Area of Conservation - Cornwall Council. • If mitigation can be achieved onsite, please see Phosphate flowchart (cornwall.gov.uk) for information required. • Please also see above section on Nutrient Neutrality – Small Scale Sites.
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PERMISSION IN PRINCIPLE (PIP AND TDC)

		Guidance: Guidance can be found on the Cornwall Council web page Nutrient neutrality in Cornwall. The page includes a link to interactive mapping to view the River Camel Catchment Area, types of developments and applications affected, the phosphate budget calculator, a video tutorial on the calculator as well as lots of other guidance.
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Stage 2 - Technical Details Consent (TDC)

A TDC can be submitted 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 full major application or full minor application depending on which is appropriate. The redline submitted on the application form should be the same as that approved at the Permission in Principle stage.

Demolition of an Unlisted Building 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.

Document or plan description	Required (NR/LR)	What/when required:
Application Form including ownership certificates and Agricultural land classification	NR	When required: • All applications What is required: • All sections of the application form must be answered. • The declaration must be signed and dated. • Applications forms should be submitted electronically via the Planning Portal. • 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, as defined by the Agricultural Holdings Act 1986, 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.

		- It is an offence, knowingly or recklessly, to complete a false or misleading certificate. Guidance: - Applications should be submitted via the Planning Portal website where guidance can also be found.
Fees	NR	When required: - All applications except where an exemption applies. What is required: - The appropriate fee must be paid. - Please visit Planning fees - Cornwall Council for fee information and how to pay. - If the application is being submitted via the Planning Portal, please pay the Planning Portal directly. The fee is required for the application to be released. - If paying online, please forward a copy of your receipt to planning@cornwall.gov.uk to avoid any delays. Guidance: - The Cornwall Council Fees and Charges Document and the Cornwall Council Supplementary Fee Guidance can be found on our website here: Make a planning application - Cornwall Council. The documents also include information regarding fee exemptions.

Location Plan	NR	When required: • All applications What is required: • Provided at a metric scale (usually 1:2500 or 1:1250) • Provided on an up-to-date map. • Show the site area edged in red. Redline to include curtilage of the building and any land necessary to carry out the demolition. • 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. • 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.
Block Plan (existing and proposed)	NR	When required: • All applications What is required: • Plans provided for both existing and proposed. • Provided at a metric scale (1:200 or 1:500). • Relevant scale bar indicated.

		• Relevant scale bar indicated. • Provided on an up-to-date map. • Indicate a north point. • Show the demolition site 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 (please see definition in appendix 1)), 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. • 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. Guidance: • 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.). • Further guidance regarding plans can be found on the ‘Make a better application’ web page under the heading ‘Plans’.
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Demolition Statement	NR	When required: • All applications What is required: • Explain the methods of demolition, disposal (including hours of operation) and a timetable for demolition
Heritage Statement or Heritage Impact Assessment (as appropriate)	NR	When required: • All applications directly affecting a heritage asset (e.g. Listed Building or Scheduled Monument) or the setting of designated heritage assets (e.g. listed buildings, Conservation Area, World Heritage Site). • Applications affecting non-designated heritage assets may, in some circumstances, also require a HIA. • By “affecting a heritage asset”, this may involve change including loss of, or alteration to fabric which has the potential to affect character or significance. This may include, for example: repair, restoration, alteration or addition (singly or in combination). What is required: • A statement or impact assessment should consider and describe the Heritage Asset, meet the requirements of Paragraph 194 of the NPPF 2021 and demonstrate that the Heritage Asset has been assessed and understood using best practice methods. • The statement can be provided as a separate statement or as part of the Design and Access Statement. However, if included within the Design and Access Statement it should be clearly labelled.

		- Paragraph 200 of the NPPF 2021 provides information regarding non-designated heritage assets. - To help planning applicants and agents provide the necessary information where a Heritage Statement is required a template has been provided. The template can be found on our make a planning application web page, under download forms – Other useful forms and documents. Guidance: - Cornwall Council have produced a new Heritage Assessment template to help provide all the necessary information. The template can be found on our make a planning application web page, under download forms – other useful forms and documents. Paragraph 200 of the NPPF 2021 provides information regarding non-designated heritage assets. Historic England – The Setting of Heritage Assets – Historic Environment Good Practice Advice in Planning Note 3 (Second Edition)
Ecology Report Trigger Table	LR	When Required: - All applications - The trigger table is required even if an ecological survey has been provided as it also covers geology and invasive species. What is required: - Signed and completed relevant ecology trigger list. Guidance: The Ecology and Geology Trigger List can be found on the Make a planning application - Cornwall Council web page under 'Download forms', 'Ecology Checklist and Trigger Lists'.

Ecology Report	LR	When required: • Where the Ecology Report Trigger Table indicates an ecology and/or geology report is required • Required where protected species or habitats are known or suspected to be present. • What is required: • Report required as set out in the trigger list. • Information should include the existing wildlife interest of the site and adjacent land plus the possible impacts on them. • The assessment should demonstrate how the proposal will protect or where possible enhance biodiversity and provide mitigation and enhancement both during and post construction. • Accompanying plans are to identify and map the location of any habitats and species within or adjacent to the red line boundary. • Ecological surveys are to be carried out at appropriate and recommended times of year for particular species and habitat groups. See ecological survey calendar link in the guidance below. Applications submitted more than a month prior to the survey window will be returned. • Reports must be produced by a suitable qualified, experienced and where protected species inspections/surveys are required, by a licenced ecologist. • Reports and surveys must comply with Cornwall Council guidance, national guidance, and Natural England Standing advice. • Ecology reports must include all the information required in order for the LPA to determine the application and include all survey information, potential impacts, demonstrate how the mitigation hierarchy has been followed and present proposals for proportionate mitigation and enhancement for protected and priority species and designated sites.
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		• Where a European Protected Species Licence is required, this is to be clearly presented with full mitigation proposals to be submitted on the Natural England Protected Species licence application, which for bats will include lighting strategy to demonstrate light spill can be mitigated or contained to ensure dark communing and foraging corridors and roost locations remain dark. • All surveys and assessments must not be more than 12 months old unless stated otherwise within the report. • Following recent case law, we are no longer able to issue planning permissions which are subject to protected species survey planning conditions, therefore applications cannot be determined when the information provided refers to further surveys. Please see appendix 2 for further details. • If a Phase 1 Survey is received which recommends further emergence surveys, the application will be returned if the relevant survey cannot take place. This may be for example where a survey is required, and it is outside of the relevant nesting season. The application should be resubmitted once the survey has taken place. Guidance: • The following contacts may be able to assist you in the preparation of the survey: Natural England's Species Protection Officer 0300 060 3900; The Barn Owl Trust 01364 653026; Cornwall Wildlife Trust 01872 273939. There are also commercial entities who may be able to assist with the report. • Government Guidance – Protected species and development: advice for local planning authorities • Natural England website • Cornwall Council web page – Cornwall planning for Biodiversity Guide includes link to the Cornwall Climate Emergency Development Plan Document (DPD). • Bat Conservation Trust – Bat Surveys for Professional Ecologists: Good Practice Guidelines
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		• A Ecological Survey Calendar can be found on the Make a planning application page of our website under 'Download forms' and 'Ecology Checklist and Trigger Lists'. • Prepare a planning proposal to avoid harm or disturbance to protected species - GOV.UK (www.gov.uk) • Government Circular: Biodiversity and Geological Conservation – Statutory Obligations and their Impacts within the Planning System.
Tree Survey	LR	When required: • Any proposals involving development within two metres of the canopy spread of a tree. • Any proposals where there are protected trees within the application site. • Any proposals on land adjacent to trees that could influence or be affected by the development (including street trees). • Developments within a Conservation Area where there are trees within the development area. What is required: • A Tree and Topographical Survey will be required. This will include a plan that identifies the position of the trees and schedule that describes them (see part 4 of BS 5837). • A Tree constraints plan will be required. 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. • An Arboricultural Implication Assessment will be required. This is essentially 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 will be required. 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 also useful. Guidance: Trees in Development - Cornwall Council
Photographs	LR	• 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.

Tree applications

Cornwall Council have dedicated web pages for further information and guidance regarding Trees including how to identify if a tree is protected. Please visit [Protected and dangerous trees - Cornwall Council](#).

- **Works to tree(s) in a Conservation Area**

Within a Conservation Area, trees are subject to statutory protection if they have a stem diameter which is bigger than 75 mm. This is when measured at a height of 1.5 metres above ground level on the main stem.

Before you carry out any work to a tree you need to give the Council 6 weeks prior notice of your intention to do so.

Document or plan description	Required (NR/LR)	What/when required:
Application Form (S211 Notice)	NR	• Requests should be made via the Planning Portal using the online form. The form should: Describe the proposed works Include the number of operations/trees involved, and what works are taking place for each tree
Location Plan	NR	• Although a scaled location plan is not required the request should include sufficient particulars to identify the tree or trees
Annotated Photographs	LR	• Photographs are an effective method for demonstrating the extent of any proposed works to trees

- Works to tree(s) protected by a Tree Preservation Order

Document or plan description	Required (NR/LR)	What/when required:
Application Form	NR	• Requests should be made via the Planning Portal using the online form. The form should: Indicate the owner of the tree
Location Plan	NR	• Although a scaled location plan is not required the request must include sufficient particulars to identify the tree or trees
Supporting Information	NR	• Supporting information should be submitted to: Clearly specify the work for which consent is sought; State the reasons for making the application; and Provide appropriate evidence describing any structural damage to property or in relation to tree health or safety.
Annotated Photographs	LR	• Photographs are an effective method for demonstrating the extent of any proposed works to trees

- Requests for a new Tree Preservation Order

Document or plan description	Required (NR/LR)	What/when required:
Application Form	NR	Requests should be made via the Council's online form.
Location Plan	NR	Although a scaled location plan is not required the request must include sufficient particulars to identify the tree or trees

- Exemptions Notices (formerly 5 Day Notice)

Document or plan description	Required (NR/LR)	What/when required:
Application Form	NR	- Requests should be submitted using the online form although this is not compulsory. If the form is not used all the relevant information required on the form must be provided. This should include: - Species/type of tree - Size - Planned works - Explanation of why works are an exemption - Location

Location Plan	NR	A location plan which clearly identifies the location of the tree(s). This does not need to be to scale.
Signed Privacy Notice	NR	If submitting online the privacy notice is part of the form.
Annotated Photographs	LR	Photographs are an effective method for demonstrating the extent of any proposed works to trees

- Hedgerow removal application**

Some hedgerows are protected under The Hedgerows Regulations (1997) and removing them could incur a fine up to £5,000. To check if a hedgerow is protected and if an application to the LPA for hedgerow removal is required please refer [Planning Practice Guidance – Countryside hedgerows protection and management](#).

Document or plan description	Required (NR/LR)	What/when required:
Application Form	NR	Requests should be made via the Planning Portal using the online form.
Location Plan	NR	A location plan which clearly identifies the location of the hedge
Other Plans	NR	Plans indicating how much hedgerow to be removed

Revisions and Amendments to Planning Applications

After planning permission has been granted on occasion the approved proposals/details may need to be modified. This can be achieved via a non-material amendment, removal or variation of condition (also referred to as a Section 73) or a full application.

Which of the above option to use will depend on how significant the changes are. Further information can be found on the Cornwall Council web page [Revisions and Amendments to planning Applications](#) and also Government guidance [Flexible Options for planning permissions](#).

- **Removal or variation of condition (Section 73 application)**

Where these modifications are fundamental or substantial an application for removal or variation of condition may be appropriate.

Please note the following:

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.

Lifting holiday restrictions - For cases where the description of the development includes reference to lifting occupancy restrictions and a planning condition restricts occupancy; a full planning application is needed. Appeal decisions have shown that we cannot grant a Section 73 to lift these conditions. This is because it would change the nature of the development on the original permission.

Document or plan description	Required (NR/LR)	What/when required:
Application Form including ownership certificates and Agricultural land classification	NR	When required: • All applications What is required:

REMOVAL/VARIATION OF CONDITION
(S73)

		• Application for removal or variation of a condition following grant of planning permission form. • All sections of the application form must be answered. • The declaration must be signed and dated. • Applications forms should be submitted electronically via the Planning Portal. • 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, as defined by the Agricultural Holdings Act 1986, 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. • It is an offence, knowingly or recklessly, to complete a false or misleading certificate. Guidance: • Applications should be submitted via the Planning Portal website where guidance can also be found.
Fee	NR	When required: • All applications except where an exemption applies. What is required: • The appropriate fee must be paid. • Please visit Planning fees - Cornwall Council for fee information and how to pay. • If the application is being submitted via the Planning Portal, please pay the Planning Portal directly. The fee is required for the application to be released.

		- If paying online, please forward a copy of your receipt to planning@cornwall.gov.uk to avoid any delays. Guidance: - The Cornwall Council Fees and Charges Document and the Cornwall Council Supplementary Fee Guidance can be found on our website here: Make a planning application - Cornwall Council. The documents also include information regarding fee exemptions.
Location Plan	LR	When required: - Although not a national requirement please provide a location plan. This can be the same as the original application however please note applicants/agents must provide the location plan as Planning are unable to copy any plans over from previous submissions. If no plan is provided and we are unable to locate the site a location plan will be required. What is required: - Provided at a metric scale (usually 1:2500 or 1:1250) - Provided on an up-to-date map. - Show the site area edged in red. Redline should match the original permission. - 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. - 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.

		Guidance: • 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.). • Further guidance regarding plans can be found on the ‘Make a better application’ web page under the heading ‘Plans’.
Plans Indicating the amendments	NR	• Drawings or information necessary to describe the subject of the application; this may include revised elevations, roof and floor plans. • Provided at a metric scale. • Relevant scale bar indicated • Indicate a north point. • 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. Guidance: • 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.). • Further guidance regarding plans can be found on the ‘Make a better application’ web page under the heading ‘Plans’.

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Community Infrastructure Levy (CIL)	NR	When required: • Required where the original permission was granted after 1 January 2019 and the amendment proposes to change the approved floorspace. What is required: • The submission of an updated Community Infrastructure Levy (CIL) Planning Application Additional Information Requirement Form (AIR/Form 1) is required. • Submission of the Additional Information Requirement (AIR) form will enable determination of whether there is a change in the CIL liability. • If the proposed development is CIL liable, then please also submit a CIL Form 2 (Assumption of Liability) as soon as possible in order to processing as quickly as possible. 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. Guidance: • For guidance and forms please visit the Community Infrastructure Levy (CIL) page on the Cornwall Council website.
Habitat Regulations Assessment (HRA) submission of an Appropriate Assessment (AA) and mitigation	NR	<u>Appropriate Assessment (AA)</u> When required: • Residential development and student and tourist accommodation within 12km zone of influence (Zoi) of the following European sites; Penhale Sands, Fal and Helford Estuaries and Tamar Estuaries which are:

		Seeking to vary a permission where original permission was prior to the requirement being implemented and the permission has not been implemented; and Seeking to vary a permission where the original permission was prior to the requirement being implemented and the permission has been implemented This information is required regardless of what the amendment is seeking to achieve. A S73 reassesses an application in planning terms, and this includes the developments compliance with the Habitat Regulations. • For S73's seeking to vary a permission where the original application was subject to AA and mitigation which has been paid but the permission not yet implemented; please provide confirmation of intention to implement the new permission and payment can be transferred across. • For S73's seeking to vary a permission where the original application was subject to AA and mitigation which has been paid and the permission has been implemented; - no AA or S111 is required. • For S73's seeking to vary a permission where the original application was subject to AA and mitigation which is being dealt with via a S106 and has or has not been collected. – A Deed of modification required for S106. • This includes changes of use to residential and student and tourist accommodation • For a full list of development requiring mitigation (including information on annexes), please see the European Sites SPD web page. What is required: • The potential harm from recreational disturbance arising from these proposals has been assessed and requires the submission of an Appropriate Assessment (AA) and to mitigate potential harm.
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		- It is recommended that the standard AA approved by CC is completed alternatively a planning applicant can choose to commission their own Appropriate Assessment carried out by a suitably qualified ecologist. Guidance: - Please visit our dedicated European Sites Mitigation SPD web page for links to interactive mapping to check if the site is within a Zone of Influence, guidance and templates to use. An application is considered to be within a zone of influence where the zone of influence is within any part of the red line area.
		<u>Mitigation</u> When required: - Requirement the same as Appropriate Assessment as set out above. What is required: - Where the applicant has chosen to commission their own AA, a mitigation strategy completed by a suitably qualified ecologist will be required. - Where the only potential harm is from recreational disturbance, CC and Natural England agree that mitigation can be met by a specified financial contribution to a Strategic Mitigation Plan implemented by the Council. This can be dealt with via a S106 or S111 agreement. - If mitigation was dealt with via a S106 on the original permission a deed of modification application is required along side this application. - For all other developments planning applicants should complete and submit a S111 form and make the relevant mitigation payment online. Both S111 form and payment will be required for validation. This includes where mitigation was paid on the original application. If approved a new permission is issued, however the original permission remains extant.

		This means either permission can be implemented. Therefore a refund can be requested once one of the permissions is no longer capable of being implemented. • The contribution will be refunded in the event of a refusal of planning permission. Guidance: • European Sites Mitigation SPD - Cornwall Council • Complete S111 payment and make mitigation payment online.
Energy Statement	LR	When required: • Where the original application was subject to an Energy Statement What is required: • If the proposed Section 73 amendment(s) could affect energy performance then an update to the Energy Statement will be required comprising an Energy Report and Energy Summary Tool or confirmation from the energy assessor that the amendment will only result in an improvement, a neutral impact or an insignificant impact that would not affect policy compliance. • If the proposed amendment(s) would not have an effect on energy performance written justification, why the amendment does not affect energy performance. Guidance: • Climate Emergency DPD • Climate Emergency Guidance • Energy Summary Tools • Renewable Energy Offsetting Framework

REMOVAL/VARIATION OF CONDITION
(S73)

		• Policy SEC1 Transition Arrangements • Developer contributions - Cornwall Council
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- **Non-material amendments**

You can apply for a non-material amendment to an existing planning permission. Section 96A of the Town and Country Planning Act 1990 (amended by Planning Act 2008) covers this. You may need to make a change after the planning decision because: Building Regulations require a change to the proposals and/or unplanned issues arise when construction or operations start.

Non-material amendments must be within the scope of the original planning permission and not result in a materially different scheme that has a differing impact.

There is no statutory definition for 'non-material' changes. It depends on the context and is determined by the Local Planning Authority. For further information visit the Cornwall Council web page [Revisions and amendments to planning applications](#).

Please consider whether the proposed change meets the criteria as set out on the above web page prior to making any submission. A refused non-material amendment application will not receive a refund. The development must be undertaken with the approved plans on the original application. Or you may wish to apply for a revised planning application. If the revised application is made within 12 months of the original permission, it would not usually attract a new fee. The Planning Practice Guidance sets out the type of application which can enjoy a “free go”. The conditions and requirements to be eligible are set out in the '[when are applications eligible for a free go](#)' document.

Document or plan description	Required (NR/LR)	What/when required:
Application Form	NR	When required: • All applications What is required: • Application for a non-material amendment following grant of planning permission form. • All sections of the application form must be answered. • The declaration must be signed and dated. • Applications forms should be submitted electronically via the Planning Portal.

		Guidance: Applications should be submitted via the Planning Portal website where guidance can also be found.
Fee	NR	When required: - All applications except where an exemption applies. What is required: - The appropriate fee must be paid. - Please visit Planning fees - Cornwall Council for fee information and how to pay. - If the application is being submitted via the Planning Portal please pay the Planning Portal directly. The fee is required for the application to be released. - If paying online, please forward a copy of your receipt to planning@cornwall.gov.uk to avoid any delays. Guidance: The Cornwall Council Fees and Charges Document and the Cornwall Council Supplementary Fee Guidance can be found on our website here: Make a planning application - Cornwall Council. The documents also include information regarding fee exemptions.
Location Plan	NR	- Although not a national requirement please provide a location plan. This can be the same as the original application however please note applicants/agents must provide the location plan as Planning are unable to copy any plans over from previous submissions. If no plan is provided and we are unable to locate the site a location plan will be required. - Provided at a metric scale (usually 1:2500 or 1:1250) - Provided on an up-to-date map.

		• Show the site area edged in red. Redline should match the original permission. • 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.
Plans Indicating the amendments	NR	• Drawings or information necessary to describe the subject of the application; this may include revised elevations, roof and floor plans. • Provided at a metric scale. • Relevant scale bar indicated • Indicate a north point. • 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. Guidance: • 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.). • Further guidance regarding plans can be found on the ‘Make a better application’ web page under the heading ‘Plans’.

Discharge of condition(s)

Following the grant of planning permission some conditions may need to be discharged: some prior to commencement, and some prior to occupation.

Document or plan description	Required (NR/LR)	What/when required:
Application Form	NR	When required: • All applications What is required: • Application for approval of details reserved by condition form. • All sections of the application form must be answered. • The declaration must be signed and dated. • Applications forms should be submitted electronically via the Planning Portal. Guidance: Applications should be submitted via the Planning Portal website where guidance can also be found.
Fee	NR	When required: • All applications except where an exemption applies. • Submissions are charged per submission, not per condition.

		What is required: • The appropriate fee must be paid. • Please visit Planning fees - Cornwall Council for fee information and how to pay. • If the application is being submitted via the Planning Portal, please pay the Planning Portal directly. The fee is required for the application to be released. • If paying online, please forward a copy of your receipt to planning@cornwall.gov.uk to avoid any delays. Guidance: • The Cornwall Council Fees and Charges Document and the Cornwall Council Supplementary Fee Guidance can be found on our website here: Make a planning application - Cornwall Council. The documents also include information regarding fee exemptions.
Any plans, drawings or information necessary to describe the subject and purpose of the application	LR	Please note: where samples are required, please submit photographs and/or brochure details. If the Case Officer wishes to inspect a sample, they will be in contact with you to arrange an appointment. Any plans provided must be: • Provided at a metric scale. • Relevant scale bar indicated • Indicate a north point. • 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. Guidance: - 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.). - There are specific requirements for what must be included in a Biodiversity Gain Plan. For further guidance, please see: Biodiversity net gain - GOV.UK (www.gov.uk) Further guidance regarding plans can be found on the ‘Make a better application’ web page under the heading ‘Plans’.
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Modification or Discharge of a Planning Obligation

Document or plan description	Required (NR/LR)	What/when required:
Application Form	NR	When required: • All applications What is required: • Application for modification or discharge of a Planning Obligation form. • All sections of the application form must be answered. • 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, as defined by the Agricultural Holdings Act 1986, 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. • It is an offence, knowingly or recklessly, to complete a false or misleading certificate.

		Guidance: • Application forms are not available from the Planning Portal but can be downloaded from the Make a planning application - Cornwall Council page of the Cornwall Council website. • Forms should be emailed to the address indicated on the form.
Location Plan	NR	When required: • All applications What is required: • Show the site area edged in red. • The plan which was originally approved with the agreement will be acceptable. Guidance: • 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.). • Further guidance regarding plans can be found on the ‘Make a better application’ web page under the heading ‘Plans’.

Prior Approval Applications

There are many different prior approvals and prior notifications, the first table below indicates information which will be required with all submissions. The subsequent tables indicate information required in addition according to each submission type.

National requirement items must be provided where relevant. Local requirements although not required at validation provide valuable information and as much information as possible should be provided with your submission. This will reduce delays, conditions imposed and possibly refusal.

Prior approvals often have shorter timescales to issue a decision, however the time period to determine the request does not start until all the national requirements have been met.

Table 1 – All prior approvals/notifications

Document or plan description	Required (NR/LR)	What/when required:
Application Form or written description of the proposed development	NR	• If submitting in writing, the written submission should include all information as requested on the application form. • As prior approval can be submitted via the Planning Portal, Cornwall Council will no longer accept email submissions. • If submitting the form all sections of the application form must be answered and • The declaration signed and dated.
Fee	NR	• The appropriate fee must be paid. • For Prior Approval Agricultural Building to dwelling - Class Q (a) and (B) and Prior Approval for proposed change of use of agricultural buildings to a flexible use within Storage or distribution (class B8), hotels (class C1), commercial/business/service (class E) – Class R the fee is per agricultural building. • Please visit Planning fees - Cornwall Council for fee information and how to pay.

		• If the application is being submitted via the Planning Portal, please pay the Planning Portal directly. The fee is required for the application to be released. • If paying online, please forward a copy of your receipt to planning@cornwall.gov.uk to avoid any delays.
Plan indicating the site	NR	• The regulations require a plan indicating the site however in order to fully assess the proposal and avoid any delays Cornwall Council recommend the following level of detail is required: • Provided at a metric scale (usually 1:2500 or 1:1250) • Provided on an up-to-date map. • Show the site area edged in red (this should include the 'residential curtilage' where appropriate). • 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. • Relevant scale bar indicated • Any 'Do not scale' wording removed'.
Flood Risk Assessment	NR	• Change of use prior approvals only within flood zone 2 or flood zone 3; or within flood zone 1 which has critical drainage problems.

The following tables indicate information required according to the submission type.

- **Prior Approval for proposed larger home extension – Schedule 2, Part 1, Class A**

Document or plan description	Required (NR/LR)	What/when required:
Finished Floor Levels/Section Drawing	NR	• 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.

- **Prior Approval for proposed enlargement of a dwellinghouse by construction of additional storeys – Schedule 2, Part 1, Class AA**

Document or plan description	Required (NR/LR)	What/when required:
Existing Elevations	NR	• Drawn to an identified scale
Proposed Elevations	NR	• Drawn to an identified scale • Show the position and dimensions of proposed windows

- Prior Approval for proposed change of use from commercial, business and service (use class E) to dwellinghouses (use class C3) – Schedule 2, Part 3, Class MA

Document or plan description	Required (NR/LR)	What/when required:
Existing Elevations	NR	• Drawn to an identified scale
Proposed Elevations	NR	• Drawn to an identified scale • Show the position and dimensions of proposed windows
Transport and Highways Impact	LR	• Transport and highways impacts should be considered, and plans may need to be submitted demonstrating safe access and egress, where appropriate
Contaminated Land	LR	• Information regarding contamination risks in relation to the building.
Noise	LR	• The impact of noise will need to be addressed – impacts of noise from commercial premises on the intended occupiers of the development, the relevant assessments should be carried out demonstrating how the risks are to be mitigated.
Impact on Conservation Area	LR	• Where— (i) the building is located in a conservation area, and (ii) the development involves a change of use of the whole or part of the ground floor, the impact of that change of use on the character or sustainability of the conservation area;
Impact on Intended Occupiers	LR	• the provision of adequate natural light in all habitable rooms of the dwellinghouses;
		• the impact on intended occupiers of the development of the introduction of residential use in an area the authority considers to be important for general or heavy industry, waste management, storage and distribution, or a mix of such uses.

Impact on Loss of Services	LR	- Where the development involves the loss of services provided by— (i)a registered nursery, or (ii)a health centre maintained under section 2 or 3 of the National Health Service Act 2006, the impact on the local provision of the type of services lost
Fire Statement	NR	- where the development meets the fire risk condition, the fire safety impacts on the intended occupants of the building. - The fire risk condition is met where the development is for two or more dwellings (including flats) 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. - Fire statements must be submitted on a form published by the Secretary of State (or a form to similar effect) contain the particulars specified or referred to in the form, which 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.
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- **Prior Approval for proposed change of use from commercial, business and service (use class E), or betting office or pay day loan shop to mixed use including up to two flats (use class C3) – Schedule 2, Part 3, Class G**

Document or plan description	Required (NR/LR)	What/when required:
Existing Elevations	NR	• Drawn to an identified scale
Proposed Elevations	NR	• Drawn to an identified scale • Show the position and dimensions of proposed windows
Contaminated Land	LR	• Contamination risks in relation to the building
Noise	LR	• Impacts of noise from commercial premises on the intended occupiers of the development
Natural Light	LR	• The provision of adequate natural light in all habitable rooms of the dwellinghouses
Domestic Waste	LR	• Arrangements required for the storage and management of domestic waste

- Prior Approval for proposed change of Use from takeaways, betting offices, pay day loan shops or launderettes (sui generis uses); or a mixed-use combining use as a dwellinghouse (Class C3) with a betting office, pay day loan shop or launderette (sui generis uses); to dwellinghouses (Class C3), and for building operations reasonably necessary for the conversion – Schedule 2, Part 3, Class M

Document or plan description	Required (NR/LR)	What/when required:
Existing Elevations	NR	• Drawn to an identified scale
Proposed Elevations	NR	• Drawn to an identified scale • Show the position and dimensions of proposed windows
Transport and Highways impacts	LR	• Transport and highways impacts should be considered, and plans may need to be submitted demonstrating safe access and egress, where appropriate
Contaminated Land	LR	• Contamination risks in relation to the building
Desirability of Change of Use and Provision of Services	LR	• Whether it is undesirable for the building to change use (because of the impact of the change of use— on adequate provision of services lost, but only where there is a reasonable prospect of the building being used to provide such services, or where the building is located in a key shopping area, on the sustainability of that shopping area,
Design/Appearance	LR	• The design or external appearance of the building,

- Prior Approval for proposed change of Use from amusement arcades/centres or casinos (sui generis uses) to dwellinghouses (Class C3), and for building operations reasonably necessary for the conversion – Schedule 2, Part 3, Class N

Document or plan description	Required (NR/LR)	What/when required:
Transport and Highways impacts	LR	• Transport and highways impacts should be considered, and plans may need to be submitted demonstrating safe access and egress, where appropriate
Contaminated Land	LR	• Contamination risks in relation to the building
Design/Appearance	LR	• The design or external appearance of the building.

Prior Approval Agricultural Build to dwelling - Class Q (a) -

Additional information and guidance can be found in our Class Q Guidance Note - [Class Q guidance note](#)

Document or plan description	Required (NR/LR)	What/when required:
Floor Plan	NR	• A floor plan indicating the dimensions and proposed use of each room, the position of windows and walls. • Match Elevations as indicated below.
Elevations	NR	• Elevations indicating the position and dimensions of windows of the dwellinghouse. • Match floor plan as indicated above.
Additional Plans	LR	• Plan showing what part of the building(s) are to be retained.

Transport and Highways Impact	LR	Transport and highways impacts should be considered, and plans may need to be submitted demonstrating safe access and egress, where appropriate.
Noise	LR	The impact of noise will need to be addressed – if there are existing uses surrounding the proposal site that have the potential to generate unacceptable impacts, the relevant assessments should be carried out demonstrating how the risks are to be mitigated.
Contaminated Land	LR	Where it is suspected the building may be constructed using timber treated with a biocide such as creosote or the proposal site may be within or close to contaminated land, the relevant assessments should be carried out demonstrating how the risks are to be mitigated; including confirmation as to whether or not treated timbers need to be replaced.
Biodiversity Survey	LR	- The local planning authority may require a protected species survey as part of the determination. If it is suspected that the building is likely to be a suitable habitat for any European protected species (bats, owls etc), it is recommended that the appropriate survey(s) are carried out ahead of submission. The local planning authority can refuse to grant Class Q approval if insufficient information is provided in this respect. - To help identify when a survey may be required planning require the completion of an Ecology Report Trigger Table. The Ecology and Geology Trigger List can be found on the Make a planning application - Cornwall Council web page under 'Download forms', 'Ecology Checklist and Trigger Lists'.
Structural Survey	LR	- The building should be of sound construction and capable of conversion without the need for major re-building. Flimsily clad buildings of metal or timber sheeting may require a level of re-build beyond the scope of acceptability under the provisions of Class Q. - A professional, illustrated report is essential in most cases. It should provide clear information on the amount of work required and be based on robust evidence. The report should confirm through the details provided that the construction method is non-structural and that the scheme represents a conversion rather than a new build. Vague and/or generic reports with limited details of the extent of any repair, rebuilding or strengthening works required are rarely helpful and should be avoided.

		- No alterations or additions should normally be undertaken to the primary structure of the building (for the purposes of Class Q, the primary structure is considered to include supporting walls and columns, steel/timber frames, roof trusses/girders and foundations). - Structural timbers may be treated with creosote or similar which is a biocide health hazard and HSE REACH advise that such treatments should not exist inside a building. Professional structural reports should indicate whether or not structural elements need to be replaced to comply with HSE REACH regulations. - If class Q is granted and it subsequently becomes clear that treated structural timbers need replacement, the development may no longer be permitted under class Q and planning permission for the change of use of the building may be required - Surveys must be carried out by a suitably qualified person. - The survey should be done 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.
Community Infrastructure Levy (CIL)	LR	Cornwall Council is a Community Infrastructure Levy (CIL) charging authority, therefore a completed CIL Form 5 - Notice of Chargeable Development will also be required prior to commencement.
European Sites Mitigation		Although not required as part of the Prior Approval process applicants should note that is the development falls within a Zone of Influence (ZoI) of Plymouth and Tamar Estuaries Special Area of Conservation and Special Protection Area; Falmouth and Helford Special Area of Conservation; or Penhale Dunes Special Area of Conservation the development will not benefit from necessary consents to be able to be implemented. Applicants have two options: 1- complete and submit a S111 form and make the relevant mitigation payment online.

		2 – Submit an application under Regulation 77 of the Conservation and Habitats Regulations will be required prior to commencement. Further information can be found on our web page European Sites Mitigation SPD - Cornwall Council
Nutrient Neutrality - Developments in the River Camel Special Area of Conservation		Although not required as part of the Prior Approval process applicants should note that if the development falls within the River Camel Special Area of Conservation (SAC) an application under Regulation 77 of the Conservation and Habitats Regulations will be required prior to commencement. Further information can be found on our web page Types of development and applications affected - Cornwall Council

Prior Approval Agricultural Build to dwelling - Class Q (b) -

Class Q(a) (as detailed above) can be submitted independently of Class Q(b), although if the proposal requires building operations, the scheme should be progressed together with a Class Q(b) application. The reason being that paragraph W(2)(a) advises in clear terms that the application must be accompanied by a written description of the proposed development, which, in relation to development proposed under Class C, M, N or Q of Part 3 **must include any building or other operations.**

Prior approval for proposed change of use of agricultural buildings to a flexible use within Storage or distribution (class B8), hotels (class C1), commercial/business/service (class E) – Schedule 2, Part 3, Class R

This permitted development right was amended on 1 August 2021 to no longer include changes of use to those previously classified as ‘assembly and leisure’ that are not now included in Use Class E (commercial/business/service). If your proposed change of use is to a Hotel, Storage and Distribution, or Use Class E (e.g. shops; financial/professional services; restaurants and cafes; offices; business; indoor sport, recreation, or fitness) then this type of

application is still valid for eligible proposals. If your proposed change of use is to a Local Community or Sui Generis use previously classified as 'assembly and leisure' (e.g. cinemas; concert halls; bingo halls; or dance halls) such changes of use are no longer considered to be permitted development.

Document or plan description	Required (NR/LR)	What/when required:
Development Details	NR	- Where the cumulative floor space of the building or buildings which have changed use does not exceed 150 square metres, the following information is required: - The date the site will begin to be used for any of the flexible uses; - The nature of the uses.
Transport and Highways impacts	LR	Where the cumulative floor space of the building or buildings which have changed use exceeds 150 square metres Transport and highways impacts should be considered and plans may need to be submitted demonstrating safe access and egress, where appropriate
Noise	LR	Where the cumulative floor space of the building or buildings which have changed use exceeds 150 square metres noise impacts of the development need to be considered.
Contaminated Land	LR	Where the cumulative floor space of the building or buildings which have changed use exceeds 150 square metres contamination risks on the site need to be considered.

Prior Approval for proposed change of use of agricultural buildings to state-funded school (use class F1(a)) – Schedule 2, Part 3, Class S

Document or plan description	Required (NR/LR)	What/when required:
Transport and Highways Impacts	LR	Transport and highways impacts should be considered, and plans may need to be submitted demonstrating safe access and egress, where appropriate
Noise	LR	Noise impacts of the development
Contaminated Land	LR	Contamination risks on the site
Desirability of Development	LR	Whether the location or siting of the building makes it otherwise impractical or undesirable for the building to change to use as a state-funded school

Prior Approval for proposed change of use from commercial/business/service (class E), hotels (class C1), residential institutions (class C2/C2A Schedule 2, Part 3, Class T

This permitted development right was amended on 1 August 2021 to no longer include changes of use from uses previously classified as ‘assembly and leisure’ that are not now included in Use Class E (commercial/business/service); or to a nursery. If your proposed change of use is to a nursery: - Where the proposed change of use is now wholly within Use Class E (e.g. from business to nursery) then, in many cases, an application for prior approval or planning permission will not be required. Any work associated with the change of use may still require permission. - Other changes of use to a nursery are no longer considered to be permitted development under this right.

Document or plan description	Required (NR/LR)	What/when required:
Noise	LR	Noise impacts of the development
Contaminated Land	LR	Contamination risks on the site

Transport and Highways Impacts	LR	Transport and highways impacts should be considered, and plans may need to be submitted demonstrating safe access and egress, where appropriate
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Prior Approval for proposed movable structure within the curtilage of a historic visitor attraction, or listed pub/restaurant/etc - Schedule 2, Part 4, Class BB

Document or plan description	Required (NR/LR)	What/when required:
Method Statement	NR	statement setting out the proposed methods of— installing the moveable structure; and reinstating the land to its original condition once the moveable structure is removed.

Prior Approval for Proposed Provision of temporary school buildings on vacant commercial land and the use of that land as a state-funded school for up to 3 Academic Years - Schedule 2, Part 4, Class CA

No additional requirements.

Prior Approval for proposed temporary use of buildings or land for the purpose of commercial film-making and provision of temporary structures, works, Plant or Machinery required in connection with that use - Schedule 2, Part 4, Class E

This permitted development right was amended on 1 August 2021 to no longer include temporary use of ‘commercial land’ that was previously classified as ‘assembly and leisure’ and is not now covered by Use Class E (commercial/business/service). If, when the land was last in use, it was as a Local Community, or Sui Generis use previously classified as ‘assembly and leisure’ (e.g. cinemas; concert halls; bingo halls; or dance halls) such temporary use is no longer considered to be permitted development.

Document or plan description	Required (NR/LR)	What/when required:
Schedule of Dates	LR	Schedule of dates which make up the filming period in question and the hours of operation,
Transport and Highways Impacts	LR	Transport and highways impact of the development
Noise	LR	Noise impacts of the development
Lighting	LR	Light impacts of the development, in particular the effect on any occupier of neighbouring land of any artificial lighting to be used

Prior Approval proposed erection, extension or alteration of a building for agricultural or forestry use – Schedule 2, Part 6 Class A/B/E

No additional information required other than the National Requirements stated in Table 1. The 28-day determination period will not begin until all national requirements have been received as complete. Please also note the following:

- Section 336 of the Town and Country Planning Act 1990 defines ‘agriculture as including ‘....horticulture, fruit growing, seed growing, dairy farming; the breeding and keeping of livestock (including any creature kept for the production of food, wool, skins or fur, or for the purpose of its use in the farming of land); the use of land as grazing land, meadow land, osier land, market gardens or nursery grounds; and the use of land for woodlands where that use is ancillary to the farming of land for other agricultural purposes.’ Horses are **not** classed as an agricultural animal, unless they are used to farm agricultural land.
- If the **agricultural holding is over 5 hectares**, planning permission will be required if: The building exceeds 1000 sqm in floor area; It is within 25 m of a classified road; If it is being used for livestock, it should not be within 400 m of a protected building (i.e. any building that houses the public - school, church etc or a dwelling (other than the farmhouse) that does not have an agricultural occupancy condition on it); It does not exceed 12 m in height, Or 3 m if within 3 km of an aerodrome; If the application is for a new building and it is sited within 90 m of any other agricultural buildings erected within the previous 2 years, the combined floor area of the buildings should not exceed 1000 sq m (applies to both Full planning applications and prior approvals); The development would be carried out on a separate parcel of land forming part of the unit which is less than 1 hectare in area; Must be on land currently used in connection with agriculture
- If the **agricultural holding is under 5 hectares**, planning permission will be required if the extension or alteration of an agricultural building@ is increased in height; the cubic content of the original building would be increased by more than 20%; any part of the new building would be more than 30m from the original building.
- Question 5 - What is the total area of the entire agricultural unit? Refers to the actual Agricultural unit and not the size of the proposed building.

- Proposed forestry buildings cannot be used as a dwelling, cannot be within 25 metres of a classified road, and must be “reasonably necessary” for the purposes of forestry. Any building must be designed for the purpose for which it is intended.

Prior Approval for proposed formation, alteration or maintenance of private ways for agricultural or forestry use – Schedule 2, Part 6, Class A/B/E

No additional information required other than the National Requirements stated in Table 1. The 28-day determination period will not begin until all national requirements have been received as complete. Please also note the following:

- Planning permission will be required if the proposed road/access is within 25m of a classified road.
- Where gates are proposed full planning permission will be required if the gate opens onto a classified road. If not a classified must not be over 1 metre.

Prior Approval for proposed excavations or deposits of waste material reasonably necessary for the purposes of agriculture – Schedule 2, Part 6, Class A/B/E

No additional information required other than the National Requirements stated in Table 1. The 28-day determination period will not begin until all national requirements have been received as complete.

Prior Approval for proposed placing or assembly of a tank, cage or any other structure in any waters for use in fish farming - Schedule 2, Part 6, Class A/B/E

No additional information required other than the National Requirements stated in Table 1. The 28-day determination period will not begin until all national requirements have been received as complete.

Prior Approval for proposed collection facility within the curtilage of a shop - Schedule 2, Part 7, Class C

No additional requirements.

Prior Approval for proposed erection, extension, or alteration of a university building - Schedule 2, Part 7, Class M

No additional requirements.

Prior Approval for proposed demolition of buildings - Schedule 2, Part 11, Class B

No additional requirements.

Applicant is required to erect a site notice.

Prior Approval for proposed installation, alteration or replacement of other solar photovoltaics (PV) equipment on the Roofs of non-domestic buildings - Schedule 2, Part 14, Class J

No additional requirements.

Prior Approval for proposed development by or on behalf of an electronic communications code operator for the purpose of the operator's electronic communications network in, on, over or under land controlled by that operator or in accordance with the electronic communications code – Schedule 2, Part 16, Class A

Document or plan description	Required (NR/LR)	What/when required:
Evidence Notice has been Served	NR	The developer must serve notice of the development on any landowners or tenants of land which the development relates. Where this is the case evidence must be provided that: Notice has been served to every person whose name and address is known; and Where the developer has taken reasonable steps to ascertain the names and addresses of every person, but has been unable to do so, by local advertisement.

Prior Approval for proposed erection, extension or alteration on a closed defence site by or on behalf of the Crown of single living accommodation and/or non-residential buildings - Schedule 2, Part 19, Class TA

Document or plan description	Required (NR/LR)	What/when required:
Statement – Proposed Footprint	NR	Statement of any proposed increase in the total footprint of buildings
Statement – Existing Floorspace	NR	Where the proposed development relates to the erection or extension of single living accommodation, a statement showing the total floor space of single living accommodation immediately before 11 January 2022, already added to the site via the same Prior Approval process and to be added to the site via the proposed development.

		Where the proposed development relates to the erection or extension of a non-residential building, a statement showing the total floor space of non-residential buildings immediately before 11 January 2022, already added to the site via the same Prior Approval process and to be added to the site via the proposed development.
Existing Plans	NR	Where the development proposed extends or alters a building a drawing to an identified scale must be provided showing the external dimensions and of the building are required
Proposed Plans	NR	Drawings to an identified scale showing the proposed external dimensions and elevations
Contaminated Land	LR	Contamination risks on the development
Flood Risk		- Flood risks of the development. - If the development is within Flood Zone 3, the developer must carry out prior consultation with the Environment Agency.

Prior Approval for proposed new dwellinghouses on detached block of flats – Schedule 2, Part 20, Class A

Document or plan description	Required (NR/LR)	What/when required:
Transport and Highways Impacts	LR	Transport and highways impact of the development
Air Traffic and Defence Asset Impacts	LR	Air traffic and defence asset impacts of the development
Contaminated Land	LR	Contamination risks in relation to the building
Flood Risk	LR	Flooding risks in relation to the building

External Appearance	LR	External appearance of the building
Natural Light	LR	The provision of adequate natural light in all habitable rooms of the new dwellinghouses
Impact on Amenity	LR	Impact on the amenity of the existing building and neighbouring premises including overlooking, privacy and the loss of light
Impact on Protected Views	LR	Whether because of the siting of the building, the development will impact on a protected view identified in the Directions Relating to Protected Vistas dated 15 March 2012 issued by the Secretary of State
Fire Statement	NR	- Where the existing building is 18 metres or more in height, the fire safety of the external wall construction of the existing building - Where the development meets the fire risk condition, the fire safety impacts on the intended occupants of the building. - The fire risk condition is met where the development is for two or more dwellings (including flats) 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. - Fire statements must be submitted on a form published by the Secretary of State (or a form to similar effect) contain the particulars specified or referred to in the form, which 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
Construction Management	LR	Any development under Class A is permitted subject to the condition that before beginning the development, the developer must provide the local planning authority with a report for the management of the construction of the development, which sets out the proposed development hours of operation and how any adverse impact of noise, dust, vibration and traffic on occupiers of the building and adjoining owners or occupiers will be mitigated.

Prior Approval for proposed new dwellinghouses on detached buildings in commercial or mixed use – Schedule 2, Part 20, Class AA

Document or plan description	Required (NR/LR)	What/when required:
Fire Statement	NR	- Where the existing building is 18 metres or more in height, the fire safety of the external wall construction of the existing building - Where the development meets the fire risk condition, the fire safety impacts on the intended occupants of the building. - The fire risk condition is met where the development is for two or more dwellings (including flats) 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. - Fire statements must be submitted on a form published by the Secretary of State (or a form to similar effect) contain the particulars specified or referred to in the form, which 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.
Transport and Highways Impacts	LR	Transport and highways impact of the development
Air Traffic and Defence Asset Impacts	LR	Air traffic and defence asset impacts of the development
Contaminated Land	LR	Contamination risks in relation to the building
Flood Risk	LR	Flooding risks in relation to the building
External Appearance	LR	- The external appearance of the building, including the design and architectural features of: - the principal elevation; and - any side elevation that fronts a highway
Natural Light	LR	The provision of adequate natural light in all habitable rooms of the new dwellinghouses
Impact on Amenity	LR	- Impact on the amenity of the existing building and neighbouring premises including overlooking, privacy and the loss of light - Impacts of the introduction of, or an increase in, a residential use of premises in the area on the carrying on of any trade, business or other use of land in the area
Noise	LR	Impacts of noise from any commercial premises on the intended occupiers of the new dwellinghouses

Impact on Protected Views	LR	Whether, because of the siting of the building, the development will impact on a protected view identified in the Directions Relating to Protected Vistas dated 15th March 2012 issued by the Secretary of State
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Prior Approval for proposed new dwellinghouses on terrace buildings in commercial or mixed use – Schedule 2, Part 20, Class AB

Document or plan description	Required (NR/LR)	What/when required:
Transport and Highways Impacts	LR	Transport and highways impact of the development
Air Traffic and Defence Asset Impacts	LR	Air traffic and defence asset impacts of the development
Contaminated Land	LR	Contamination risks in relation to the building
Flood Risk	LR	Flooding risks in relation to the building
External Appearance	LR	The external appearance of the building, including the design and architectural features of: the principal elevation; and any side elevation that fronts a highway
Natural Light	LR	The provision of adequate natural light in all habitable rooms of the new dwellinghouses
Impact on Amenity	LR	Impact on the amenity of the existing building and neighbouring premises including overlooking, privacy and the loss of light

		Impacts of the introduction of, or an increase in, a residential use of premises in the area on the carrying on of any trade, business or other use of land in the area
Noise	LR	Impacts of noise from any commercial premises on the intended occupiers of the new dwellinghouses
Impact on Protected Views	LR	Whether, because of the siting of the building, the development will impact on a protected view identified in the Directions Relating to Protected Vistas dated 15th March 2012 issued by the Secretary of State
Construction Management	LR	Any development under Class AB is permitted subject to the condition that before beginning the development, the developer must provide the local planning authority with a report for the management of the construction of the development, which sets out the proposed development hours of operation and how any adverse impact of noise, dust, vibration and traffic on occupiers of the building and adjoining owners or occupiers will be mitigated.

Prior Approval for proposed new dwellinghouses on terrace buildings in use as dwellinghouses – Schedule 2, Part 20, Class AC

Document or plan description	Required (NR/LR)	What/when required:
Transport and Highways Impacts	LR	Transport and highways impact of the development
Air Traffic and Defence Asset Impacts	LR	Air traffic and defence asset impacts of the development
Contaminated Land	LR	Contamination risks in relation to the building

Flood Risk	LR	Flooding risks in relation to the building
External Appearance	LR	The external appearance of the building, including the design and architectural features of: the principal elevation; and any side elevation that fronts a highway.
Natural Light	LR	The provision of adequate natural light in all habitable rooms of the new dwellinghouses
Impact on Amenity	LR	Impact on the amenity of the existing building and neighbouring premises including overlooking, privacy and the loss of light
Impact on Protected Views	LR	Whether, because of the siting of the building, the development will impact on a protected view identified in the Directions Relating to Protected Vistas dated 15th March 2012 issued by the Secretary of State
Construction Management	LR	Any development under Class AC is permitted subject to the condition that before beginning the development, the developer must provide the local planning authority with a report for the management of the construction of the development, which sets out the proposed development hours of operation and how any adverse impact of noise, dust, vibration and traffic on occupiers of the building and adjoining owners or occupiers will be mitigated.

Prior Approval for proposed New dwellinghouses on detached buildings in use as dwellinghouses – Schedule 2, Part 20, Class AD

Document or plan description	Required (NR/LR)	What/when required:
Transport and Highways Impacts	LR	Transport and highways impact of the development
Air Traffic and Defence Asset Impacts	LR	Air traffic and defence asset impacts of the development
Contaminated Land	LR	Contamination risks in relation to the building
Flood Risk	LR	Flooding risks in relation to the building
External Appearance	LR	- The external appearance of the building, including the design and architectural features of: - the principal elevation; and - any side elevation that fronts a highway.
Natural Light	LR	The provision of adequate natural light in all habitable rooms of the new dwellinghouses
Impact on Amenity	LR	Impact on the amenity of the existing building and neighbouring premises including overlooking, privacy and the loss of light.
Impact on Protected Views	LR	Whether, because of the siting of the building, the development will impact on a protected view identified in the Directions Relating to Protected Vistas dated 15th March 2012 issued by the Secretary of State
Construction Management	LR	Any development under Class AD is permitted subject to the condition that before beginning the development, the developer must provide the local planning authority with a report for the management of the construction of the development, which sets out the proposed

		development hours of operation and how any adverse impact of noise, dust, vibration and traffic on occupiers of the building and adjoining owners or occupiers will be mitigated.
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Prior Approval for proposed demolition of buildings and construction of new dwellinghouses in their place – Schedule 2, Part 20, Class ZA

Document or plan description	Required (NR/LR)	What/when required:
Location Plan	NR	A plan, drawn to an identified scale and showing the direction of North, indicating the site of the proposed development
Plans	NR	- Drawn to an identified scale - Indicate North. - Show external dimensions and elevations of: - the building proposed for demolition - the building scheduled for replacement. - where the building proposed as replacement is a block of flats— - the position and dimensions of windows, doors and walls in the block and in each dwellinghouse in it, and - the dimensions and use of all habitable and other rooms in each dwellinghouse in it. - where the building proposed as replacement is a single dwellinghouse—

		the position and dimensions of the windows, doors and walls in it, and the dimensions and use of all habitable and other rooms in it.
Statement	NR	• A written statement specifying: the number of dwellinghouses in the building proposed for demolition, and the number of new dwellinghouses proposed in the building proposed as replacement.
Flood Risk Assessment	NR	• Required for developments in Flood Zones 2 or 3; or in an area within Flood Zone 1 which has critical drainage problems.
Heritage Statement	NR	• a written statement in respect of heritage and archaeological considerations of the development.

Hazardous Substance Consents

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).

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) 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/2015/1002/regs/5).

Document or plan description	Required (NR/LR)	What/when required:
Application Form	NR	- 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. - The HSE Forms are available here: HSE: Land use planning - Application forms for hazardous substances consent - online wizard
Fee	NR	- For applications where no one substance exceeds twice the controlled quantity, the fee is £250. - For proposals involving the presence of a substance in excess of twice the controlled quantity, the fee is £400. - Where an application is for the removal of conditions attached to a grant of consent or for the continuation of a consent upon partial change in ownership of the land, the fee is £200.

Supporting Information as set out in PGG and Regulation 5 – This information should be provided for each hazardous substance or generic category for which consent is required	NR	• The name and address of the applicant; • Completed relevant ownership certificate (The Planning (Hazardous Substances) Regulations 2015 (legislation.gov.uk)) • Provide relevant maps and drawings. Firstly, a site map, to a scale of at least 1:10,000, identifying the application site and showing National Grid lines and reference numbers. Secondly, 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; • the location of the land to which the application relates; • 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; • main activities carried out or proposed to be carried out; • how and where each relevant substance is to be kept and used; • how each relevant substance is proposed to be transported to and from the land to which the application relates;
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		• the vicinity of the land to which the application relates, where such details are relevant to the risks or consequences of a major accident; • the measures taken or proposed to be taken to limit the consequences of a major accident; and • provide details, including the quantity, of substances held under the established substances exemption and an explanation of why that exemption applies.
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Retrospective Applications

Planning applications submitted for development that has already been carried out are called 'retrospective'. There is nothing in planning law to stop somebody carrying out development in advance of seeking planning permission, but they do so at the risk that any application is refused and enforcement action launched to rectify the situation. In terms of the application submission, it is advisable that the fact the application is retrospective is made clear and that additional photos are submitted that show the current situation with the build (whether half complete or finished). In these situations, existing plans should show the situation prior to the works having been undertaken, with proposed plans showing the proposed finished development. It should be noted however that carrying out works to a listed building without Listed Building Consent is a criminal offence but in certain circumstances unauthorised works can be regularised by making a retrospective application.

Licences

As well as Planning Permission in some cases there are also licences which need to be considered.

Marine Licensing - Works activities taking place below the mean high-water mark may require a marine licence in accordance with the Marine and Coastal Access Act (MCAA) 2009. Such activities include the construction, alteration or improvement of any works, dredging, or a deposit or removal of a substance or object below the mean high water springs mark or in any tidal river to the extent of the tidal influence.

A wildlife licence is also required for activities that that would affect a UK or European protected marine species.

Further information can be found here: <https://www.gov.uk/guidance/make-a-marine-licence-application>

Disputes

Pre-application advice and validation checking service as detailed on page 1 of this document is a useful opportunity for discussing what information is required as part of the planning application process and avoiding disputes and delays at the validation stage. However, should the applicant disagree with the LPA requirements informal discussions between the applicant and Case Officer should take place in order to resolve issues.

In the event that issues cannot be resolved, and the applicant considers that information requested does not meet the statutory tests which are as follows:

- reasonable having regard, in particular, to the nature and scale of the proposed development; and
- about a matter which it is reasonable to think will be a material consideration in the determination of the application. (See Section 62 (4A) of the Town and Country Planning Act and Article 11(3)(c) of the Town and Country Planning (Development Management Procedure) (England) Order 2015)

The applicant should send the LPA a notice under article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2015.

On receipt of the Notice the LPA will respond with either a Validation Notice stating the information is no longer required or a Non-Validation Notice stating the information is still required to process the application.

The time scales for this process depend on the type of application as follows:

- 16 weeks – applications subject to an Environmental Impact Assessment (EIA)
- 13 weeks – applications for major development
- 8 weeks – applications for all other development types

Further information can be found in Planning Practice Guidance paragraphs 049-055

Appendix 1 – Plans General

One of the top reasons for an application being made invalid are the plans. The below information has been put together to help planning applicants and agents not only provide valid plans but also plans which aid the planning process.

The validation requirements above set out what is required but the below list also sets out what a plan **must** include:

- To be drawn to an identified standard metric scale
- Include a linear scale bar
- ‘Do not scale’ should be removed and replaced with other suitable wording allowing the LPA to scale from the drawing
- Provided on an up-to-date map (Location Plan and Block Plan)
- Indicate North (Location Plan and Block Plan)
- Provided at the scale indicated on the plan i.e. if the plan states 1:100 @A3 the plan must be provided at A3 (electronically and hard copy)
- 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.)
- Where an Ordnance Survey based plan is being submitted for planning purposes the copyright and licence number must be shown.

As well as the above list there are also things which applicants/agents can do to help speed up the planning process. These will also aid consultees and interested parties to review applications:

- 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 must be 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 to reduce redaction required to comply with the General Data Protection Regulations

Appendix 2 – Additional Clarification/Reasoning

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 that 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 and 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' (EH-TAP). Further information regarding this service can be found on the Cornwall Council website.

Ecological Impact Assessment (EcIA) content details

The EcIA is to ensure all relevant criteria from the CIEEM EcIA checklist are presented in the report and the paragraph numbers referenced. A copy of the checklist can be found on the [Make a planning application - Cornwall Council](#) web page under 'Download document', 'Ecology Checklist and Trigger Lists'.

The following information must be included in the report and findings and recommendations integrated into the layout and design plans

- To be completed in a format consistent with the 'Guidelines for Ecological Impact Assessment in the UK and Ireland' published by the Chartered Institute of Ecology and Environmental Management (CIEEM).
- Evidence of species, habitat and designation search through ERCISS who are accredited by the Association of Local Environmental Records Centres
<https://erccis.org.uk/requesting-data>
- Photographs of habitats and key features
- The location of the proposal in relation to the Nature Recovery Network
- All ecological survey results and methods with transparency and justification should any survey methods deviate from published survey guidelines, guidance and standards
- All surveys and assessments must not be more than 12 months old unless stated otherwise within the report.
- Mapped Ecological Constraints and Opportunities Plan (ECOP)
- Lighting specification of the proposal
- Clear identification of whether a European Protected Species Licence is required and mitigation proposals (including lighting specification/strategy) that will be submitted with the EPS licence application, to include specifications and map of proposals (this can form a separate chapter or Appendix in the EclA)
- Habitat before and after map, with habitats lost and gained area table, coded to UKHAB classification that is easily cross referenced to rows in the DEFRA BNG metric spreadsheet
- Clearly presented detailed mitigations measures for each protected habitat, species or ecological feature (such as designated site).
- Results and evaluation of the headline DEFRA Biodiversity Net Gain spreadsheet output, providing a map of pre/post interventions where it is clear which proposals are dedicated protected species and habitat mitigations/compensations, those that contribute to the on-site biodiversity net gain totals with details of the number and category of habitat, hedgerow and river units for off-site delivery, with details of how this will be provided (credits, provider, etc). Full Biodiversity Net Gain Assessment can be included as an Appendix to the EclA or as a dedicated chapter.
- Where relevant contribution totals to SAMM payment schemes for Fal and Helford SAC, Penhale SAC, Tamar Estuaries Complex SPA, Plymouth Sound SAC
- Work schedule to include optimal timing of works and other risk avoidance measures for protected species.
- How the development will minimise impacts to habitats or protected species during construction (to form a chapter in a full CEMP)

- Identification of activities requiring an Ecological Clerk of Works or licenced ecologist.
- [Guidelines for Ecological Impact Assessment \(EclA\) | CIEEM](#)
- <https://www.gov.uk/guidance/prepare-a-planning-proposal-to-avoid-harm-or-disturbance-to-protected-species>
- https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1005759/NPPF_July_2021.pdf para 174, 175, 179, 180, 181, 182
- *Circular 06-2005* ([odpm-circ-0605.qxd \(publishing.service.gov.uk\)](#))
- *Cornwall Local Plan Policies 2.164 Local sites, Policy 23c and 23d*
- Cornwall Planning for Biodiversity Guide
<https://www.cornwall.gov.uk/media/v1roqk0x/planning-for-biodiversity-and-net-gain-spd-v11.pdf>
- [Climate Emergency DPD with Map \(cornwall.gov.uk\)](#)

Protected Species Surveys

Protected species reports are required at the validation stage and can no longer be conditioned.

Biodiversity is a material consideration in the determination of planning applications, so ahead of a planning decision the relevant survey work must have taken place to establish which (if any) protected species/habitat are present and take the necessary measures to minimise any impact on these features or provide appropriate mitigation suitable for protected species licences.

Protected species surveys cannot be conditioned except in exceptional circumstances (could involve safety, emergency works etc, but updates to existing surveys can be conditioned if it is likely the proposal will have a delayed start and the baseline might differ (large, phased development)). This isn't a regional binding circumstance, it's a national requirement.

ODPM Circular 06/2005

(https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/7692/147570.pdf) (paragraph 99) states:

"It is essential that the presence or otherwise of protected species, and the extent that they may be affected by the proposed development, is established before the planning permission is granted, otherwise all relevant material considerations may not have been addressed in making the decision".

"The need to ensure ecological surveys are carried out should therefore only be left to coverage under planning conditions in exceptional circumstances.....the survey should be

completed and any necessary measures to protect the species should be in place, through conditions and/or obligations, before the permission is granted”.

Case law further supports the above stance, some examples and a brief summary are shown below:

Date	Council	Summary
22 September 2000	Cornwall County Council	Planning quashed for failure of LPA to properly consider bats, badgers and nationally scarce liverwort through the Town and Country Planning Regulations
2001	Cornwall County Council	R v Cornwall County Council ex parte Jill Hardy. Planning quashed for failure to consider bats within the Environmental Statement despite favourable conditions.
28 February 2014	Wyre Borough Council	JR caused planning to be quashed because “The Officer’s report significantly misled the planning committee on the position of the County Ecologist” (who made the recommendation for further surveys relating to bats and amphibians). The appeal reiterated that “It is essential that the presence or otherwise of protected species, and the extent that they may be affected by the proposed development, is established before planning permission is granted...”

Preliminary Ecological Appraisals (PEA) Content Details

- To be completed in a format consistent with the ‘Guidelines for Preliminary Ecological Appraisal’ published by the Chartered Institute of Ecology and Environmental Management (CIEEM).
- Evidence of species, habitat and designation search through ERCISS who are accredited by the Association of Local Environmental Records Centres
<https://ercis.org.uk/requesting-data>
- Photographs of habitats and key features
- Identify ecological constraints and opportunities associated with a proposal
- Apply and demonstrate the mitigation hierarchy proposing mitigation and enhancement measures
- Identify additional surveys that may be required to inform and Ecological Impact Assessment (EclA)
- A chapter in the PEA can be used to present biodiversity net gain information for minor applications using the small sites metric rather than a separate report

- Where relevant contribution totals to SAMM payment schemes for Fal and Helford SAC, Penhale SAC, Tamar Estuaries Complex SPA, Plymouth Sound SAC are to be documented
- Work schedule to include timing of works and other risk avoidance measures for protected species.
- Identification of activities requiring an Ecological Clerk of Works or licenced ecologist.

[Guidelines for Preliminary Ecological Appraisal \(GPEA\) | CIEEM](#)

Glossary

Local Requirements

'Local Requirements' or 'Local List' is a list of validation requirements set by the Local Planning Authority. This list of requirements must be published on the Local Planning Authorities website. These requirements are set based on the type, scale or location of a proposal and must meet the statutory tests set out in Government legislation.

National Requirements

National requirements are those set out in Government legislation and must be submitted with a planning application for that application to be valid.

Householder application

(a) an application for planning permission for development to an existing dwellinghouse, or development within the curtilage of such a dwellinghouse for any purpose incidental to the enjoyment of the dwellinghouse; or

(b) an application for any consent, agreement or approval required by or under a planning permission, development order or local development order in relation to such development, but does not include an application for change of use or an application to change the number of dwellings in a building

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.'*

Major

- **Small Scale Major**

Between 10 and 199 (inclusive) dwellings or where the number of dwellings is not given a site area of 0.5 hectares and less than 4 hectares. For all other uses new floor space of 1,000 square metres up to 9,999 square metres or where the site area is 1 hectare and less than 2 hectares.

- **Largescale Major**

200 or more dwellings or where the number of dwellings is not given a site area of 4 hectares or more. All other uses new floor space of 10,000 square metres or more or where the site area is 2 hectares or more

Public Highway

Cornwall Council considers 'Public Highway' to mean the following:

Class A, B, C Roads, Trunk roads and byways (considered a public highway under the Highways Act over which the public has the right to pass and repass by vehicle), a highway not maintained by the highway authority, whereby members of the public have passed and repassed in excess of 20 years without impediment.

This does not remove the onus of the applicant/agent to ensure any roads included within the red line application site are not Private roads and the correct notices are served.

Road classifications can be checked on Cornwall Council's intranet mapping: [Use our interactive maps - Cornwall Council](#)

Influence and/or Affected By

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

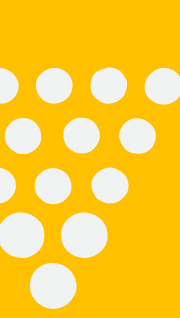
Noise – Vicinity

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.

Noise – Sensitive Uses

Residential dwellings/institutions, hospitals and schools (including care homes, nurseries, holiday lets and campsites)

Prepared by:
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Development Support Officer (Specialist)
Regulatory Service
10 April 2024



Invalid Applications & How to submit a valid application first time

Top Reasons for Invalidity

- ❖ Appropriate Assessments
- ❖ CIL
- ❖ Fees (Incorrect or no fee received)
- ❖ Plans:
 - Red lines on location plan
 - No north point on plans
 - Block plans & Site plans
 - Do not scale on plans
 - No finish floor levels (FFLs)
 - Public rights of way not identified
 - Scale bars
 - Missing information on plans
- ❖ Certificates
- ❖ Contaminated Land
- ❖ Critical Drainage
- ❖ Foul Drainage Form
- ❖ Heritage Assessment
- ❖ Bat Survey

National Requirements

(Every application must contain the following;)

- ✓ **Application form** - A completed application form, ensuring all questions are answered and it is signed and dated
- ✓ **Ownership Certificate and Agricultural Land Declaration**
- ✓ **Plans and Drawings**
- ✓ **Design and Access Statements (WHS, Conservation Area)**
- ✓ **CIL Form**
- ✓ **Fee**

Note: There are some requirements which although do not appear on the National List of Validation Requirements are part of legislation and can be treated as National Requirements (Appropriate Assessments/S111's being an example).

The validation guide can be found at the link below which details national and local requirements for submitting a planning application:

[validation-guide-2019.pdf \(cornwall.gov.uk\)](https://www.cornwall.gov.uk/media/1234567/validation-guide-2019.pdf)

Appropriate Assessments

Common errors include:

- a) No form submitted;
- b) Not answering all relevant questions;
- c) Not filling in the correct form (either wrong ZOI or submitting a S111 form).

The relevant zones are shown on our Internet mapping (along with other relevant constraints which may affect your application) The below link can be used to find out if your application falls within a Zone of Influence and if so which one.

Link to Guidance on how to complete the form and types of development requiring mitigation - [European Sites Mitigation SPD - Cornwall Council](#)

Link to Cornwall Council's Internet Mapping – [Internet Mapping](#)

European Site Licence – Appropriate Assessment

When we would request an Appropriate Assessment

Residential:

Means a building or part of a building, caravan, mobile home or park home designed for residential occupation by a single household. The charge applies to flats and houses whether affordable or market housing.

Annexes – are not liable for the charge because they considered part of/allied to the existing residential unit. A condition must be imposed preventing occupation as a separate dwelling. S.73 Applications for lifting of this condition will be subject to the charge.

Holiday annexes – are covered by the requirement as they will lead to additional pressure.

Extensions – these would not normally require AA unless they are being created for the purposes of new tourism beds (e.g. an extension to a B&B for new guest accommodation).

S.73 applications – Applications for the lifting of conditions to allow residential use of annexes or other limited accommodation will be subject to the AA and charging approach.

Permitted development/Prior notifications – prior notification matters are subject to Regulations 75 – 77 of the Conservation of Habitats and Species Regulations 2017. This means that prior to development taking place the applicant must seek the opinion of whether the development would result in Likely Significant Harm to the sensitive site. This applies to all sites within the relevant Zone of Influence. The PN is treated in the normal way, but before issuing of a positive decision Natural England is required to confirm their opinion of Likely Significant Effect – we are currently scoping out how this process can be simplified with Natural England and will update this note as soon as possible.

Change of use from holiday accommodation to permanent residential – this will vary from case to case, but generally a charge would not be made on historic cases unless the condition restricting the use of the unit to holiday accommodation also restricted occupation to short periods and therefore there was a likelihood of increased recreational pressure.

Holiday accommodation:

Means hotels, guest houses, B&Bs lodges, static caravans and tourism pitches

Camping sites – where the number of pitches has been quantified and the period of occupation stated each pitch will represent one bed unit and the charge will be proportional to restricted periods of occupancy (e.g. 5 months per year = 42% of the full contributions)

Student Accommodation:

Means a building or part of a building used for student accommodation or bedrooms.

Active Elderly accommodation:

Means specially designed self-contained accommodation for the more active elderly, which may include an element of scheme supervisor support and/or additional communal facilities.

CIL – National Requirement

CIL is required for all applications creating new floorspace and a CIL Form 1:Additional Information (AIR) Form should be submitted with the below application types creating new floorspace (through new build or change of use)

FULL – Full application (including householder applications)

LD – Certificate of Lawfulness – proposed development/use

LDLB – Certificate of Lawfulness proposed development/use listed building

RM – Reserved Matters following outline approval

SEC73 – Application under Section 73 of TCP Act

(if the original app is pre-CIL a CIL form will be required regardless if the proposed changes amend the floor area. If the original is post CIL we only need the form if the floor area is amended (bigger or smaller).

NMA – only where changes to the previously approved floorspace are proposed

For Prior Approvals/Notifications an AIR form is not required at the validation stage but submission of a Form 5 (Notice of Chargeable Development) is required prior to the development commencing.

Please note that self-contained annexes fall within the CIL liable bracket so any application requesting a self-contained annexe should have a CIL Form 1 submitted with it.

An updated AIR form will be required on any Non Material Amendments where there is an increase to floorspace granted after 1st January 2019, this follows the same principal as Section 73's.

Further information on CIL can be found here: [CIL Calculations and Payment - Cornwall Council](#)

Fees

When submitting applications via the Portal payments must be paid directly to the Planning Portal otherwise the application will not be released. *(If we request a further fee this can be paid direct to us rather than the portal using the online payment options).*

The fee calculator on the planning portal will calculate a fee based on the information entered by the user – it is not always correct!

If using the portal calculator there is a proviso that states while every effort has been taken to ensure the fee has been calculated correctly, the determination of whether a fee is correct is solely the responsibility of the relevant local planning authority.

Ways to pay for **Non Portal submissions** - Via the website <https://www.cornwall.gov.uk/pay-for-something/> and select the planning applications option, please enter the planning reference number.

Please refer to our fees and charges documents if you require further clarification.

- ☐ [Fees and Charges Document Planning, Building Control and Land Charges \(cornwall.gov.uk\)](#)
- ☐ [Planning Fees and Charges Supplementary Guidance Document \(cornwall.gov.uk\)](#)

Plans

Guidance taken from the Planning Practice Guidance states to meet national requirements plans must be drawn to an identified scale and must show the direction of north.

- **Location Plans** – ensure red line includes all land necessary to carry out the proposed development, including land required for access.
- **Block Plans** – If provided red/blue lines on block plans, make sure they are consistent with those shown on the location plan.
- **Annotations and orientation** – Our preferred option is North, East South and West on elevations but Front, Rear, Side are acceptable as long as a North point has been provided.
- **Do Not Scale** or only scale from figured dimensions are not acceptable - it is important that Planning are able to scan from any plans. Below is some examples of wording we will accept:

Do not scale from this plan for construction purposes;

All Dimensions to be confirmed on site before commencement;

All dimensions must be checked on site and not scaled from this drawing for construction purposes;

Contractors must check all dimensions and only work from figured dimensions.

Plans (continued)

- **Scale Bars** – Provide scale bars on all plans.
- **Finished Floor Levels** - if a new building finished floor levels will be required, either on the block plan or floorplans. They must be related to a fixed datum point which must be clearly identified on the plan.
- **Missing Information on Plans** – make sure elevations and floorplans match i.e windows/doors, consistent on both elevations and floorplans.
- **Public Rights of Way** - PROW and bridle paths should be shown on the block plan or location plan if affected in anyway by the development. This would include:-
 - PROW which run through the red line area
 - Proposal where the PROW immediately adjoins the site and the proposed development has the potential to increase vehicle movements (for example short term would be during the construction stage or long term as means of access to a building) or if it would increase pedestrians using/crossing the PROW.
 - And finally, proposals which involve the redirection of a PROW
 - [Make a better application - Cornwall Council](#) is updated regularly with common invalid reasons and sets out the information required on plans in more detail.

Certificates

Certificate A – Sole Ownership and no agricultural tenants

Certificate B – Shared Ownership (all other owners/agricultural tenants known)

Certificate C – Shared Ownership (some other owners/agricultural tenants known)

Certificate D – Shared Ownership (none of the other owners/agricultural tenants known)

Notice 1 – must be completed and sent to all known owners and/or agricultural tenants.

[notice1.pdf \(planningportal.co.uk\)](#)

Notice 2 – must be completed and advertised in a paper local to the area of the application site. [notice2.pdf \(planningportal.co.uk\)](#)

A copy of the notice should be included with the application.

Contaminated Land

Phase 1 contamination reports are required on a proposal that fall on Contaminated or Potentially contaminated land.

Generally they are not required on Householder applications but this is not to say (depending on the proposal) that one will not be required.

We are not able to accept Non-Interpretive Enviro Reports in place of Phase 1 reports. . They are purely data obtained by the relevant search company from various sources, they do not provide any interpretation of this data in terms of potential risks to health/environment and does not include a visit to the site.

Unfortunately we are not able to share constraint layers on the Intranet mapping system as the data is provided from a third party which prohibits it being published fully on our website.

EH-TAP can be offered as an additional service when applying for Pre-application advice or as a stand-alone service. Further guidance on the options and benefits of using this service prior to submitting your planning application is available by using the below link. [Technical advice for planning applicants - Cornwall Council](#)

Critical Drainage/Foul Drainage

Foul Drainage Forms – required on all applications that use or require non mains drainage, even if existing. They should also be accompanied by Percolation tests if proposing a new non mains drainage system.

Critical Drainage Areas – Required on all applications if the site falls within a Flood Zone 1 area.

For minor extensions the following link will provide some guidance as to what level of information is required.

<https://www.gov.uk/guidance/flood-risk-assessment-standing-advice#advice-for-minor-extensions>.

Watch this space for a new template we have been working on to help with the level of information required for applications falling with a Flood Zone 1 (Critical Drainage area).

Heritage Statements

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

Heritage Statements are a national requirement and are required when a proposal falls within a Conservation Area, World Heritage site or affecting a Listed Building (irrelevant of the impact on the heritage asset one will be required).

It is acceptable to include the Heritage Statement within the Design and Access Statement or a Planning Statement but it must clearly be identified.

We have produced a Heritage Statement Template you may find useful
[Microsoft Word - New Heritage Statement Template Jan 2018.1.docx](#)
[\(cornwall.gov.uk\)](#)



Bats

A bat survey must be provided for proposed development which includes the modification, conversion, demolition or removal of buildings and structures (especially roof voids) involving the following:

- All agricultural buildings (e.g. farmhouses and barns) particularly of traditional brick or stone construction and/or with exposed wooden beams greater than 20 cm thick;
- All buildings with weather boarding and/or hanging tiles that are within 200 m of woodland and/or water;
- pre-1960 detached buildings and structures within 200 m of woodland and/or water;
- pre-1914 buildings within 400 m of woodland and/or water;
- pre-1914 buildings with gable ends, pegtile roofs or slate roofs, regardless of location;
- there is a historical record of bats using the building

We will no longer accept/register an application when the survey highlights that further emergence survey's are required and it is not within the relevant survey window. (April/September)

European Site Mitigation

New validation requirement from 1 January 2023

A Section 111 Form and relevant fee will be required for all new net residential and tourism development that generate the need for financial contributions towards habitat mitigation.

Where a Section 106 Agreement is required for planning permission, however, the payment can be included with other obligations.

We will no longer use a planning condition to secure a Section 111.

Online System

We are in the process of creating an online system for developers to complete the s111 forms and payments online for the European Sites SPD mitigation.

Common Local Requirements

Constraint	Description	Requirement
BRIDLE	Definitive Bridleway	Shown on Location/Block Plan
PROW/PROW10	Public Right of Way	Shown on Location/Block Plan
DMMO/DMMO10	Definitive Map Modification Order	Shown on Location/Block Plan
CONTLD	Contaminated Land	Phase 1
PCLPOL	Potentially Contaminated Lane	Phase 1
CRITDA	Critical Drainage	FRA covering Soakaway issues
FZ2/FZ3	Flood Zone 2 & 3	Flood Risk Assessment
LBI/LBII/LBIIS/LBG1/LBG2	Listed Building and Grades	Heritage Assessment/Design and Access
TPO	Tree Preservation Order	Tree Survey/Report
WHS	World Heritage Site	Heritage Assessment
ZOINAT	Zone of Influence	Appropriate Assessment
SSSIRZ	SSSI Impact Risk Zones	Depending on proposal this might trigger the need for Ecology Survey (very rarely on HH applications)
CONARA	Conservation Area	Heritage Assessment

Constraint information can be found on the [Internet Mapping](#) on the Cornwall Council website, check which constraints affect a site before submitting your application.

Website Links

Checklists in validation guide – [validation-guide-2019.pdf \(cornwall.gov.uk\)](#)

Agents Area - [Planning Agents' Area - Cornwall Council](#)

Fees – [Fees and Charges Document Planning, Building Control and Land Charges \(cornwall.gov.uk\)](#)

[Planning Fees and Charges Supplementary Guidance Document \(cornwall.gov.uk\)](#)

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

Heritage Statement Template - [Microsoft Word - New Heritage Statement Template Jan 2018.1.docx \(cornwall.gov.uk\)](#)

CDA – <https://www.gov.uk/guidance/flood-risk-assessment-standing-advice#advice-for-minor-extensions>.

Internet Mapping – [Internet Mapping](#)

CIL - [CIL Calculations and Payment - Cornwall Council](#)

Planning Practice Guide - [Planning practice guidance - GOV.UK \(www.gov.uk\)](#)

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



Thank you / Meur ras

If you have any further questions or comments,
please email:

planning@cornwall.gov.uk